



## NOTICE TO TENANTS

Pursuant to the provisions of Section 12-1.17 of the City of Hayward’s Residential Rent Stabilization and Tenant Protection Ordinance, Landlords are required to pay an administration fee to the City on an annual basis to defray the costs of administering the ordinance. The fee is charged against each Covered Rental Unit subject to the ordinance in the City. The ordinance further provides that Landlords may collect up to fifty percent (50%) of this fee from the Tenants of a Covered Rental Unit by assessing the fee to the Tenants as a Governmental-Utility Services cost pursuant to Section 12-1.05(d) of the ordinance.

The fee imposed for Fiscal Year 2025 (July 1, 2024 – June 30, 2025) is \$66 per Covered Rental Unit. The Landlord has paid the full amount of the fee to the City and has decided to exercise the option to collect a portion of the fee. Your fifty percent (50%) share of this fee is \$33. Please remit the full amount of \$33 to \_\_\_\_\_ by an acceptable form of payment with your next Rent Payment. Accept forms of payment include \_\_\_\_\_.

Tenants with any questions about the payment of the fee can contact the landlord at \_\_\_\_\_.

