

NOTICE OF RENT WITHHOLDING



TO LANDLORD/OWNER/AGENT: _____ DATE _____

MAILING ADDRESS: _____
Street Number/Street Name Unit City State Zip Code

EMAIL ADDRESS: _____

REGARDING RENTAL UNIT: _____
Street Number/Street Name Unit City State Zip Code

To Whom It May Concern:

On _____, I/we sent you a Request for Rent Rollback. In that letter, I/we informed you that the Pasadena Fair and Equitable Housing Charter Amendment ("Charter Amendment") required you to roll back the rent for my/our Rental Unit to the lawful Base Rent. Specifically, I/we requested the following:

- That you roll back the Rent for my/our unit to \$ _____, effectively immediately.
- That you refund me/us in the total amount of \$ _____, for the Rent that I/we have overpaid since the Effective Date of the Charter Amendment, and that you provide the refund in the following manner:

Personal check/money order Rent credit applied to future months

Other: _____

The Request for Rent Rollback provided you with ten (10) days to comply with these requests. At least ten (10) days have elapsed since I/we sent the Request for Rent Rollback, and you have not complied.

Based on your failure to comply with the requirements of the Charter Amendment, I/we will begin withholding rent for my/our Rental Unit on _____. Specifically, I/we will be withholding the following amounts for the following month(s):

MONTH	RENT AMOUNT TO BE WITHHELD	RENT AMOUNT TO BE PAID

If there are more than four months of withholding, please use the chart on page 2

Once we have recovered all of the rent overpayment we will pay the Base Rent amount of \$ _____ each month, which is the lawful rent for my/our Rental Unit.

NOTE: A copy of this Notice of Rent Withholding and a copy of the Request for Rent Rollback that I/we sent you on _____ will be filed with the Rental Housing Board.

TENANT NAME: _____ TENANT SIGNATURE: _____

CONTACT INFORMATION (if desired): _____

