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IF YOU'RE DEEP CLEANING,

YOU NEED TO DO IT RIGHT FOR THE PANDEMIC

BY NICOLE SEIDNER



If you have managed to get your hands on hand sanitizer, then you may be one with Robert Irwin in celebrating the rare find. Shortages have increased the panic since hand sanitizer is a great way to quickly and accurately clean surfaces and hands, and something everyone knows is safe. Unfortunately, as the Crocodile Hunting family can point out, it's hard to find. As a property manager, you want to keep the property clean and sanitary. So now what?

The Center for Disease Control has released information regarding how to sanitize an area that may have, or definitely has, come in contact with Corona Virus Disease 2019, or COVID-19. They did this for a common audience with access to common household items and not medical personnel with access to high grade equipment. This is a good jumping point for property managers who need to clean a common area such as laundry room or unit that has recently been vacated. First up, there are two ways you need to sanitize the property: cleaning versus disinfecting.

ACCORDING TO THE CDC:

- Cleaning refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

You know all about cleaning (disinfecting) common surfaces such as door handles and the elevator button. This is helpful for maintaining a clean building for residents while they use laundry facilities, and other common areas with high traffic. The Environmental Protection Agency has recently created a list of disinfecting products that “meet the criteria for use against SARS-CoV-2,” although other products may meet these needs.

EPA-REGISTERED DISINFECTANTS INCLUDE:

Windex Disinfectant Cleaner, Clorox Multi Surface Cleaner + Bleach, Lysol Disinfecting Wipes, and more.

The products are sorted by EPA registration number, active ingredients, company, use site, and other information. Use this information to your benefit to ensure you are cleaning with vetted disinfecting products. If you already have cleaning supplies, try searching the ‘Product Name’ column with the name of the product you plan to use to see if it is listed. If it isn't, try searching the ‘Active Ingredient’ to see if it may be useful. If you are looking to restock your cleaning supplies, under Use Site, search by ‘Residential’ to see what products come up, as they will be easier to come by and recognize product names.

Once you have the proper supplies, divide surfaces into two categories. Porous versus non porous surfaces need different styles of cleaning.

Hard surfaces need a kind of ‘pre-cleaning.’ Wear disposable gloves that are disposed of afterwards, or special reusable gloves that are **ONLY** used for COVID-19 cleaning, not any other purpose. Rinse surface with detergent, soap, and water. After this, the EPA has these steps for hard, nonporous surface cleaning.

For disinfection, most common EPA-registered household disinfectants should be effective.

A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here. Follow manufacturer’s instructions for all cleaning and disinfection products (such as concentration, application method and contact time, etc.).

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Soft, porous items may need spot cleaning. This includes carpets, rugs, drapes, curtains, and furniture coverings such as lounge chairs and sofas. If it is possible to launder items, go ahead and follow the manufactures instructions. Deep clean carpets with items approved of on the previously linked EPA list: search for products that work on porous surfaces.

Electronics need to be cleaned as well. It is recommended to use products with 70% alcohol to disinfect touch screens and dry them after. Otherwise, follow manufacture instructions for cleaning.

If you don't have a hired service to clean for you, don't fret. Hired services for cleaning are great, and they are dedicated to one focus while you work on everything else. With social distancing however, inviting new people in, even if they are there to clean, is more complicated than it was before. With a hired service, make sure you ask a few questions.

- Will you be wearing a face mask?
- Have you been in contact with many people?
- What products are you using?
- What are you doing to protect against COVID-19?

If you are cleaning by yourself, you will be following social distancing guidelines. Not only that, but you can feel confident in the products you chose to use, followed EPA instructions, and you can sleep well knowing for sure how thorough you were with cleaning, protecting your residents, and protecting yourself.

SOME OF THE WORST YET FUNNY RENTAL HOUSING HORROR STORIES

BY JOSEPH REILLY



Today we take a break from the tips and articles about noise complaints to bring you both an informational yet humorous batch of stories that nearly made these landlords run for the hills. When it comes to rental housing expect a fun yet challenging career. But also, expect the unexpected! Don't believe us? Check out the stories below.

THE THREATENING NEIGHBOR

There will always be situations that occur that aren't in your handbook, unlike dealing with noisy residents. See CIC's 5 Best Solutions To Successfully Handle Noise Complaints. But what about when it's not your own resident complaining but actually... your neighbor about your renter? Reddit user/okaystorybro went through just that.

"The tenant is a young professional who takes care of the unit and pays his rent on time. Recently, the neighbor (a homeowner) who shares a wall with the studio has been sending me extremely angry and borderline threatening emails claiming that the tenant is making excessive noise by playing music, and oddly, "Slamming cabinet doors and banging pots and pans". Working with my property manager, we replied that we would discuss the issue with the tenant and also suggested that he may file a complaint with the local police department.

This response only seemed to make him angrier because he feels that the police won't do anything.

Shortly after, the tenant (who, as far as I know, has not directly interacted with the neighbor) sent me a thoughtful email, saying how much he enjoys the unit and the quality of the property management, and shared that the neighbor is repeatedly banging on the walls in a threatening way that makes him feel unsafe. He claims that he was simply eating dinner with a friend around 7pm when the neighbor started banging on the wall about noise.

I spoke with the tenant, and frankly, he seems like a professional just trying to live his life – not throwing parties or doing anything crazy. He even said he would avoid listening to music in the room closest to the neighbors room. The tone of the call with him and also his email suggest a good faith effort from his end, in contrast with the very hostile emails from the neighbor."

Sounds like an episode of the Twilight Zone to us!

THE DISAPPEARING TENANT

One of the worst fears a landlord or property manager can harbor day to day is non-existent rent and non-existent renters. One reddit user encountered one of those when their resident went totally M.I.A.

"Apparently they had a falling out. The boyfriend just left and called the tenant crazy. She was eight months pregnant? Then in January she went into labor"

So she disappeared, but I later found out that she just hasn't been home and recovering at her relatives place.

Everyone moved out except the tenant.

She was pretty much treating my place as a storage place. I tried to ask her. Whether I could put her things in storage and I'll pay for it. She said no! She is still living there.

Then I asked her: when are you going to pay rent?

She told me that she'll see me in court and she is not going to pay a single dime....

So I got in touch with the agency that helped me rent to her. They played the middleman and tried to convince her to move out.

Because New York is strict with tenant laws, that didn't work. So I wound up going to the bank and got money. I put a thousand in front of me and told her to get moving."

A mistake owners and managers make is avoiding resident screening. Did this landlord screen the renter?

NO ONE IS PAYING RENT

Remember those top two things that can put immense fear into rental property owners or property managers (No rent, no residents)? Well this next story comes from the Reddit user /hathorofdendera who had some trouble collecting rent.

"So, the first rolls around and not a single tenant has rent. I'm pretty understanding of late rent payments, as long as the tenant explains to me their paycheck schedule. Three of the tenants

communicated with me this beforehand. Therefore, I expected their rent by the 7th. The third tenant (the same tenant the last landlord warned me about), however, said nothing; so, of course, I texted her on the 3rd. She explained she had made payment arrangements with the previous landlord allowing her to pay half the rent on the first Friday of the month and the other half on the third. I agreed to the terms. That's not something I would usually agree to, but she's a single mom and I feel guilty about her having to move.

She paid a little less than half on the first Friday. She said it was always that way. The difference was only \$20, so I didn't mind. The third Friday rolls around and I hear nothing from her. I text her Saturday to ask if I can pick up the rent. Sidenote: Thus far, I've found about 20 potential properties for her, connected her with an organization to help her with her next deposit and convinced the owner to let her pay her rent three weeks late with no fees."

In a case like this one, it's important to always make clear in the rental agreement what date rent is expected by and what the penalties are for not having it.

Too Many Requests

Last but not least we have a severe case of just not realizing when you're asking for a bit much. Reddit user / cactushatter is here to explain.

"I recently moved a tenant into my new townhome. It's only been a week since she moved in.

She's lost the key (on the first day, and blamed the moving company), claimed hot water wasn't working, claimed the cooktop didn't work.

And now this morning (at 6:30am) she texted me saying "the heat doesn't work."

HVAC / ductwork was installed 4 months ago, and everything she's claimed to be broken hasn't been broken. The heat has always worked and the thermostat has always been on... until magically the battery disappears?

I want to be responsive and helpful, but I'm definitely starting to lose it!"

They go on to explain that the tenant even goes as far as to ask for batteries. Hey, at least the landlord has a new friend! But on a serious note, always specify in your rental agreement what condition everything is in a long with what you as the property manager is responsible for.

Sometimes it's okay to take a step back and laugh at the absurdity of a situation. Sometimes that's all you really can do. But if you stick with CIC's screening services and follow our tips, you should be okay!



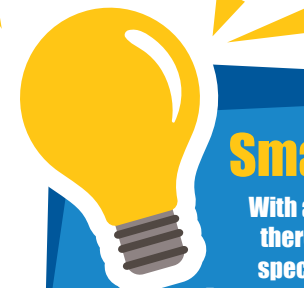
Renters Are Back on the Move...

BY DANIEL S. SHARABI
CHIEF EXECUTIVE OFFICER, LIVABLE

As restrictions severely limiting our mobility came down nationwide in March, it's no wonder we saw interest in moving wane. But with a trend towards loosening restrictions, renters also seem to have a renewed interest in finding a new home, according to data from listing service Rent Café.

The listing site saw apartment searches plummet 24 percent during the week of March 11-17, which is when many shelter-in-place orders went into effect. The following week, searches were down an additional 9 percent. But beginning the last week in March, the site started to see an upswing, which has lasted throughout April. "Searches for apartments have returned to pre-pandemic volumes, both on Google Trends, on our website and in real life, a breeze of optimism for both consumers and the rental market eager to move forward," according to the report.

Furthermore, in surveys of renters on its site, most intended to move forward with their planned move as soon as possible, despite continued COVID-19 restrictions. Of the 9,000 respondents surveyed in mid-April, 62 percent planned to move as soon as they found an apartment. A mere 11 percent planned to stay put, versus 17 percent of respondents in a similar survey at the end of March. Around 15 percent hadn't decided yet, and 9 percent planned to put their search on hold for a few more weeks.



Smart Saver Tip of the Month

With an increased emphasis on washing and sanitizing, there is a temptation to go overboard with assorted specialty cleaning products. But as this article from Apartment Therapy reminds us, a good all-purpose cleaner, a disinfectant and a glass cleaner can handle most jobs. The author also advocates for discontinuing the use of disposable sponges, mops and dusters. Not only do the repeated purchases of disposable items add up over time, they can also spread germs and dirt around more easily than rags or microfiber mops and dusters, which can be washed and reused.

Livable provides an end-to-end utility management solution for any sized portfolio of properties to recover utility costs, increase profits, and build a transparent, financially accountable community of tenants.

A growing percentage of renters had also changed their search to find something less expensive than they had originally planned, indicating that there is likely to be continued economic uncertainty amongst this group. Virtual tours were also increasingly popular, with 28 percent of respondents saying they would make their decisions based on online pictures and tours, versus only 17 percent in a similar survey in Mid-March.



And now for something completely different...

BY LIZ HART

When EBRHA requested I write for the May magazine, it was April and the entire country was coping with the COVID-19 pandemic. The state of California had mandated Shelter In Place, restricted rent increases and established a moratorium on evictions. Given the uncertainty of the moment, I wasn't certain I could offer any fresh insights to Oakland's rental property owners. Instead I planned to write uplifting that might provide some comfort. I imagined it (rather arrogantly) as an homage to Roosevelt's Fireside Chats.

Unfortunately, the Oakland City Council ran to my rescue.

With almost no notice on Tuesday April 21st, the City Council introduced legislation that would make sweeping changes to five separate Ordinances which govern rental property ownership in Oakland. The proposed legislation would make over 60 different changes to the Rent Adjustment Ordinance, the Just Cause Ordinance, the Tenant Protection Ordinance, the Relocation Payments Ordinance, the Tenant Relocation Ordinance and the Ordinance governing the Ellis Act. All in all, 42 pages of changes to these Ordinances.

Reading the 3 pages of recitals (the 'whereas' clauses that preface most legislation) made my blood pressure rise to perilous heights. When reading legislation, the recitals provide valuable information into the purpose of the legislation. The recitals in this proposed leg-

islation make it clear that as far as the City Council is concerned landlords are dishonest, manipulative, corrupt bullies.

But let's get to the nuts and bolts – what exactly does the City Council want to change? There are so many items, it would be impossible to cover all of them in this article. I'm only going to focus on the humdingers.

The Council wishes to add the following language to the Tenant Protection Ordinance: 'The Provisions of the Tenant Protection Ordinance shall be construed liberally for the accomplishment of its purposes.' The Oxford Dictionary defines "liberally" as "in a way that is not precise or strictly literal; loosely." The Council is baldly stating that whatever the letter of the law may be, the City doesn't have to follow it. Can you imagine if the United States Tax Code was written that way!

The Council also wants to make it an act of harassment if, against a Tenant's wishes, an Owner wants to make a change in terms to the Tenant's rental agreement. Or make an unreasonable inquiry into a Tenant's relationship status or an unreasonable restriction on or inquiry into overnight guests. The City also wants to cap late fees at 1% of the monthly rent and unless a Tenant consents to it, to prohibit an Owner from removing a Tenant's access to garages, parking spaces, driveways, storage spaces, laundry rooms, decks, patios and gardens if their rental agreement previously allowed for access.

Let's see what they would like to enact in the Rent Adjustment Ordinance. Well, they'd like to cap rent increases to a maximum of the CPI plus 5% unless it is required for the Owner to obtain a fair return. By the way, fair return is rather difficult to define legally. To date, no Owner has prevailed in a Hearing at the Rent Adjustment Program when arguing Fair Return as the justification for raising the rent.

The City would also like to include the following as a Housing Service: "any other benefits or privileges permitted the Tenant by agreement, whether express or implied, including the right to have a specific number of occupants and the right to one-for-one replacement of roommates, regardless of any prohibition against subletting and/or assignment." Aside from the fact that this could potentially make it quite difficult to attain a Costa Hawkins rent increase, it also means that an Owner's refusal to allow a one-for-one tenant replacement could trigger a Petition by the Tenant claiming decreased housing services. If the Hearing Decision from the Rent Adjustment Program finds for the Tenant, the Rent Adjustment Program would mandate a discounted rent.

Furthermore the City Council wants to make changes to the Just Cause Ordinance in regards to adding new tenants. As written, this legislation would allow the Tenant to add additional Tenants if they make the request in writing to the Owner and the number of Tenants does not exceed 2 people in a studio, 3 people in a one bedroom unit, 4 people in a 2 bedroom, 6 people in a 3 bedroom unit or 8 people in a 4 bedroom unit regardless of what the rental agreement states as the allowable occupancy standard.

These proposed changes to the Just Cause Ordinance mandate that the Owner must respond in writing within 14 days with a description of why they are denying the Tenant's request AND the denial may not be based on the proposed additional tenant's creditworthiness (or rather the lack thereof) if the additional Tenant will not be legally obligated to pay some or all of the rent. If the Owner fails to respond in 14 days with the explanation of why they are denying the additional tenant, the Tenant's request will be deemed approved.

But it doesn't stop there – the City Council wants to make changes to a number of other Ordinances and every change is specifically of benefit to Tenants. It's crucial that you read the proposed legislation and educate yourself about what they want to do.

Make no mistake, I am not an attorney. I am an educated layperson who has spent decades educating rental property owners on best practices in managing their rental properties and helping Owners with their rent board matters. But that is no substitute for sound,

strategic legal advice. There are a number of law firms in the Bay Area that specialize in assisting property owners who already are or may be facing these issues. Many of them regularly advertise in the EBRHA magazine. An hour or two of savvy, on point legal advice could save you tens of thousands of dollars.

In the meantime, what else can you do? Well, if there was ever a time to channel the angst and anxiety we are all facing in this time of pandemic into a healthy dose of reasoned and responsible righteous anger ... it's now.

Contact the City Council members – call them, write them, make appointments to meet with them if possible. Make sure they understand how this will impact on you. Make sure they know you are registered to vote and will use your time and money in the next upcoming election if they fail to act responsibly to you and your small business in the City of Oakland.

Write Op-Ed pieces and send them to every written publication in the community. When you read an article online, comment on the article – educate others about how this will impact on you and why it is such poorly drafted and biased legislation.

Be prepared to comment on this legislation when it next comes up at a City Council meeting. Educate yourself now on how to be proficient on Zoom, the software the City Council is using to hold their meetings online. Zoom is the online meeting software that's sweeping the country. It's free, there are tutorials all over YouTube on how to use it and it's probably what your nieces, nephews and grandchildren are already experts in. (Oh, to have bought Zoom stock in January of this year; but then again ... Nobody expects a pandemic. By the way, that was an homage to Monty Python. Certainly more successful than any homage I could have written to FDR's Fireside chats.)

Most importantly, pay attention to what is going on with EBRHA – read the emails, check the website, follow the magazine, serve on a committee or run for a seat on the Board of Directors. EBRHA is the only organization out there that is actively working to educate you and represent your needs with the city government.

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The legislature officially hit full steam in February as the deadline to introduce bills this year has passed. In 2020, legislators introduced over 2,000 new bills, with housing as a dominant theme. Constitutional rules require that a bill be in print for 30 days before it is heard, which means that Legislative hearings will ramp up in March and will run through May. A number of key bills were introduced this year in the housing space, some that would help address the housing crisis, and others that would place additional requirements on property owners. Below is a small sample of priority bills in this space.

This year, CalRHA is sponsoring a bill to expand the pool of licensed professionals who are authorized to inspect and repair balconies. In 2018, SB 721 by Senator Jerry Hill set out a process and program for the inspection and repair of balconies of multifamily dwelling units. This inadvertently created a problem because language in that bill prohibits recommended repairs from being done by the person who served as the inspector. The result of this is that property owners have had a difficult time identifying enough companies to inspect the immense number of balconies in the state which has caused inspection costs to rise as well as a delay in the inspection process. SB 1340 is CalRHA's sponsored bill and is authored by Senator Scott Wilk. This would allow those who are qualified to inspect the balcony to do the recommended repairs as long as they are a licensed contractor. Essentially, this bill will streamline the process of balcony inspections and repairs, while simultaneously upholding the safety of California residences.

AB 2470, which is authored by Assemblymember Kamlager is an attempt to increase the number of housing units in the state by spurring development. This would authorize a developer to submit an application to split one or more of the dwelling units in a multifamily housing development and would streamline the ministerial approval process. In addition, this bill would restrict a local government's authority to impose parking standards on these developments. Another bill that aims to increase the number housing units in the state is AB 2580, which is authored by Assembly member Susan Eggman. This would authorize a developer to submit an application to convert a hotel or motel into multifamily housing units. The applications would be streamlined through the ministerial approval process, provided that they developer reserves at least 20% of those units for families of low or moderate income. Both of these bills are aimed at addressing the housing crisis by encouraging developers to increase the number of units in the state.

While the bills described above will help spur development and will aid property owners and developers in addressing the housing crisis, a number of other bills have been introduced that will make it more difficult to be a property owner in the state. SB 1079 by Senator Nancy Skinner was inspired by the issue in Oakland when Moms 4 Housing occupied a corporately owned vacant home. This bill would authorize local governments to either impose a fee on residential properties left vacant for 90 days, or acquire those properties, so long as they are used for affordable housing. This causes a number of problems for property owners and would authorize local governments to impose their will on property owners.

Another bill that places additional requirements on property owners is AB 2406 by Assemblymember Buffy Wicks, which is a reintroduction of AB 724 from last year. This bill would require the Department of Housing and Community Development to enter into a contract with a contractor to develop and administer a rental registry online portal. Property owners with 5 or more rental units would be required to submit information on the location of the property, its ownership, its occupancy, along with a number of other things. This bill obviously poses a multitude of problems for property owners as well as a massive administrative burden. AB 724 from last year was opposed by housing groups and ultimately failed passage out of the Assembly Appropriations Committee.

Several bills were introduced about termination of a lease and late fees for tenants. SB 1079 by Senator Durazo would expand current tenancy protections for the termination of a lease to immediate family members and would add whether they were a victim of a crime that caused physical injury, emotional injury and the threat of physical injury, or death. This significant expansion would make it much easier for a tenant to cancel a lease without penalty and would create a level of uncertainty for property owners. AB 2774 By Assemblymember Jones-Sawyer would prohibit a property owner from charging a late fee in excess of \$50. This is another example of legislation that makes it more difficult for property owners to effectively manage their properties.

Lastly, AB 3077 by Assemblymember Santiago would prohibit rental property owners, until January 1, 2031, from giving notice of their intention to terminate a tenancy in order to sell the property to new owners. This also prohibits residential property owners under the Ellis Act provision that allows public entities to provide notice that the owner has initiated actions to terminate tenancies, from withdrawing accommodations from rent or lease in order to sell the property to new owner as tenants in common. This bill is a response to tenants in the Assemblymember's district who were evicted due to a sale of the property to tenants in common.

Legislators are not the only ones who have housing as a high priority. Governor Newsom continues to list this as one of his highest priorities. In fact, he dedicated almost the entirety of his State of the State address to the homelessness and housing crisis. Governor Newsom's budget has dedicated \$750 million to address the homelessness crisis and included in this is the California Access to Housing Act which contains provisions that would provide renter's assistance to those who are at risk of homelessness.

Just as we expected, housing will continue to be a dominant topic for the legislature as well as for the governor. Last year they addressed tenancy and the price of rent, and the pro-tem and the governor have both said they need to address the issue of increasing production this year. With SB 50 having failed passage in January, Senator Scott Wiener, the author of SB 50, has returned with a similar measure. His new bill, SB 902 which was amended on March 10th, would change zoning requirements to allow anywhere from two, three, or four units of housing per parcel depending on population size. In urban areas there could be as many as 10 units per parcel. One thing is clear, the issue of addressing the housing crisis is far from being solved and will continue to be a hot topic in Sacramento.

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Top Tax Deductions Landlords Should Take in 2020

While owning rental property is a terrific way to generate consistent passive income, preparing your personal and/or business tax returns can get complicated. To offset some of your additional income, as a landlord, you can take advantage of several tax deductions. Specifically, you must have a system in place to maintain all receipts, bills, and statements with ease during the year. Alternatively, you can use rental property software to assist with the process. The key is to be organized throughout the year so you can recognize and take advantage of every deduction you are entitled to receive. Whatever method you use, if you are audited, the IRS wants to see proper back up for every deduction that you take.

Expenses for tax purposes are broken down into two categories, “current expenses” and “capital expenses.” Current expenses are those that are used to maintain the rental property, and/or help you operate your rental company. For an expense to qualify as a current expense, it must meet the following criteria:

- Ordinary and Necessary Expense. These are expenses that are common in real estate, such as interest, taxes, advertising, maintenance, utilities, and insurance).
- Current Expenses related to your rental property, company, or activity. The expense must be something of short-term value and not a long-term improvement, which must be depreciated over many years.
- Reasonable expense. The expense must be in line with the current market rate.

Here, are the top tax deductions that landlords can take in 2020

1. Take Advantage of the “Pass-Through” Tax Deduction. Starting in 2018, thanks to the Tax Cuts and Jobs Act, most landlords now qualify for a new pass-through tax deduction. While this deduction is not a rental deduction, it’s one that many landlords can use. Depending on your income, you can either deduct (1) up to 20% of their net rental income, or (2) 2.5% of the initial cost of their rental property plus 25% of the amount they pay their employees.

2. Deduct Ordinary, Necessary, and Reasonable Repairs. If the repairs are ordinary, necessary, and reasonable in cost, they are fully deductible in the year in which they are incurred. Painting, plumbing repairs, broken windows, fixture repairs, labor costs, and contractor fees are all deductible expenses.

3. Deduct your Loan Interest. If you have a mortgage on your investment property, the loan interest will probably be your most significant deductible expense. Specifically, you can only deduct interest on money that was spent on your rental business. This deduction includes the following:

- Any Mortgage Interest paid for the primary or secondary loan on the property.
- The interest for HELOC, as long as the loan was used to repair or make improvements to the property.
- Any credit card expenses accrued for expenses related to the property or real estate business.
-

4. Deduct Federal, State, and Local Taxes. If you have a mortgage on your rental property, then more than likely, you will receive a Form 1098 from your lender in January of each year. This form shows the amount of property taxes that you paid for the year together with any interest you paid for the applicable tax period. Besides, the interest and taxes that are shown on a Form 1098, you may also deduct other business-related taxes, including any State, County and City Taxes, and Medicare and Unemployment Taxes for Employees.

5. Depreciate Your Property and Capital Improvements. To prevent abuses in the tax system, IRS regulation prohibits certain expenses from being fully deductible in a given tax year. Landlords can (and should) depreciate the value of the structure of their property. Additionally, landlords should depreciate those improvements made to the property that do not qualify as current and short-term expenses. Lastly, equipment, such as laptops, computers, and printers, which can be often used for multiple years, should also be depreciated.

6. Flag Regular Maintenance Expenses. Maintenance costs are not repairs. Instead, maintenance costs are the expenses associated with maintaining and upkeeping your property. Monthly lawn services, snow removal service, monthly extermination cost, fees paid for window washing services are all examples of maintenance expenses that landlords can deduct on their taxes.

7. Remember to Deduct Insurance Premiums. Any insurance that you acquired to protect your business or rental property is also tax-deductible. Deductible insurance premiums include but are not limited to homeowners’ insurance, mortgage insurance premiums, fire insurance, and workers’ compensation insurance

8. Calculate Utility Costs. Any rental property utilities that you pay for are deductible on your taxes. In the event that your tenant reimburses you for certain utility expenses, you can still deduct them, but you must also claim the amount reimbursed as income on your Schedule E.

9. Don’t forget to Deduct your Car Mileage & other Travel Expenses. More than half of all landlords live more than 50 miles from their investment property. As such, any travel that is related to running, maintaining, and operating your rental property/business is fully deductible in the year in which the expense is incurred. As such, airline fares, car rentals, taxis, hotels, and 50 percent of meal expenses during long-distance travel are all deductible.

10. Remember that Management Fees & Legal Fees are 100% Deductible. If you need to hire a professional, including a property manager/firm, lawyer, accountant, or tax profession, all the expenses and fees paid to your professional team are tax-deductible. Additionally, any cost and expenses related to evicting tenants are also deductible.

11. Office & Operating Expenses Can be Deducted No Matter Where Your Office is Located. No matter if you run your business from a commercial space or your home office, all office expenses are deductible on your taxes. Office and operating expenses include rent paid for office space, software used to conduct your rental activity, any forms purchase, ink, paper, and office utilities, to name a few.

12. Advertising, Commission Fees & Tenant Referral Fees are Deductible expenses. Lastly, any fees paid to advertise your property, online print ads, or mailer are tax-deductible. Additionally, fees paid for tenant referrals and commission paid to Brokers/Agents to locate tenants for your property may be deducted as well.

Overall, no one enjoys paying taxes. However, fortunately for the 15 million people who own investment property, tax season can be a bit more manageable by taking advantage of the numerous deductions available in the 2020 tax code. Overall, every landlord maximizes his or her deductions by storing all receipts, bills, and statements throughout the year instead of scrambling around tax time. When in doubt about whether an expense is tax-deductible, keep the receipt and consult with your accountant/CPA.

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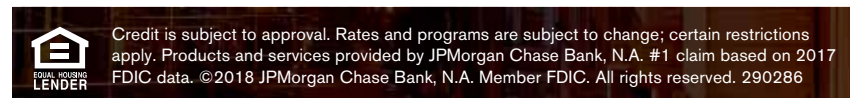
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Tool: Public Land Economics

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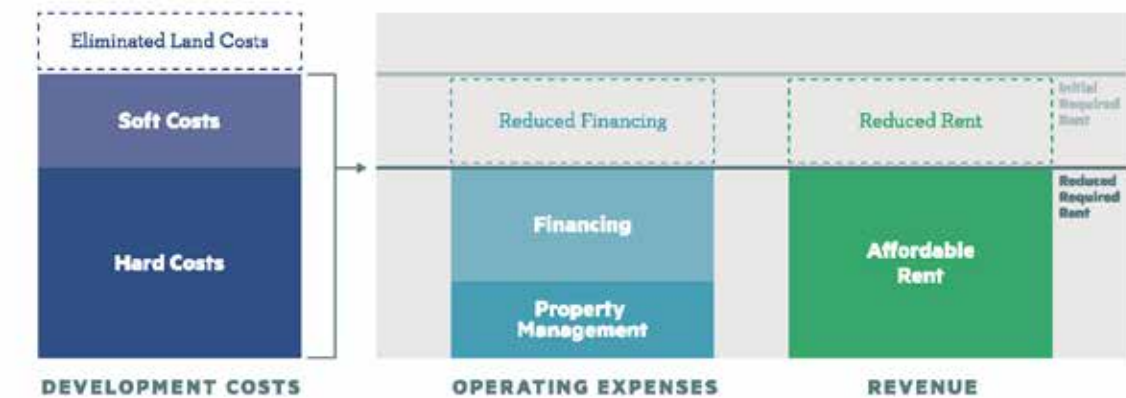
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Public Land Economics

The subsidy from the discounted sale of public land can either be spread across all of the units built or concentrated in a few.

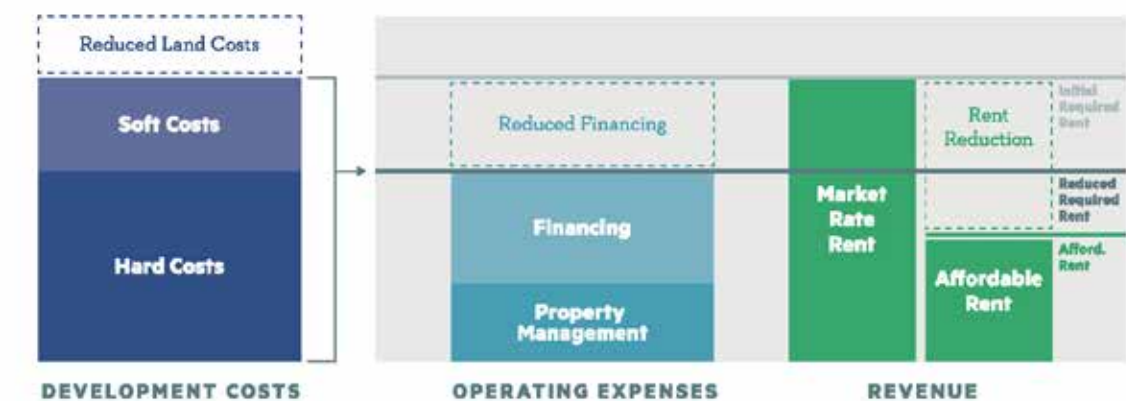
Fully Affordable Developments

A requirement that 100% of the units be affordable creates more units with below-market rents but lowers the rents by a smaller amount. To reach rents that are affordable to households with low incomes, other housing tools, such as tax abatement or public financing (Low-Income Housing Tax Credits, etc.), should be combined with the discounted sale of public land.



Mixed-Income Developments

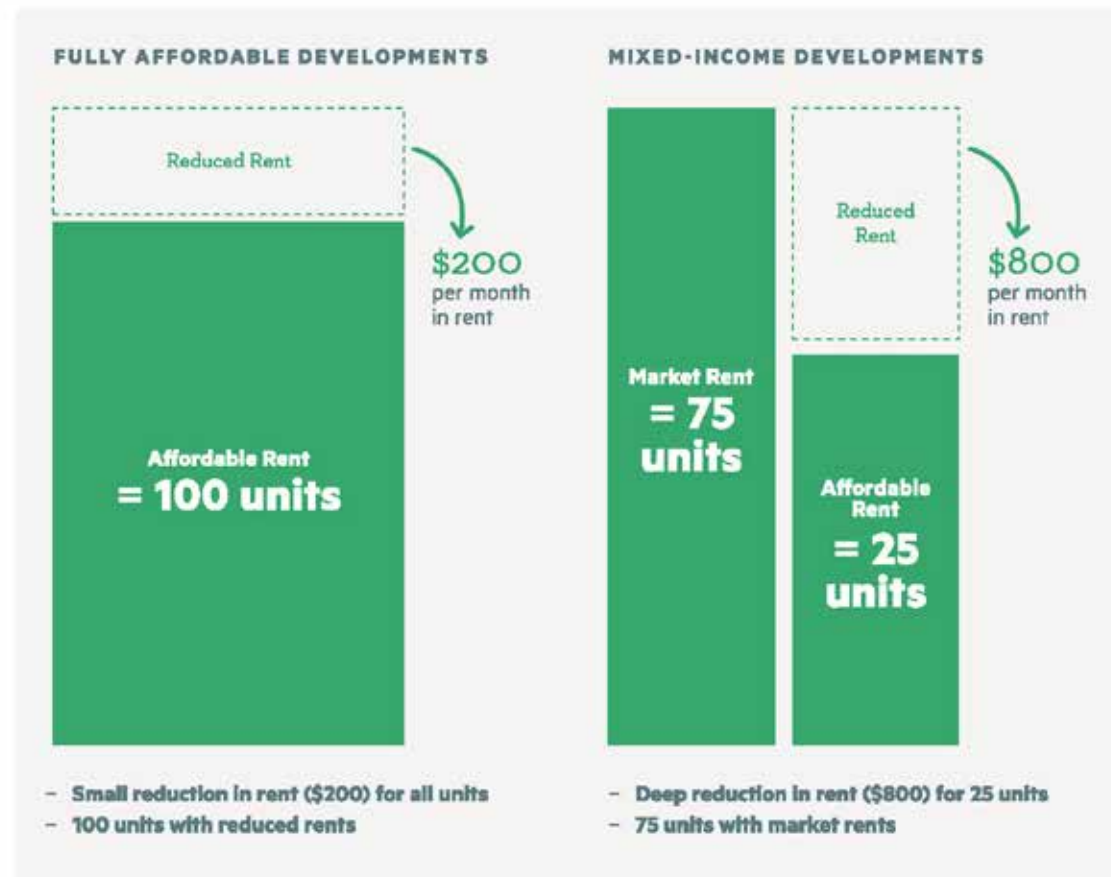
If a public land policy allows for mixed-income development, the subsidy from the discounted land can be targeted to fewer units, and those units can have significantly lower rents. The fewer the units with below-market rents, the greater the discount.



Public Land Economics

Public land policies should be crafted to target development projects that will advance community goals.

Local entities should have clear priorities when developing and executing a public land policy. If the goal of the policy is to moderately reduce rents for as many households as possible, then public land should be targeted toward fully affordable developments. If the goal is to significantly reduce rents for a smaller group of severely burdened households, then public land should be used for mixed-income developments.



Recommendations Summary

To design an effective public land policy, a city should take a three-tiered approach.

1. EFFECTIVE PUBLIC LAND POLICIES INCLUDE A BROAD PORTFOLIO OF PUBLICLY CONTROLLED LAND

- Apply a public land policy to land held by all governmental departments and quasi-governmental agencies (e.g., transit or redevelopment agencies, housing authorities, municipal utilities, school districts, etc.)
- Prioritize high-value sites, rather than exempting sites in desirable areas.
- Encourage co-location of housing and government facilities, including redesigning public facilities.
- Conduct a thorough inventory of land to understand availability and barriers.

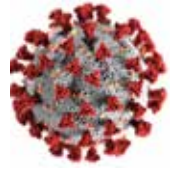
2. EFFECTIVE PUBLIC LAND POLICIES MAXIMIZE LAND VALUE IN ORDER TO CREATE MORE AFFORDABLY PRICED UNITS

- The more land value contributed to a project, the greater the affordability.
- By allowing mixed-income, high-density developments on high-value sites, public land policies can create more affordability.
- Public land can be used to model and catalyze the type of mixed income development a local government wishes to see more of in the market.
- Affordability can also be supported through 'fast tracked' regulatory processes, reducing uncertainty and development costs that threaten affordability.

3. EFFECTIVE PUBLIC LAND POLICIES FOLLOW A DEFINED SELECTION PROCESS

- The best selection processes will be clear and simple enough to attract a broad range of developers and competitive proposals, ensuring that a local government can get the best possible public value from a discounted land sale.
- Public benefits and affordability goals must be detailed and specific, helping developers strengthen their proposals.
- Early and effective community engagement is critical to a successful public land policy. Engagement can help to create a broadly supported selection criteria and prevent eventual community opposition to development.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



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The health and safety of our members, employees, and guests is always our top priority. While we already take many measures to ensure the East Bay Rental Housing Association (EBRHA) office is clean and safe for all, we are taking extra precautionary steps amid this flu season and growing concerns of COVID-19 (the "Coronavirus").

- 1) We are asking all members, employees & guests to stay home if you are feeling sick with a cold or flu symptoms and allow at least 24 hours after you are fever-free before going out.
- 2) All classes and events are currently cancelled until further notice. We will send out notifications when classes and events will resume.
- 3) If you or someone you have close contact with are diagnosed with COVID-19 & you have been at the EBRHA office or an event, please inform the us immediately. We will not disclose your identity. But it will help us know how to inform others who may be at risk.
- 4) At this time, the EBRHA office is closed. The leadership will continue to monitor the CDC and Alameda County Public Health websites to determine appropriate next steps over the coming weeks/months.

What else can you do?

- A) NO HAND SHAKING! Use a fist bump, slight bow, elbow bump, etc.
- B) Use ONLY your knuckle to touch light switches, elevator buttons, etc. Lift the gasoline dispenser with a paper towel or use a disposable glove.
- C) Open doors with your closed fist or hip – do not grasp the handle with your hand, unless there is no other way to open the door. This is especially important on bathroom and post office/commercial doors.
- D) Use disinfectant wipes at the stores when they are available, including wiping the handles on grocery carts.
- E) Avoid close contact with people who are sick.
- F) Of course, wash your hands with soap for 10-20 seconds and/or use a greater than 60% alcohol-based hand sanitizer whenever you return home from ANY activity that involves locations where other people have been.
- G) If possible, cough or sneeze into a disposable tissue and discard. Use your elbow only if you have to. The clothing on your elbow will contain infectious virus that can be passed on for up to a week or more!
- H) Visit The Centers for Disease Control website for information about the Coronavirus.

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All on site educational events are currently cancelled due to the Stay at Home order enacted by Governor Newsom until further notice. EBRHA will begin hosting webinars in the very near future. Dates and invites will be sent out via email blast to the email address on your membership account.

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Oakland



ANNUAL ALLOWABLE RENT INCREASE

2019-20 (3.5%)

RENT ADJUSTMENT PROGRAM FEE

Annual fees are \$68 per unit and are due March 1. However, this fee has just been increased to \$101. Owners are currently allowed to pass through \$50.50 to tenants.

BUSINESS TAXES & REGISTRATION

Registration fee is \$60 and is due March 1. Tax is based on annual gross rental income at a rate of \$13.95 per \$1,000 of gross rental income. Tax renewal declarations are mailed at the beginning of the year. Online payments accepted at www.ltss.oaklandnet.com

LANDLORD PETITION FOR EXEMPTIONS

Claims covered include new construction, substantial rehabilitation, and single-family homes or condominiums.

CAPITAL IMPROVEMENTS INCREASE FORMULA

$(70\% \text{ of Improvement Costs} \div \text{Number of Units}) \div \text{Useful Life of Improvement}^*$

*REFER TO ORDINANCE FOR NOTICING, QUALIFICATIONS AND AMORTIZATION PERIODS. SEE USEFUL LIFE CHART ON CITY OF OAKLAND WEBSITE.

A CPI increase of 3.5% becomes effective on July 1, 2019. Tenants may only receive one increase in any 12-month period, and the rent increase cannot take effect earlier than the tenant's anniversary date.

In addition, California law requires that for tenancies receiving greater than a 10% increase, a 60-day notice is required; if the increase is 10% or less, a 30-day notice is required. Owners can only impose "banked" rent increases equal to three times the current annual allowable rent increase rate. See schedule at right.

PERIOD	AMOUNT (%)
JULY 1 '19 - JUNE 30 '20	3.5
JULY 1 '18 - JUNE 30 '19	3.4
JULY 1 '17 - JUNE 30 '18	2.3
JULY 1 '16 - JUNE 30 '17	2.0
JULY 1 '15 - JUNE 30 '16	1.7
JULY 1 '14 - JUNE 30 '15	1.9
JULY 1 '13 - JUNE 30 '14	2.1
JULY 1 '12 - JUNE 30 '13	3.0
JULY 1 '11 - JUNE 30 '12	2.0
JULY 1 '10 - JUNE 30 '11	2.7
JULY 1 '09 - JUNE 30 '10	0.7
JULY 1 '08 - JUNE 30 '09	3.2
JULY 1 '07 - JUNE 30 '08	3.3

Visit www.ebrha.com/members to see previous adjustments.

FOR FURTHER INFORMATION CONTACT:

Oakland Rent Board
250 Frank H. Ogawa Plaza, Ste. 5313
Oakland, CA, 94612
510.238.3721 | www.oaklandnet.com

Berkeley

ANNUAL ALLOWABLE RENT INCREASE

2020 (2.1%)

RENT STABILIZATION BOARD FEES

Annual fees are \$270 per unit and are due July 1.

RATES OF ANNUAL PAYMENT OF SECURITY DEPOSIT INTEREST

PERIOD	AMOUNT
BERKELEY RATES	
DEC. 2018	0.1%
DEC. 2016	0.1%
DEC. 2015	0.1%
DEC. 2014	0.1%
DEC. 2013	0.1%
DEC. 2012	0.2%
DEC. 2011	0.3%
FEDERAL RESERVE RATES	
DEC. 2014	N/A
DEC. 2013	0.3%
DEC. 2012	0.5%
DEC. 2011	0.4% (CORRECTED 11/3/2011)
DEC. 2010	0.4%
DEC. 2009	1.1%
DEC. 2008	3.4%

Beginning in 1998, adjustments are not allowed for the year following a tenant's initial occupancy. To obtain the maximum amount for a specific address, please use the "Rent Ceiling Database" calculator on Berkeley's Rent Board website.

Visit www.ebrha.com/members to see previous adjustments.

PERIOD	AMOUNT
2020	2.1%
2019	2.5%
2018	2.3%
2017	1.8%
2016	1.5%
2015	2.0%
2014	1.7%
2013	1.7%
2012	1.6%
2011	0.7%
2010	0.1%
2009	2.7%
2008	2.2%
2007	2.6%
2006	0.7%
2005	0.9%

(1% + \$3 IF TENANCY CREATED AFTER JAN. 1999)

*ADDITIONAL ADJUSTMENTS ARE ALLOWED IF AN OWNER PAID FOR ELECTRICITY OR HEAT.

FOR FURTHER INFORMATION CONTACT:

Berkeley Rent Board
2125 Milvia Street
Berkeley, CA 94704
510.981.7368 | www.ci.berkeley.ca.us/rent



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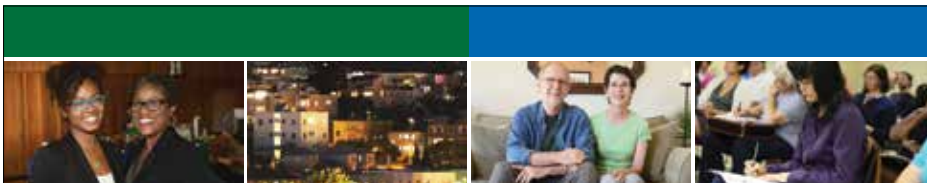
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