CITY OF PASADENA
RENT STABILIZATION DEPARTMENT
199 S Los Robles Ave, Suite 350
Pasadena, CA 91101
(626) 744-7999
RentalRegistry@CityOfPasadena.net

REQUEST FOR LATE FEE WAIVER

If you are a landlord, use this form to:

- Request a waiver of late fees assessed under the Pasadena Rental Housing Board Regulations Chapter 9. Waivers may be granted only for specific, defined conditions and must be supported by documentation.

Please note:

- If you need this form in another language, please contact the Pasadena Rent Stabilization Department at (626) 744-7999. **Si necesita este formulario en otro idioma, por favor póngase en contacto con Pasadena Rent Stabilization Department en (626) 744-7999.**

Instructions:

STEP 1: Complete this Request for Late Fee Waiver Form.

- Answer all the questions on this form. If your request does not fit within the space provided on the form, you may attach additional pages.
- Submit the completed Request for Late Fee Waiver form and all supporting documentation within 30 days of submitting your rental registration. Waiver requests submitted after the 30-day window may be denied.

STEP 2: Staff Determination.

- Registry staff will review your request and issue a written determination approving or denying the waiver. The determination notice will include:
  - The basis for the decision
  - Instructions for filing an Objection
  - An Objection form
  - Information about the hearing process

STEP 3: What to Expect Next.

- If your waiver request is approved: Registry staff will notify you when the adjusted invoice is ready for payment.
- If your waiver request is denied: You have 30 days from the mailing date of the determination to submit an Objection to Late Fee Waiver Determination.
- Upon receipt of the Objection, a Hearing Officer will be assigned, and the Hearing Officer will schedule a hearing within 45 days.
- The Hearing Officer's written decision is final and cannot be appealed to the Board.

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GENERAL CONTACT INFORMATION
OWNER NAME/PROPERTY MANAGEMENT NAME:
MAILING ADDRESS:
PHONE NUMBER:
EMAIL ADDRESS:

PROPERTY INFORMATION
RENTAL PROPERTY ADDRESS:
PARCEL NUMBER (APN):

REASONS FOR LATE FEE WAIVER

Select one qualifying reason and provide a written explanation. Eligible conditions include:

☐ **Technical Issues** preventing timely registration. Explain the system issue that occurred below. Attach screenshots or error messages, if available.

☐ **Medical or Family Emergencies**. Describe how the emergency prevented timely registration. Do not include sensitive medical details. Supporting documentation is optional.

☐ **Natural Disasters or Catastrophic Events**. Describe the event and how it prevented timely payment. Include documentation if available.

☐ **Administrative Errors**. Provide a written explanation and attach emails or documents showing staff error caused by the delay.

☐ **New Ownership**. Provide the date you acquired the property and any supporting ownership documents.

☐ **Change from Exempt to Nonexempt Status**. Explain when and why the exemption status changed.

☐ **Other.** Please explain thoroughly in the Explanation for Late Fee Waiver box below.

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EXPLANATION FOR LATE FEE WAIVER REQUEST

Use the space in the box below to thoroughly explain the reason for the late fee waiver request. You may attach additional pages if needed.

DECLARATION

I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing Request for Late Fee Waiver and all attachments and accompanying documents are true and correct and complete.

SIGNATURE:	**DATE:**
PRINT NAME:	

DISCLAIMER: *Neither the Rental Housing Board nor the City of Pasadena make any claims regarding the adequacy, validity, or legality of this document under State or Federal law.* ***This document is not intended to provide legal advice.*** *Please visit CityOfPasadena.net/Rent-Stabilization or call (626) 744-7999 for more information.*