

**LANDLORD DECISION TO RECOVER UP TO 50% OF RENTAL INVENTORY REGISTRATION FEE
THIRTY (30) DAY NOTICE OF CHARGES DUE**

ALLOWABLE PER CITY ORDINANCE NO. 3671 C.S. § 8-2.03 (C)(1)

The City of Monterey has established a rental inventory requiring landlords to register their rental units and provide other information to the City on an annual basis. The registration fees collected pursuant to this Article will be used to fund the creation and maintenance of the rental inventory as well as to provide services, including referrals to mediation and legal services, education opportunities, and landlord/tenant resources, to Landlords and Tenants in the City. This Article supports the City's housing goals and protects public health, safety, and welfare for Monterey residents. **The City of Monterey allows, but does not require, landlords to recover up to 50% (no more than \$25 per year) of the registration fee from their tenant.** Landlords shall use this form to notify Tenants that they have chosen to recover up to \$25 of the \$50 per year registration fee from their tenant, and this form serves as a notice of charges due.

TO: _____
All Residents (tenants and subtenants) in possessions (full name) and all others in possession

of the premises located at:

(Street Address) Unit # (if applicable) _____
_____, CA _____
(City) (Zip)

PLEASE TAKE NOTICE that pursuant to ORDINANCE NO. 3671 C.S. § 8-2.03 (C)(1), any landlord who purports to recover any portion of the Rental Inventory Fee from their Tenant(s) shall provide the Tenant(s), notice on this form created by the City. Notification shall be provided within thirty (30) days advance written notice of the dollar amount of the Rental Inventory Fee to be recovered, an explanation of the Rental Inventory Fee and a summary of the services to which the Tenant has access pursuant to Section 8-02.04 of this Chapter.

Per ORDINANCE NO. 3671 C.S. § 8-2.03 (C), a landlord may recover up to fifty percent (50%) of the Rental Inventory Fee, excluding any associated late penalties, from their Tenant(s).

1. The following amounts are due in excess of rent for the month of _____, 20____:
 Charges due for a portion of the Rental Inventory Fee in the amount of: \$ _____
(the amount charged to tenants shall not exceed \$25)
2. The amounts now due are payable to landlord:
 with the rent due for the following month; or
 on or before _____, 20____

Landlord/Owners please sign and provide the following information below:

Landlord: _____

Agent: _____

Signature: _____

Date: _____

Address: _____

Phone: _____

Email: _____