

## **SUMMARY OF EXEMPTIONS**

There are 20 types of exemptions to choose for billing registration. Exemptions are grouped into three categories: temporary, conditional, and permanent.

- Temporary exemptions (i.e. owner-occupied; vacant; and no rent collected) are claimed annually according to instructions on the annual registration coupon.
- Conditional exemptions (i.e.: wrong number of units; commercial use; demolished; monastery, convent, or on-campus dormitory; withdrawn from rental housing use; hospital or licensed care facility; co-op with Cal Trans regulatory agreement; fraternity or sorority house or off-campus dorm; Rent-regulated non-profit organization; transient-use only hotel/motel room; condominium; co-op unit; government owned or managed; and mobile home park) can last three years as long as conditions for exemption are met.
- Permanent exemptions (i.e.: substantial renovation; luxury; and built after 10/1/78) are automatically renewed by the Department once processed.

To claim conditional and permanent exemptions the property owner or authorized agent must complete both sides of the annual bill attachment. It is significant to identify the exemption type by the two-character code, the total number of units eligible for the exemption, and each house/unit number affected on the second page. The form and copies of documents listed on the first page must be sent directly to the Housing Department by the specified date for review by Billing staff. Incomplete claim forms, forms not sent to the correct address, and lack of sufficient documentation are reasons for delay in the processing of exemption requests or may prove ineligibility for exemption.