

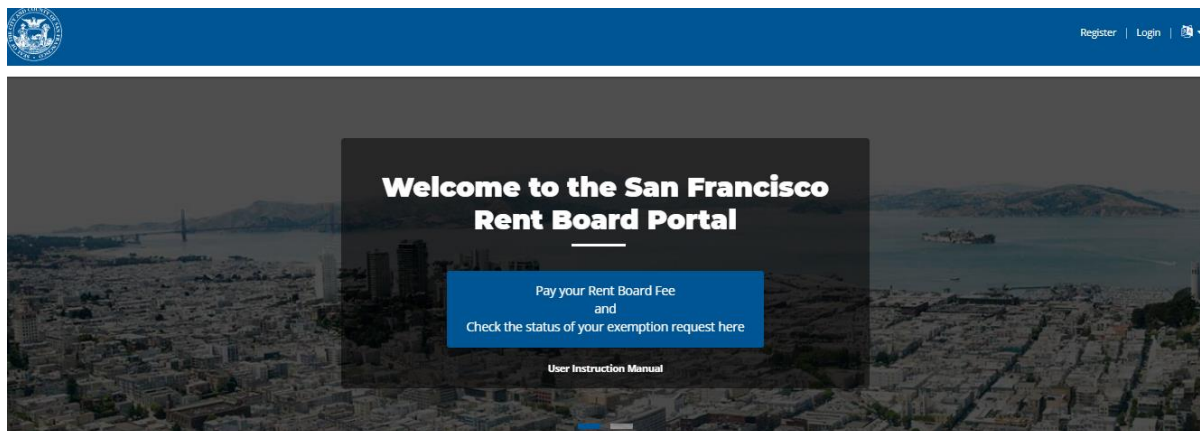


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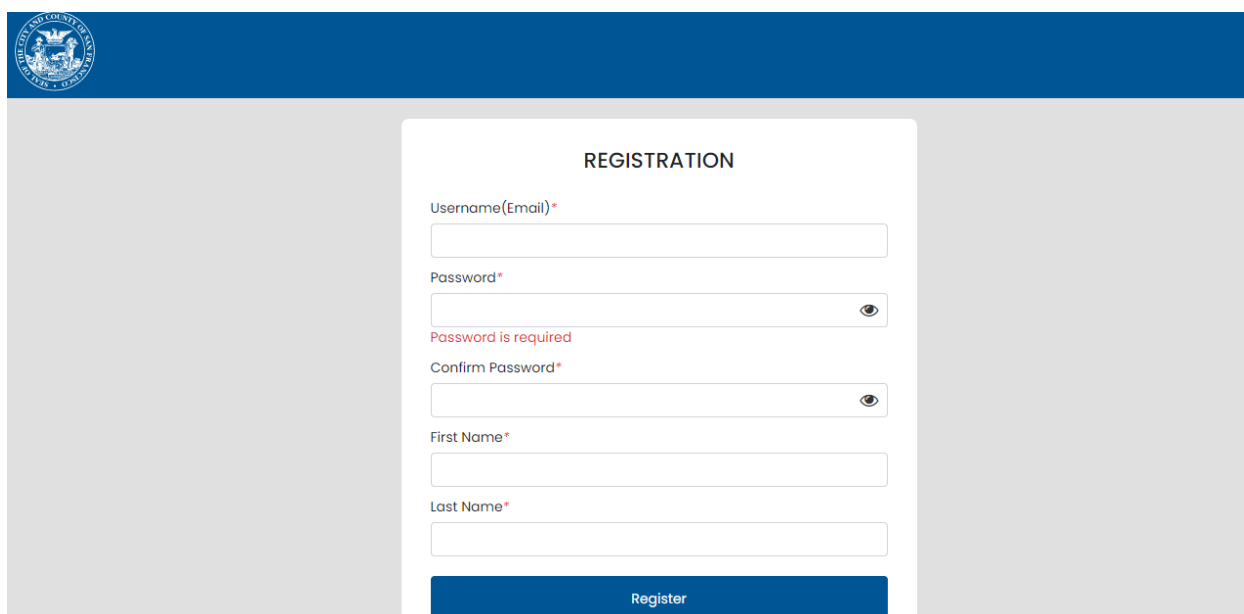
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1. Getting Started

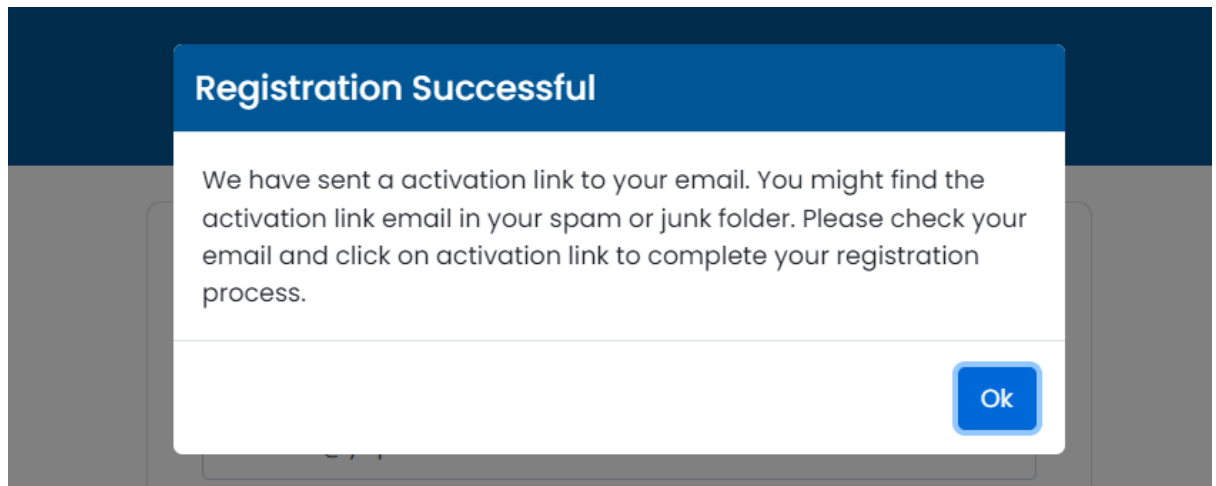
- Access portal.sfrb.org where you see the landing page as such:



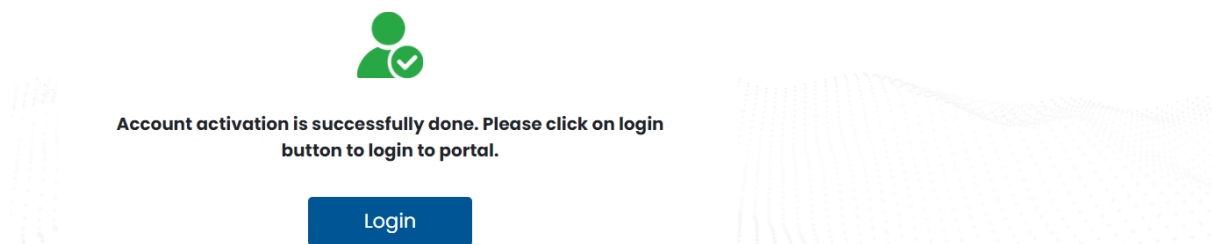
- NOTE: If this is your first time using the portal continue here. If you already have an account, please log-in and go to step 2 in the manual.
- Click on the “Register”



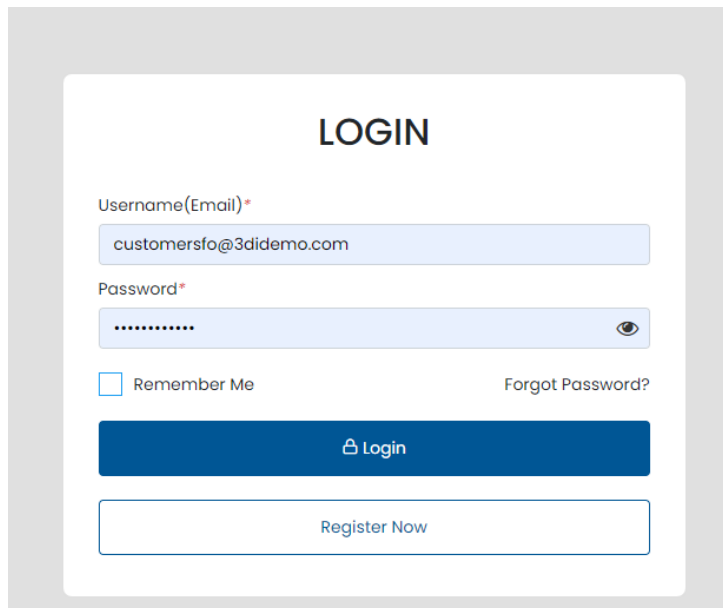
- Enter information
- NOTE: (Password requirements are: Password must contain at least 8 characters of the following character types: Upper Case (A-Z), Lower Case (a-z), Number (0-9), and Special Character (!@#\$%^&*).
- Click “Register”



- Click “Ok” in the pop-up, to receive activation link in your email inbox. NOTE: The activation link will be sent to the email address you used to register with. Please check your spam/junk folders in case the link was sent there.
- Upon Clicking the activation link, system will activate account and displays following message.



- Click on “Login” button and system will redirect to login screen. Enter the username (email) and password you used to register. NOTE: In order to login, you must have completed the registration steps above.

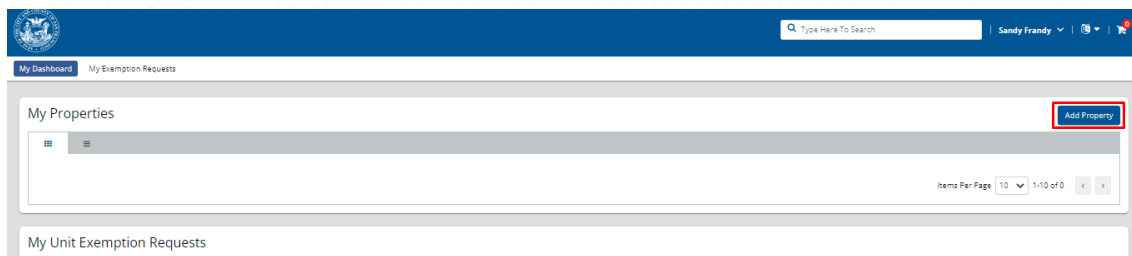


A screenshot of a web login form titled "LOGIN". It features two input fields: "Username(Email)*" with the value "customersfo@3didemo.com" and "Password*" with masked characters. Below the password field are checkboxes for "Remember Me" and a link for "Forgot Password?". At the bottom are two buttons: a blue "Login" button and a white "Register Now" button.

- Click "Login"
- Click Submit

2. Add a property

- Login and access your dashboard
- Click on "Add Property" on the right hand side



A screenshot of a user dashboard. The top navigation bar is blue with a search bar and user profile. Below, the "My Properties" section is highlighted with a red box around the "Add Property" button in the top right corner. The dashboard also shows sections for "My Exemption Requests" and "My Unit Exemption Requests".

- In the pop-up, enter your parcel number and PIN
- NOTE: refer to image to see where to find your PIN

Add Property

I am Property ...

Owner

Parcel Number*

PIN*

Add Property

Cancel

Where to find my PIN?

Please enter the APN and PIN located on the Rent Board Fee Annual Notice sent to the mailing address on file for your property. If you need a new PIN to be issued or need other assistance, please call 311.



San Francisco Residential Rent Stabilization and Arbitration Board
25 Van Ness Avenue #326, San Francisco, CA 94102-4033 www.sfrb.org 415.252.4608

Rent Board Fee Informational Notice
S.F. Administrative Code Chapter 37A

[NOTICE DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER ADDRESS]

PORTAL PIN: [XXXX]

RENTAL PROPERTY ADDRESS : [ADDRESS]
ASSESSOR PARCEL NUMBER : [APN]

The Rent Board Fee funds the services provided by the Rent Board. In prior years, the Office of the Treasurer and Tax Collector billed the Rent Board fee on the property tax statement. The Rent Board is now required to collect the \$59 per-rental unit fee (\$29.50 per SRO unit) directly from each property owner, and the Fee will no longer appear on your property tax statement. There has been no change to the structure of the Fee. You will receive an invoice in January 2022. Your Fee payment must be made by March 1, 2022 to avoid penalties.

If you believe that one or more of your rental units is exempt from Rent Board Fee.

- Click "Add Property"

Add Property

I am Property ...

Owner

Parcel Number*

PIN*

Add Property

Cancel

Where to find my PIN?

Please enter the APN and PIN located on the Rent Board Fee Annual Notice sent to the mailing address on file for your property. If you need a new PIN to be issued or need other assistance, please call 311.



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S.F. Administrative Code Chapter 37A

[NOTICE DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER ADDRESS]

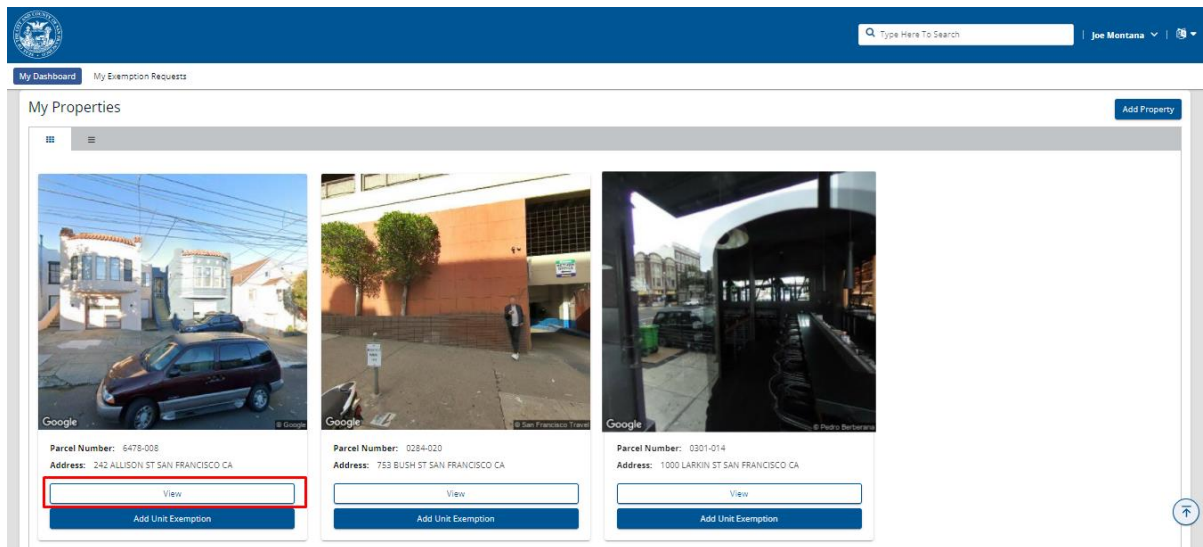
PORTAL PIN: [XXXX]

RENTAL PROPERTY ADDRESS : [ADDRESS]
ASSESSOR PARCEL NUMBER : [APN]

The Rent Board Fee funds the services provided by the Rent Board. In prior years, the Office of the Treasurer and Tax Collector billed the Rent Board fee on the property tax statement. The Rent Board is now required to collect the \$59 per-rental unit fee (\$29.50 per SRO unit) directly from each property owner, and the Fee will no longer appear on your property tax statement. There has been no change to the structure of the Fee. You will receive an invoice in January 2022. Your Fee payment must be made by March 1, 2022 to avoid penalties.

If you believe that one or more of your rental units is exempt from Rent Board Fee.

- You will be taken to your dashboard where you will see your successfully added property

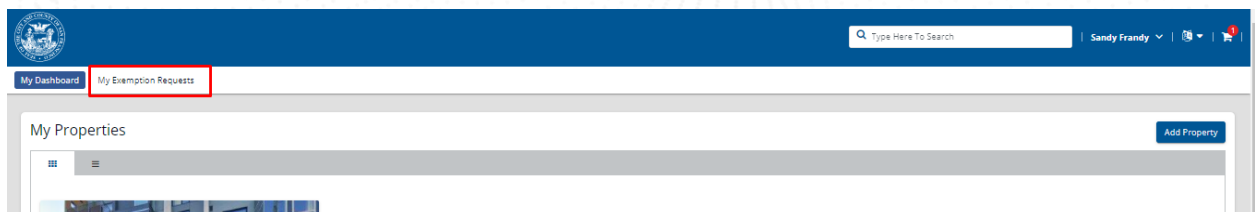


3. View Property Details Page

- On the property, click the “VIEW” button
- Scroll through the page and view property information

4. View details and track status of the submitted exemption request

- From dashboard, click on “My Exemption Requests” located at the top near the “My Dashboard” tab



- “My Exemption Requests” grid will show all the parcels for which you filed an exemption against, their details and the status.

My Exemption Requests

Columns Export to Excel 315 Q

Case Number	Case Type	Parcel Number	Unit Address	Unit Number	Status	Created On	Updated Date
SFRBU-2100120	Unit Exemption	0315-010	771 Porter		Request Submitted	12/02/2021 08:18 AM	12/02/2021 08:18 AM
SFRBU-2100005	Unit Exemption	0315-010	238 OFARRELL SAN FRANCISCO CA		Exemption Approved	09/23/2021 08:35 AM	09/23/2021 08:55 AM
SFRBU-2100003	Unit Exemption	0315-010	242 OFARRELL SAN FRANCISCO CA		Exemption Approved	09/23/2021 07:13 AM	10/07/2021 01:44 PM

1-3 of 3 items

- Here you can sort each column by clicking on it and you could view all your requests.
- To see more details about each parcel, click on the case number in the grid to be taken to the details screen

My Exemption Requests

Columns ▾ Export to Excel 315 Q

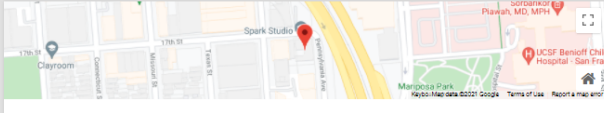
Case Number	Case Type	Parcel Number	Unit Address	Unit Number	Status	Created On	Updated Date
SFRBU-2100120	Unit Exemption	0315-010	771 Porter		Request Submitted	12/02/2021 08:18 AM	12/02/2021 08:18 AM
SFRBU-2100005	Unit Exemption	0315-010	238 OFARRELL SAN FRANCISCO CA		Exemption Approved	09/23/2021 08:35 AM	09/23/2021 08:55 AM
SFRBU-2100003	Unit Exemption	0315-010	242 OFARRELL SAN FRANCISCO CA		Exemption Approved	09/23/2021 07:13 AM	10/07/2021 01:44 PM

10 Items per page 1-3 of 3 items

- The case details screen looks as such:

Case Details

Number : SFRBU-2100044 | Type : Unit Exemption | Status : Request Submitted Back



Overview

Priority	Normal
Created Date	11/12/2021 01:57 PM
Updated Date	11/12/2021 01:57 PM

Linked Assets: **Parcels** 3987-076 Link Asset

Linked Cases:

Details Documents Comments

Unit Exemption (SFRBU-2100044)

Enter Address : 1315 W 16th Street

- Scroll through the page to see details including case number, type and status, linked assets, map location of property, details, documents, and comments against the case.

5. Updating profile Information

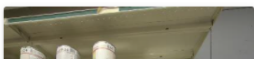
- From the dashboard click on your name in the top right hand corner

Q Type Here To Search Jill Tester ▾ Q Q Q

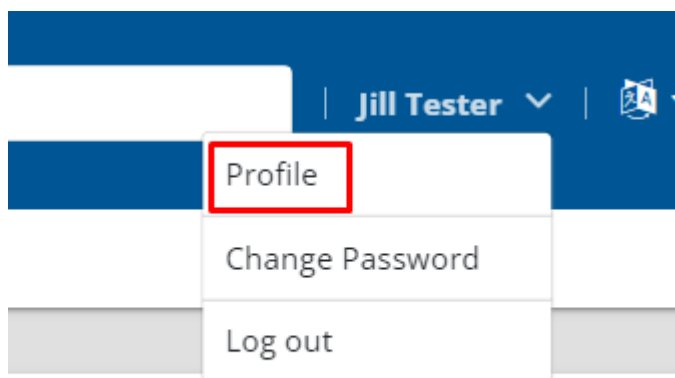
My Dashboard My Exemption Requests

Note: To request an exemption, please click **Add Property** and then click **View** below the property photo to request an exemption.

My Properties Add Property

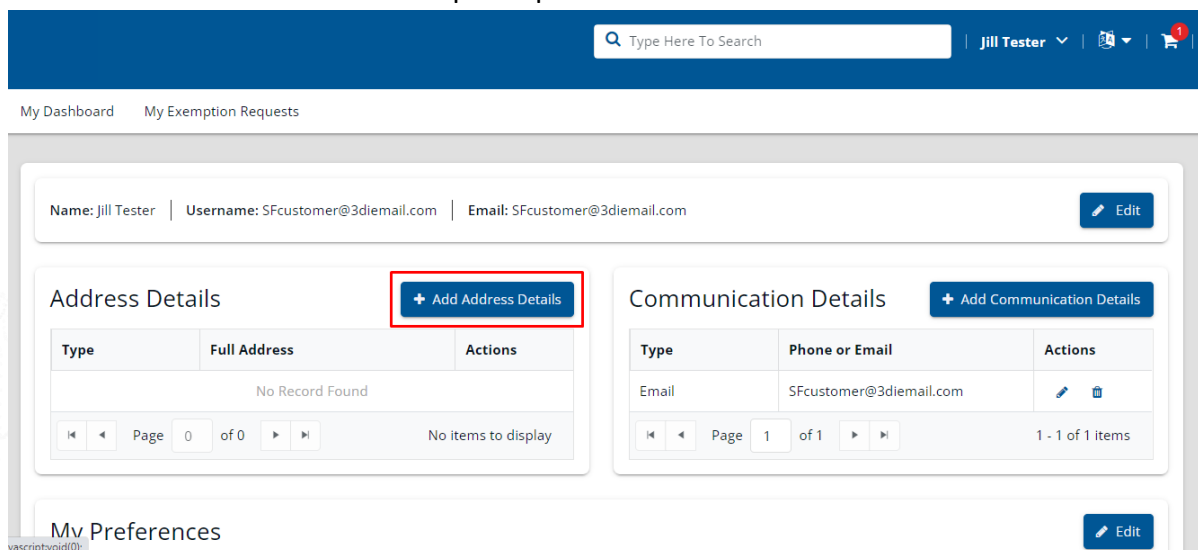


- Select "Profile"



emption.

- Click on “add address details” to update personal address information



- Fill in the fields to add your address details

Add My Address

Address Type*
 ☐ PO Box Address?

Address 1*

Address 2

City*

State*

Zip*

Country*

☐ Primary

- Click save and you will see the added address in the widget
- To update email address, click on “add communication details”

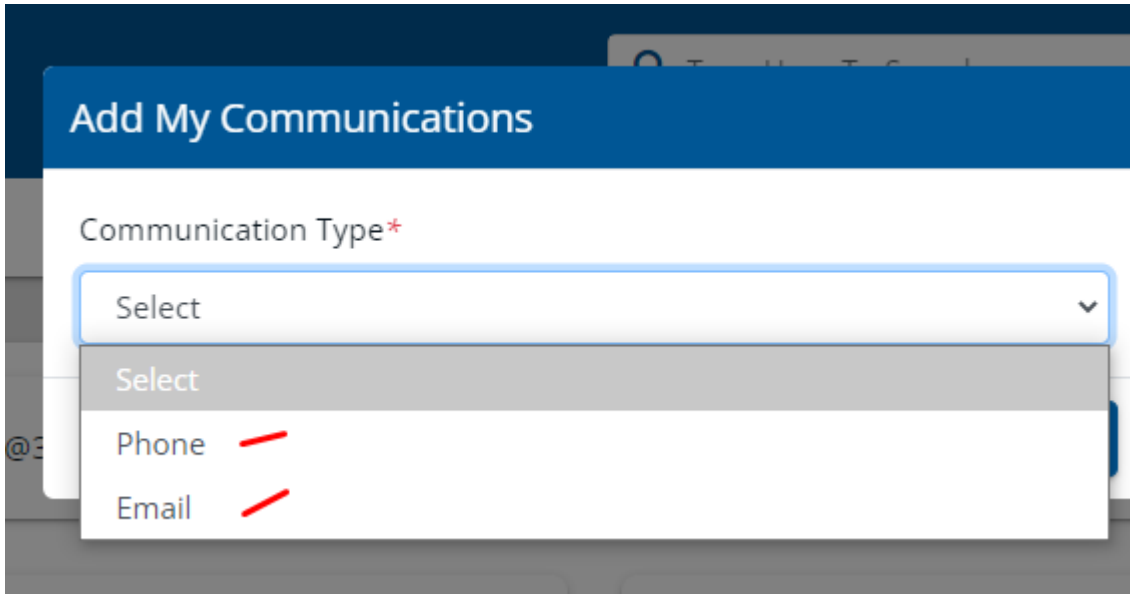
SFcustomer@3diemail.com

Communication Details

Type	Phone or Email	Actions
Email	SFcustomer@3diemail.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page 1 of 1 1 - 1 of 1 items

- In the pop-up select if you want to update email or phone



Add My Communications

Communication Type*

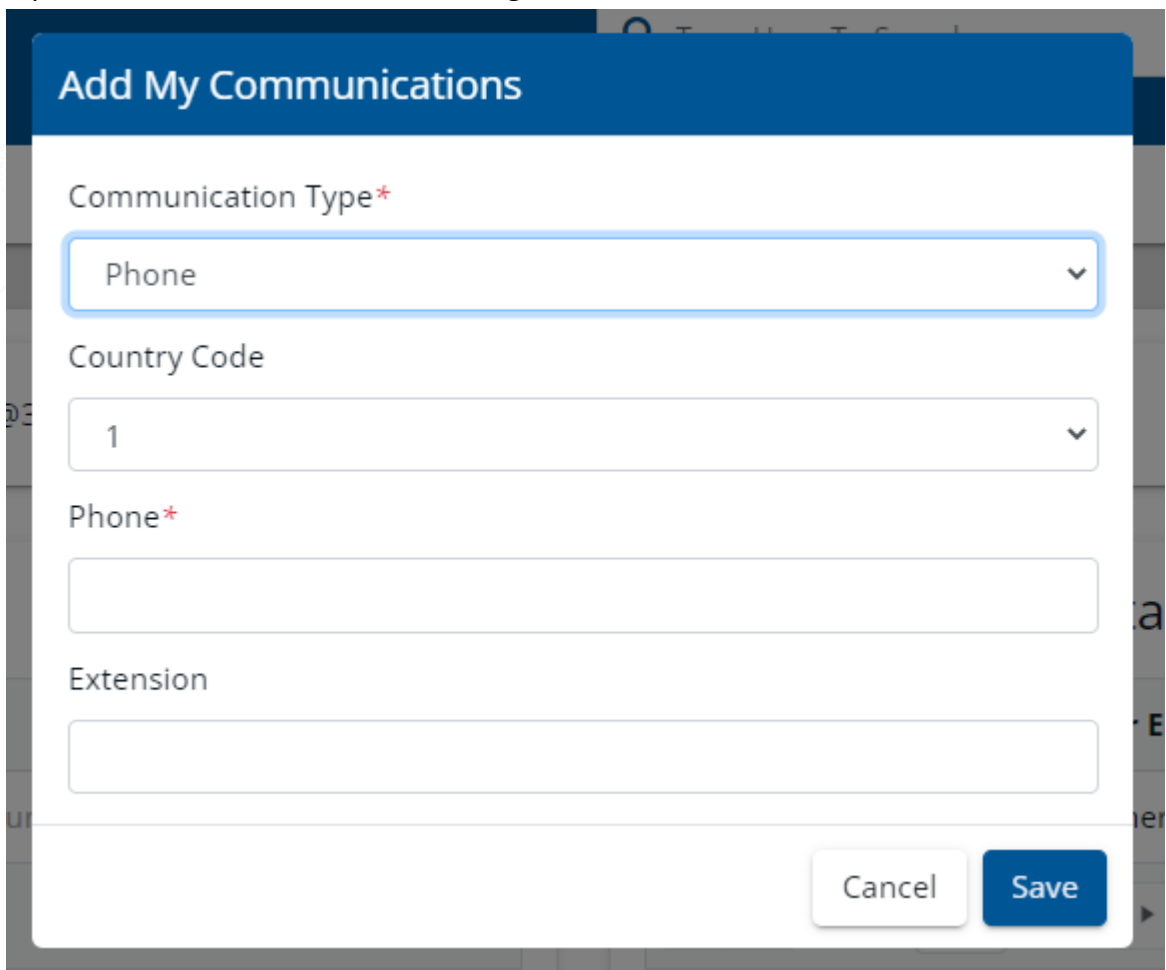
Select

Select

Phone

Email

- If phone is selected, enter the following details and click save.



Add My Communications

Communication Type*

Phone

Country Code

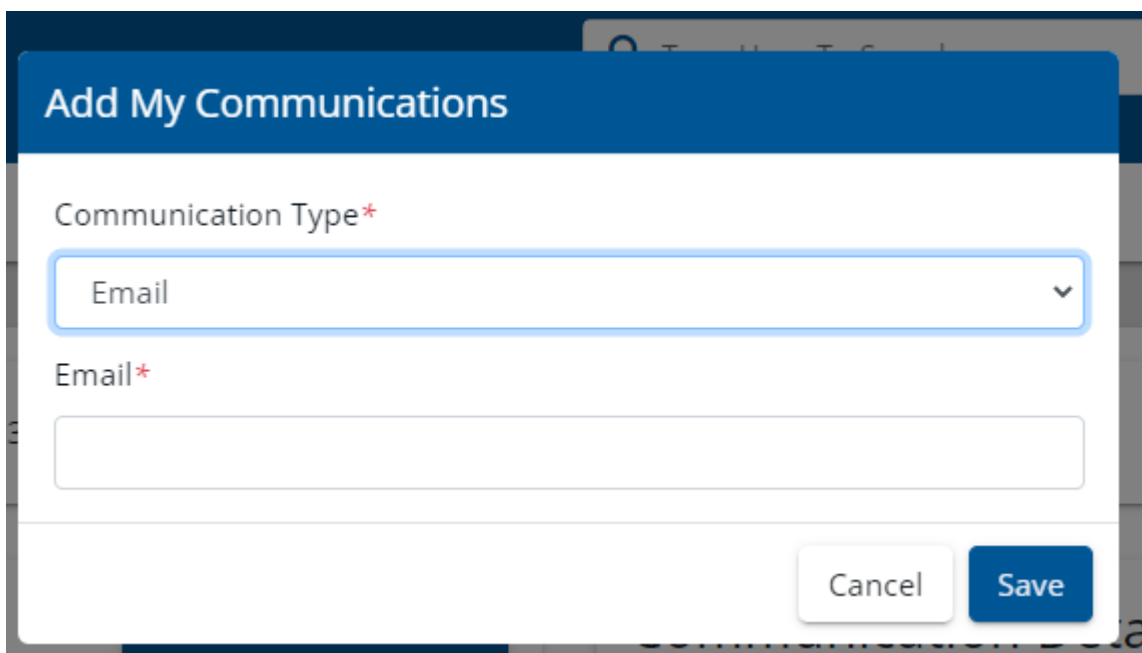
1

Phone*

Extension

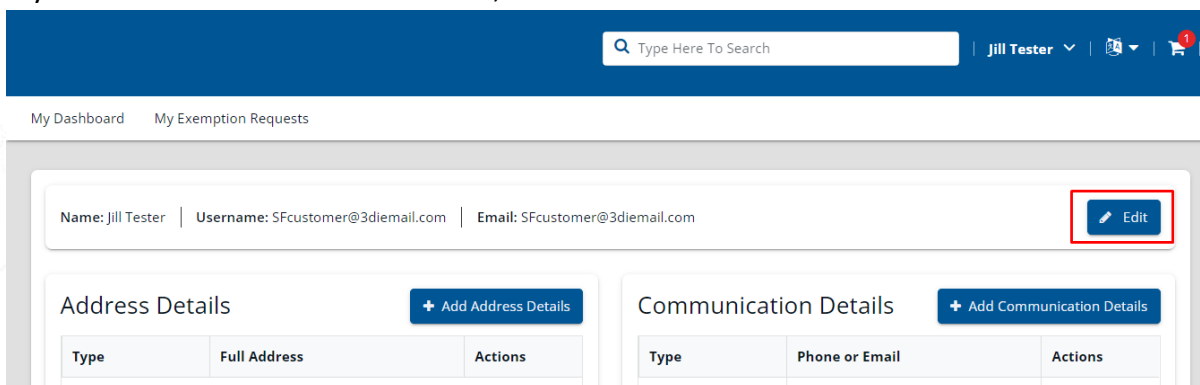
Cancel Save

- If email is selected, enter your email address and click save



The screenshot shows a modal window titled "Add My Communications". It contains a dropdown menu for "Communication Type" with "Email" selected. Below it is a text input field for "Email". At the bottom right are "Cancel" and "Save" buttons.

- If you need to edit first and last name, use the “edit” button



The screenshot shows a user profile page. At the top, there is a search bar and a user name "Jill Tester". Below this, the user's information is displayed: "Name: Jill Tester | Username: SFcustomer@3diemail.com | Email: SFcustomer@3diemail.com". An "Edit" button with a pencil icon is highlighted with a red box. Below the user information are two sections: "Address Details" and "Communication Details", each with an "Add" button and a table with columns for "Type", "Full Address" (or "Phone or Email"), and "Actions".

- In the pop-up, enter your first and last name and click save

Edit Profile

Username*

SFcustomer@3diemail.com

First Name*

Jill

Last Name*

Tester

Cancel Save

6. Update contact information on property

When you view the information of parcel you added in your profile, you can view and update information of contacts associated with the parcel in 'contact(s)' tab.

SFRB UAT | Search: Type Here To Search | John doe | [User Icon]

My Dashboard | User Logs | Useful Links

Note: To submit unit information for the 22-23 Housing Inventory, click the blue "Report Unit Information" button in the Housing Inventory submissions section below.

Parcel Number : [Redacted] | Address : [Redacted] Street San Francisco CA [Redacted] US | [Back] [Action]

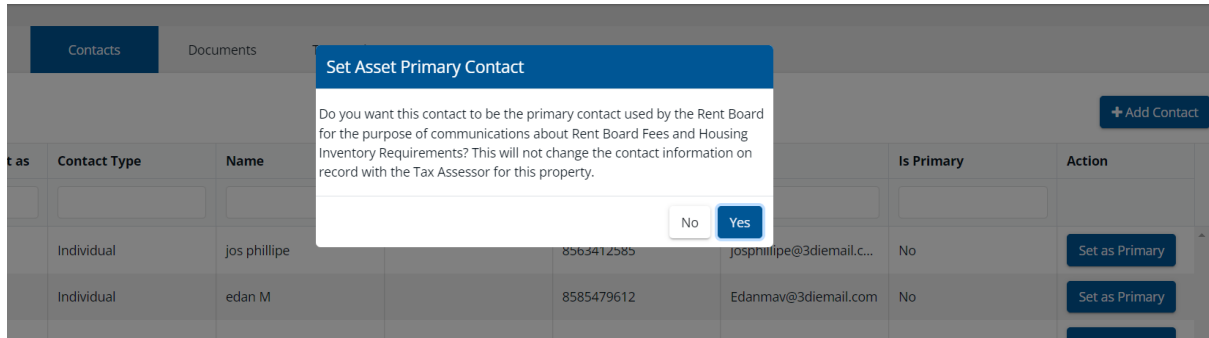
Address | **Contacts** | Documents | Transactions

[+ Add Contact]

Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Is Primary	Action
Owner	Individual	Mike Tomlin			mtomlin@yopmail.com	No	[Set as Primary]
Property Manager	Individual	Tony	20 Main St Los Angeles CA 91107			Yes	

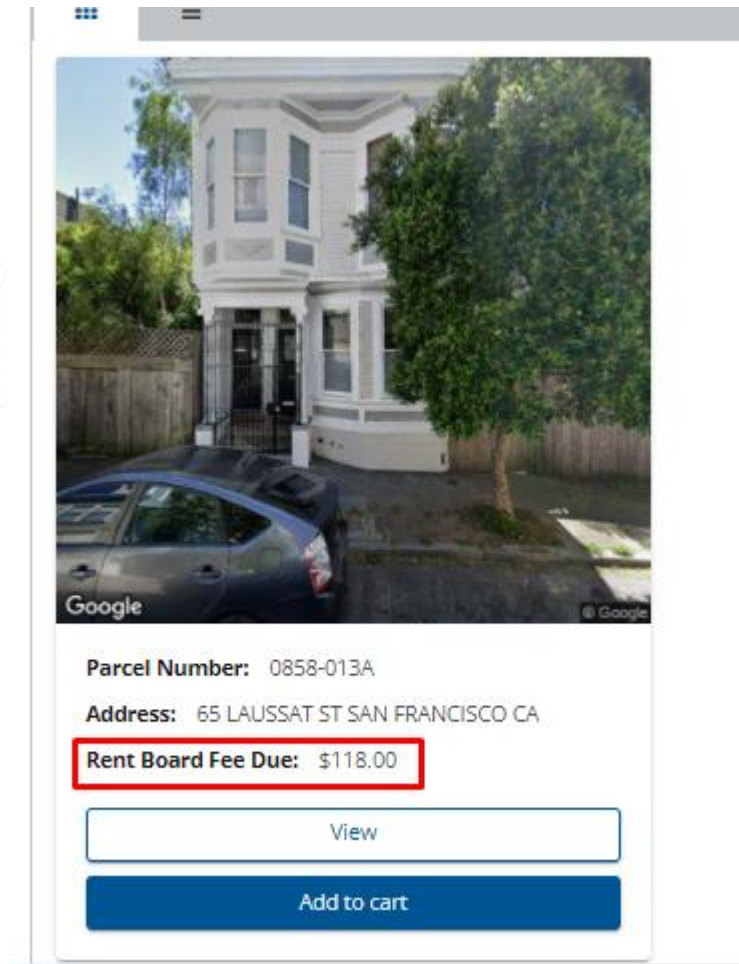
Click on 'Add Contact' button to add a new contact associated with this property. For an already existing contact on property, in order to mark the contact as Primary, click 'Set as Primary' button on

that contact. System will prompt a message to confirm as depicted below:



7. Viewing a Payment Obligation

- From the customer dashboard, look at the added parcel and see the Rent Board fee listed



- To see more detailed information, click “View”



Parcel Number: 0858-013A

Address: 65 LAUSSAT ST SAN FRANCISCO CA

Rent Board Fee Due: \$118.00

- About half way down the page, see the section with the fee information

Rent Board Assessed Fee (21-22)

Rent Board Assessed Fee : \$118.00

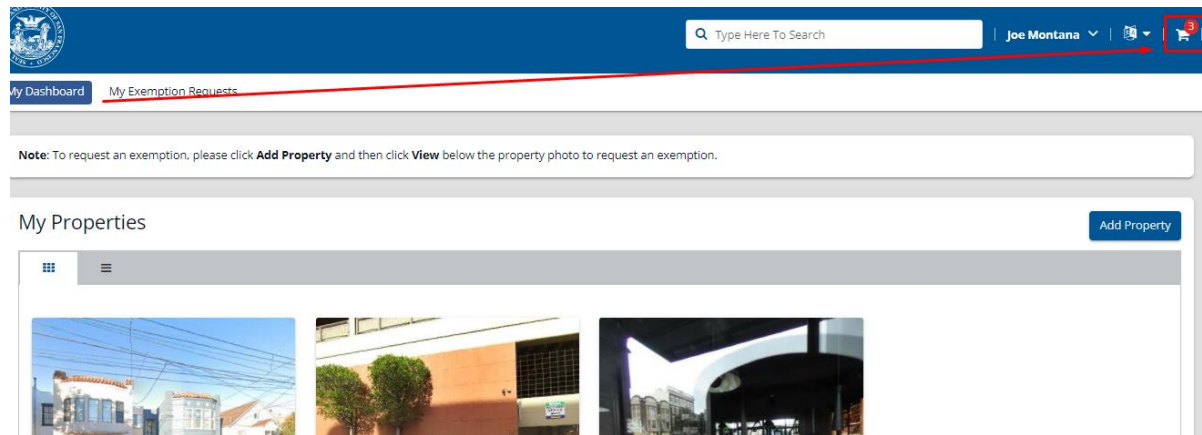
Amount Paid : \$0.00

Due Date : 03/01/2022

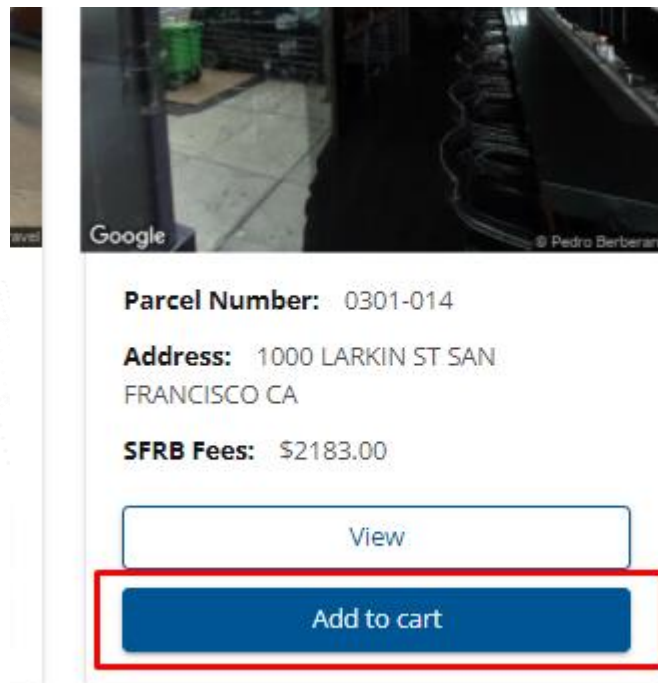
Payment Date :

8. Add to Cart

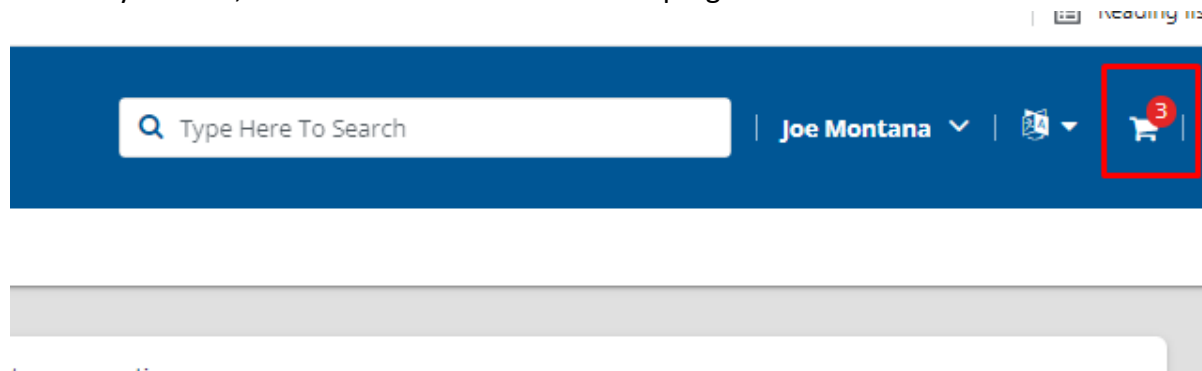
- From your dashboard, see the added property
- Look at the shopping cart located at the top right hand side
- By default, if fees are applied to your added properties, then they will appear in the cart



- If you do not see the property in your cart, you can click on “Add to Cart” from the property card



- To view your cart, click on the “cart” icon at the top right hand side.



9. Remove From Cart

- Once you are in your cart, you have the ability to remove a parcel from your cart

My Dashboard My Exemption Requests

1 My Cart 2 Review Order 3 Payment

My Cart (2)

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0284-020	Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00 \$ 59.00 \$ 413.00	Save for Later
6478-008	Rent Board Fee (21-22) (Parcel # 6478-008) - Rental (Dwelling) Units : 1	\$ 59.00 \$ 59.00	Save for Later

ORDER TOTAL

Total Amount

\$531.00

CHECKOUT

- Once you click on “save for later”, the parcel is removed from your cart and is added into a “save for later” bin.

Saved for Later (2)

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0284-020	Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00 \$ 59.00 \$ 413.00	Add to Cart
0301-014	Rent Board Fee (21-22) (Parcel # 0301-014) - Rental (Dwelling) Units : 26 - Guest Units : 22	\$ 2183.00 \$ 1534.00 \$ 649.00	Add to Cart

- When in the “save for later” bin, you can use the “Add to Cart” button to move it back to your cart

Saved for Later (2)

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0284-020	Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00 \$ 59.00 \$ 413.00	Add to Cart
0301-014	Rent Board Fee (21-22) (Parcel # 0301-014) - Rental (Dwelling) Units : 26 - Guest Units : 22	\$ 2183.00 \$ 1534.00 \$ 649.00	Add to Cart

- You will see the parcels and amounts in the cart and could click on “Checkout” to proceed with payment.

My Cart (2)

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0284-020	Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00	<button>Save for Later</button>
		\$ 59.00	
		\$ 413.00	
6478-008	Rent Board Fee (21-22) (Parcel # 6478-008) - Rental (Dwelling) Units : 1	\$ 59.00	<button>Save for Later</button>
		\$ 59.00	

ORDER TOTAL

Total Amount

\$531.00**CHECKOUT**

10. Checkout Process

- From your cart, you click “Checkout” to proceed with payment

My Cart (2)

ASSET NUMBER	DESCRIPTION	AMOUNT DUE	ACTION
0284-020	Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00	<button>Save for Later</button>
		\$ 59.00	
		\$ 413.00	
6478-008	Rent Board Fee (21-22) (Parcel # 6478-008) - Rental (Dwelling) Units : 1	\$ 59.00	<button>Save for Later</button>
		\$ 59.00	

ORDER TOTAL

Total Amount

\$531.00**CHECKOUT**

- You will see a summary page where you can review your order

My Dashboard My Exemption Requests



My Cart



Review Order



Payment

Review Order (2)

Back

DESCRIPTION	AMOUNT DUE	ACTION
Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00	<button>Remove from Order</button>
	\$ 59.00	
	\$ 413.00	
Rent Board Fee (21-22) (Parcel # 6478-008) - Rental (Dwelling) Units : 1	\$ 59.00	<button>Remove from Order</button>
	\$ 59.00	

ORDER TOTAL

Total Amount

\$531.00**PAY TOTAL**

- From here, you could remove a parcel from the order if you desire to do so by clicking on “Remove from Order”

Review Order (2)

DESCRIPTION	AMOUNT DUE	ACTION
Rent Board Fee (21-22) (Parcel # 0284-020) - Rental (Dwelling) Units : 1 - Guest Units : 14	\$ 472.00 \$ 59.00 \$ 413.00	Remove from Order
Rent Board Fee (21-22) (Parcel # 6478-008) - Rental (Dwelling) Units : 1	\$ 59.00 \$ 59.00	Remove from Order

ORDER TOTAL

Total Amount

\$531.00

[PAY TOTAL](#)

- If everything looks okay, click on “Pay Total” to proceed

[Back](#)


ORDER TOTAL

Total Amount

\$59.00

[PAY TOTAL](#)

- You will select a payment method to proceed

Payment Method	Billing	Confirmation
<p>Payment Method</p> <div><p><input type="radio"/> Bank account</p><p><input type="radio"/> Credit or debit card</p></div> <div></div>	<p>Payment Details</p> <p>Rent Board Fee (21-22) (Parcel # 6478-008) \$59.00 Rental (Dwelling) Units : 1</p> <hr/> <p>Subtotal: \$59.00</p> <hr/> <p>Total: \$59.00</p>	

- You can pay with a credit or debit card or bank account
- For bank account, you will need to accurately enter the following information:
 - Name on bank account
 - Routing number
 - Confirm routing number
 - Account number
 - Confirm account number

☒ Bank account

Name on bank account

Routing number

What is this?

Confirm routing number

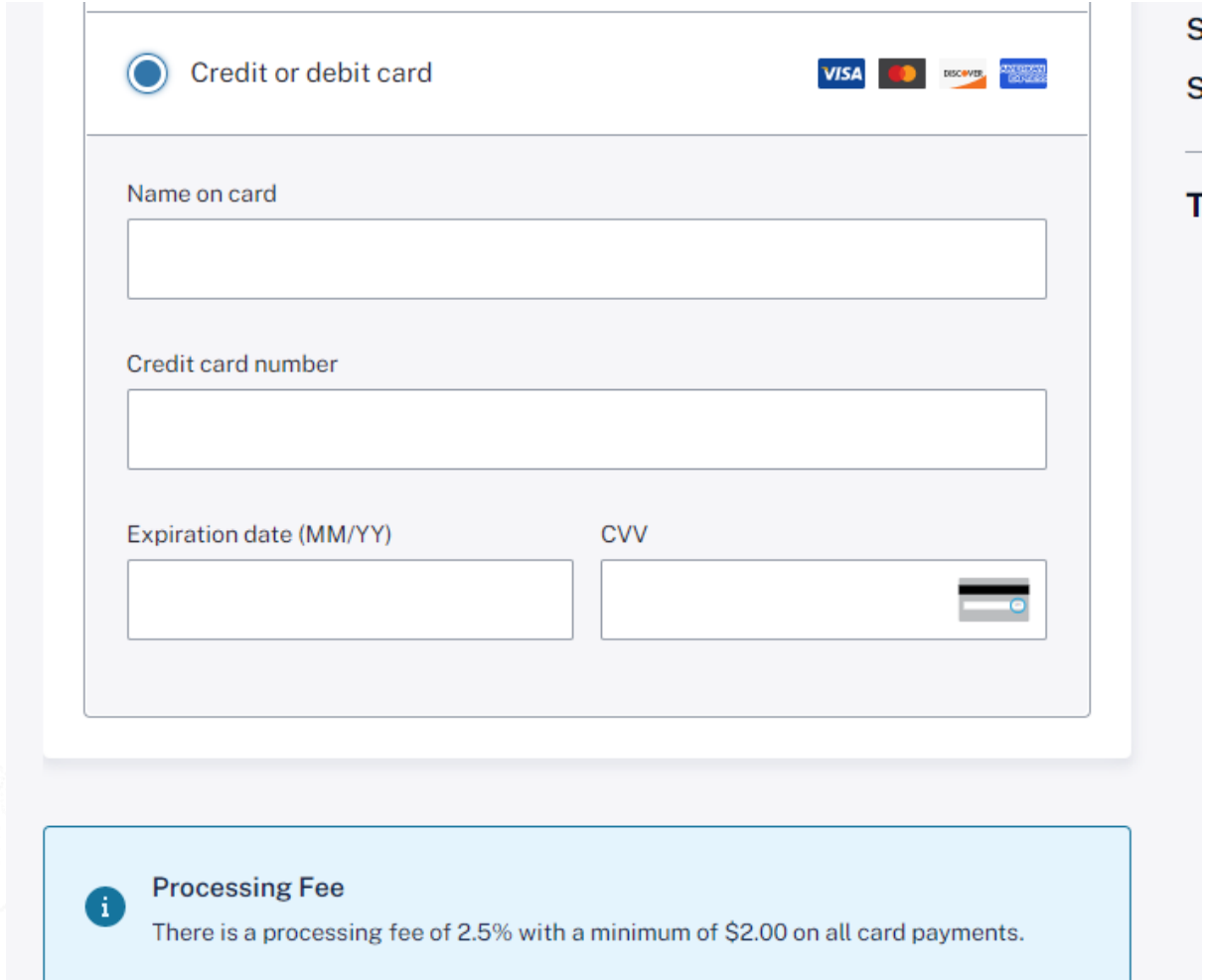
Account number

What is this?

Confirm account number

- For Credit/Debit card, you will need to enter the following information:
 - Name on Card
 - Credit card number
 - Expiration date
 - CVV code

NOTE: All credit/debit card payments have a processing fee of 2.5% or \$2, whichever is greater



☒ Credit or debit card

VISA Mastercard DISCOVER AMERICAN EXPRESS

Name on card

Credit card number

Expiration date (MM/YY) CVV

i Processing Fee
There is a processing fee of 2.5% with a minimum of \$2.00 on all card payments.


- Once all the information is entered (for bank account or credit/debit payment), click “Next”.


Expiration date (MM/YY)

CVV

11/23

123



 **Processing Fee**

There is a processing fee of 2.5% with a minimum of \$2.00 on all card payments.

Cancel

Next

- You will then need to enter customer billing information including:

Country

Address

Apt, Suite, Unit, Floor, etc. (optional)

City

State

Zip code

Customer Information

Billing Information

Country

United States of America

Address

Apt, Suite, Unit, Floor, etc. (Optional)

City

State

Please select state

Payment Details

Rent Board Fee (21-22) (Parcel # 6478-008)

\$59.00

Rental (Dwelling) Units : 1

Subtotal:

\$59.00

Service Fee:

\$2.00

Total:

\$61.00

- Below the address information, you will enter contact information including:

Contact phone number

Contact email address

Contact Phone Number

Phone number

Contact Email Address

Email address

- Once you enter the contact information, click “Next” at the bottom of the screen

Contact Email Address

Email address

123@yopmail.com|

Back

Next

- You will see a confirmation page where you could review all your information. When reviewing your information, if you need to edit any of the fields, you could click on “Edit” and update the information

Payment Method	Billing	Confirmation
Review & Confirm		Payment Details
Payment method		Rent Board Fee (21-22) (Parcel # 6478-008) \$59.00
<div>Card ending in 1111 Edit</div>		Rental (Dwelling) Units : 1
Payment date		Subtotal: \$59.00
<div>12/15/2021</div>		Service Fee: \$2.00
Billing address		Total: \$61.00
<div>1100 S E St San Bernardino, CA 92408 Edit</div>		
Contact phone number		
<div>(909) 884-8255 Edit</div>		
Contact email		
<div>123@yopmail.com Edit</div>		

- If everything looks accurate, scroll to the bottom of the page and check the box for the terms and conditions and verify that you are human by checking the captcha box

Contact email

123@yopmail.com [Edit](#)


☐ Terms and Conditions

By checking the box above, I also agree to the City terms and conditions.

[Learn More](#)

☐ I am human

This hCaptcha is for testing only. Please contact the site admin if you see this.

 hCaptcha
Privacy - Terms

[Back](#) [Pay](#)

- Once you have checked the boxes, click “Pay”
- Your payment has been made and you will see a confirmation screen as such:



Thank you for your payment!

Your transaction number is 70014655.

We've sent a confirmation email to rbaharian@gmail.com. If you do not receive a receipt, check your spam folder.


Please contact customer service at 311 or (415) 701-2311 from outside of San Francisco if you have questions about your payment.

- You could scroll down and see the payment details, parcel information, payment method, payment date and billing information

Payment details

Rent Board Fee (21-22) (Parcel # 6478-008)	\$59.00
Rental (Dwelling) Units : 1	
<hr/>	
Subtotal:	\$59.00
Service Fee:	\$2.00
<hr/>	
Total:	\$61.00

Payment method

 Card ending in 1111
Auth code: PPS835

Payment date

12/15/2021

Billing information

jack joe
1100 S E St
San Bernardino, CA 92408 US


[Return](#)

- Click the “Return” button to go back to home page

Payment details

Rent Board Fee (21-22) (Parcel # 6478-008)	\$59.00
Rental (Dwelling) Units : 1	
<hr/>	
Subtotal:	\$59.00
Service Fee:	\$2.00
<hr/>	
Total:	\$61.00

Payment method

 Card ending in 1111
Auth code: PPS835

Payment date

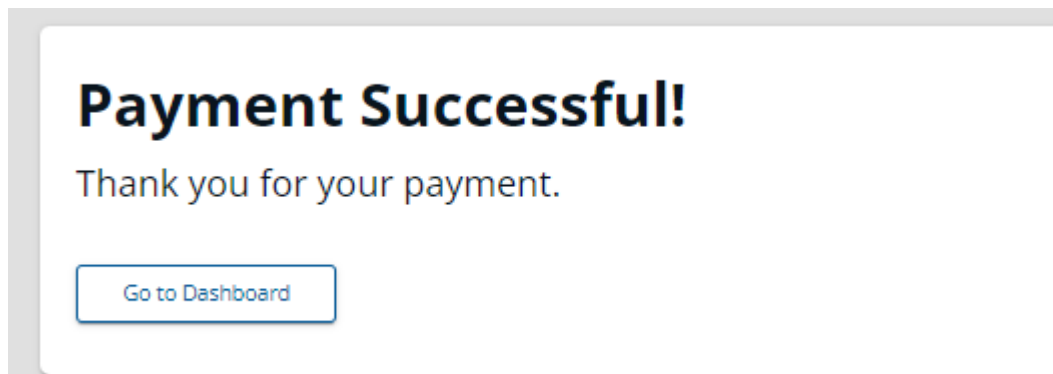
12/15/2021

Billing information

jack joe
1100 S E St
San Bernardino, CA 92408 US

[Return](#)

- Clicking “Return” will take you to a screen that verifies that your payment was successful.
- From here, you could click on “Go to Dashboard” to be taken back to dashboard



11. Submit housing inventory information

For properties subject to Rent Ordinance, Report information about the Units of the property owned or managed by individuals. Owners of properties with 10 or more Units must report the information with Rent Board by **July 1st 2022**.

- Login to SFRB online portal and access your dashboard
- Property may have already added in user’s profile when user made online payment of Rent board fee earlier this year. If not, refer to steps provided in section [1](#) and [2](#).
- On the dashboard- widget of added property, click the “VIEW” button

11.1 Report Unit information - Individually

John Doe

[My Dashboard](#)
[User Logs](#)

Parcel Number : 0086-001A | Address : 1445 MONTGOMERY ST SAN FRANCISCO CA US | Assessor Units : 3 | County Units : 6

[Address](#)
[Documents](#)
[Transactions](#)

Site Address
[+ Add](#)

1445 MONTGOMERY ST SAN FRANCISCO CA US
1250 Main St San Francisco CA 91007 US
345 Washington Blvd San Francisco CA 12312 US

Rent Board Assessed Fee (21-22)
Rent Board Assessed Fee : \$177.00
Total Amount Paid : \$177.00

Due Date : 03/01/2022

Late Payment Penalty : \$8.85

Unit Count - Per Housing Inventory Submission - FY 22-23
Total Vacant : 0 Total Non-Residential : 0 Total Occupied - owner : 0 Total Occupied - Non owner : 0

Housing Inventory Submissions

[+ Import Units](#)
[+ Report Unit Information](#)

Export to Excel Search...

Unit Address	Unit Number	Total Bedrooms	Total Bathrooms	Type of Occupancy	Attachments	Action
345 Washington Blvd San Francisco CA 12312 US	350	One-Bedroom	Shared bathroom facilities with other units	Occupied by non-owner		
345 Washington Blvd San Francisco CA 12312 US	450	One-Bedroom	One bathroom	Occupied by non-owner		
1250 Main St San Francisco CA 91007 US	550	Three-Bedroom	Three bathrooms or more	Occupied by non-owner		

1-3 of 3 items

Fee Exemption Cases

Export to Excel Search...

Unit Address	Unit Number	Exemption Requested? (Yes/No)	Type Of Exemption Requested	Submitted On	Submitted By	Status	Attachments	Actions
155 jasper		Yes	My single family home, condominium, co-op, or apartment unit is occupied by an owner of record and not rented at any time. (no proof required). Vacant units or units solely occupied by children or close relatives not on title as owner do NOT qualify for exemption.	05/13/2022	Suresh Kesana	Request Submitted		

1-5 of 10 items





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- Scroll through the property details. In the Housing Inventory information section/table, click on 'Report Unit information' button.
- First, identify the mailing address of the unit for which they intend to report.
- Second, the choose one of these options, the unit is either "Occupied by owner" or "Occupied by Non-Owner" or "Vacant" or "Non-Residential". The term owner-occupied means "a unit which is occupied by an owner of record on either a fulltime or part-time basis and is not rented at any time".
- If "Occupied by owner" is selected, provide your name and acknowledge the choice under "penalty of perjury" by selecting "confirm". You will not be prompted to report any additional information about the unit.
- If "Occupied by non-owner" is selected, additional fields will appear that require you to report the following additional information.
 - The number of bedrooms and bathrooms in the unit.
 - The approximate square footage of the unit, to the best of your knowledge by selecting drop-down menu square foot ranges to select from (e.g. 0-250 sq/ft; 251-500 sq/ft; 501-750 sq/ft; etc).
 - Whether the unit is vacant or occupied, and the date the vacancy or occupancy commenced.
 - The start and end dates of any other vacancies or occupancies during the past twelve months.
 - If the unit is tenant-occupied, the base rent must be reported in \$250 increments, and the owner must also state whether the rent includes any specified utilities (water, garbage, gas, electricity, etc.)
 - The name and business contact information (address, phone number, email address) of the owner(s), or of the property manager, if any, designated by the owner(s) to address habitability issues. Note: This contact selected for one or more units of the property if same person is responsible for those units.
- Upon successful submission of housing inventory information for each unit of the property system generates license for units that are occupied by tenants. To view / download the license generated, click on link in 'attachment' column of the grid as shown below.
- The summary of housing units submitted by category is also displayed in property details page upon submission of Housing inventory information.

Unit Count - Per Housing Inventory Submission - FY 22-23

Total Vacant : 0 Total Non-Residential : 0 Total Occupied - owner : 0 Total Occupied - Non owner : 2

Housing Inventory Submissions + Add Unit

Unit Address	Unit Number	Total Bedrooms	Total Bathrooms	Type of Occupancy	Attachments	Action
235 Washington Blvd Apt B San Francisco CA 91107 US	Apt B	1 Bed Room	Two Bath	Occupied-Non Owner		
235 Washington Blvd Apt B San Francisco CA 91107 US	Apt C	1 Bed Room	One and half	Occupied-Non Owner		

10 items per page 1-2 of 2 items

11.2 Import Units

You can import unit information in bulk using 'Import Units' option. The template for importing the information is attached below. Upon providing information in import unit pop-up (displayed below) and uploading the filled import excel sheet, system will process it, creates unit information and displays in the Housing inventory submission grid.

Note: You can import units only for parcels with 5 units or more.

Housing Inventory Submissions

[+ Import Units](#)
[+ Report Unit Information](#)

Export to Excel Search...

Unit Address	Unit Number	Total Bedrooms	Total Bathrooms	Type of Occupancy	Attachments	Action
345 Washington Blvd San Francisco CA 12312 US	350	One-Bedroom	Shared bathroom facilities with other units	Occupied by non-owner		
345 Washington Blvd San Francisco CA 12312 US	450	One-Bedroom	One bathroom	Occupied by non-owner		
1250 Main St San Francisco CA 91007 US	550	Three-Bedroom	Three bathrooms or more	Occupied by non-owner		

1 5 items per page 1-3 of 3 items

Bulk Import of housing inventory

- Click [here](#) to download template.
- Fill up the template sheet per instructions provided
- Upload the completed sheet using option below

Choose File*

Select files...

You can only upload ".xls, .xlsx" files.

☐ * I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. INFORMATION WILL NOT BE PROCESSED WITHOUT SIGNATURE.

Signature

* Type Name

* Date

Cancel Submit

11.3 View Unit Details

Navigate to unit details screen by clicking on the unit address hyperlink on the housing inventory submission grid. On the unit details page, staff can view occupancy information, comments by residents on housing inventory submission, if any.

John Doe

[My Dashboard](#)
[User Logs](#)

Unit Number : 550
Back

Address

Site Address
1250 Main St San Francisco CA 91007 US

Overview
Type :
Subject To Rent Board Ordinance? :
Total Bedroom : Three-Bedroom
Total Bath : Three bathrooms or more
Sq.Ft : 3251-3500 Sq.Ft
Last Updated By : John Doe
Last Updated Date : 05/21/2022 09:34 PM

Current Occupancy Details
Type Of Occupancy : Occupied by non-owner Tenant Occupied? : Yes Occupancy Start Date : 01/19/2022
Monthly Rent : \$4251-\$4500 Utilities Included in Base Rent :

Occupancy History

Occupancy Type	From ↑	To	Monthly Rent	Submitted By	Submitted On
Occupied by non-owner	01/19/2022		\$4251-\$4500	abc3131@yopmail.com	05/21/2022 09:34 PM
Occupied by non-owner	06/01/2021	12/31/2021	\$4251-\$4500	abc3131@yopmail.com	05/21/2022 09:34 PM

10 items per page
1-2 of 2 items

Comments on housing inventory
Provide comment on housing inventory info

Export to Excel
Search...

Comment Type	Comment	Added On	Added By
The type of occupancy (vacant vs. occupied)	testing	5/22/2022 4:36:24 AM	abc3131@yopmail.com

5 items per page
1-1 of 1 items

Unit Cases

Case Number ↑	Case Type	Service Location	Created On	Updated Date	Department	Status
Discr-2200531	Report Discrepancy - Tenant		05/21/2022 09:36 PM	05/21/2022 09:36 PM		Unnamed
UI-2200530	Housing Inventory - Unit information	1250 Main St San Francisco CA 91007 US	05/21/2022 09:34 PM	05/21/2022 09:34 PM		Closed

Page 1 of 1
1-2 of 2 items

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