

Department of Housing, 649 N. Fair Oaks Avenue, Suite 202, Pasadena, CA 91103

ADMINISTRATIVE REGULATIONS
of the Tenant Protection Ordinance
(revised 8/22/19)

The administrative regulations contained herein are promulgated by the Office of the City Manager to implement the Tenant Protection ordinance as set forth in Chapter 9.75 of the Pasadena Municipal Code.

1. Clarification on definition of "Minor child" at 9.75.020, subsection E ("Minor child" means any person younger than eighteen years of age.)

Administrative implementation guideline: *This definition applies to any person who is younger than 18 years of age and who is documented as a dependent of an adult member of the tenant household as of the date on which tenant submits a written claim to landlord for relocation allowance and moving expense allowance ("TPO Allowances"). For the purpose of qualifying a tenant for TPO Allowances, it is not necessary for the minor child to be named in the rental agreement or lease.*

2. Clarification on term "dependent" at 9.75.060, subsection A and the moving expense allowance.

Administrative implementation guideline: *A dependent can be either a minor child or an adult. See section F.3 below for applicable documentation of dependent status.*

3. Clarification on paragraph "Change in Ownership" at 9.75.060, subsection D.5.

Administrative implementation guideline: *"Change in ownership" includes all "arms length" transfers of property that result in a re-assessment of the property value for tax purposes by the County of Los Angeles.*

Administrative implementation guideline: The "Cost of Living Increase" is measured by the change in the CPI. For the 12-month period ending on June 30, 2019, the CPI is 3.30%.

4. Clarification on documentation to determine eligibility for relocation allowance and moving expense allowance at 9.75.060, subsections F.1, F.2 and F.3:

Administrative implementation guideline: For the purpose of determining household income eligibility for TPO Allowances, the term "household members" includes all persons, including minor children, who reside in the rental unit as their principal place of residence at the time the tenant submits a claim for TPO Allowances to the landlord. Non-related adults who share a rental unit are considered collectively as one (1) household for the purpose of qualifying for TPO Allowances. In such a case, the determination of the household's income eligibility for TPO Allowances is based on the combined income of all adults in the household. An exception is if the landlord has entered into a separate rental agreement with each adult tenant, in which case eligibility for TPO Allowance will be determined by the income and tenant-in-good-standing status of each adult tenant. Under this exception, the TPO Allowance amount will be based on occupancy of one-bedroom per adult tenant.)

Administrative implementation guideline: Calculation of annualized gross income shall be based on tenant's current income. For employment income, only the base pay shall be considered; extra pay such as overtime pay, tips, and "bonus" pay shall not be considered. Income sources not to be considered in the determination of income eligibility shall include but are not limited to: income of minor children, Social Security and SSI income, foster care payments, income from a disabled household member, Home Care assistance, medical expense reimbursements, and student financial aid.

Administrative implementation guideline: Examples of other documentation that may be requested to determine income eligibility may include but are not limited to federal income tax returns and bank checking account statements. Examples of other documentation that may be requested to verify that a person qualifies as a tenant household member or as a child or adult dependent may include but are not limited to birth certificates, school records, federal income tax returns, and rental/lease agreement.

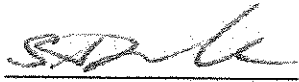
5. Clarification on timeframe for landlord's payment of TPO Allowances at 9.75.060, subsection F:

Administrative implementation guideline: Payment of TPO Allowances is limited to one (1) single payment per rental unit, regardless of the number of tenants residing in the unit, unless the exception described in section F.1, above, is applicable. Landlord shall pay the TPO Allowances within the following timeframe:

1) *The TPO Relocation Allowance amount within 15 calendar days of landlord's receipt of tenant's complete TPO Allowances claim which consists of the items described in F.1 and F.2, above. This timeframe may be extended by a reasonable period of time by the landlord to request and review additional tenant documentation per F.3, above.*

2) *The TPO Moving Expense allowance amount no later than tenant's relinquishment of the rental unit to the landlord.)*

Approved:



Steve Mermell
City Manager

August 22, 2019