



City of Pomona Notice of Exemption

Under the City of Pomona’s Rent Stabilization and Eviction Control Ordinance (“Ordinance”) Section 30-574 certain types of rental units may be exempt from some or all provisions of the Ordinance. A landlord who believes that a rental unit qualifies for one of these exemptions is required to file this Notice of Exemption with the Department. The Notice must clearly identify the grounds for the claimed exemption and include any documentation necessary to demonstrate eligibility. A copy of the Ordinance can be found at <https://www.pomonaca.gov/RS>.

Please submit this form to the Department via email at RentStabilization@pomonaca.gov with the Subject title “Property Address – Exemption Form”. You may also submit this form via mail to the address below:

City of Pomona
Attn: Rent Stabilization Program
505 S. Garey Ave.
Pomona, CA 91766.

The Ordinance details the following process for the submission of a Notice of Exemption:

- For new tenancies, the Notice must be filed before any rent is collected.
- For existing tenancies, the Notice must be filed within sixty (60) calendar days of the Ordinance’s effective date, or when the Ordinance first becomes applicable to the rental unit.
- All claimed exemptions are subject to Department review and approval, and the Department may request additional documentation or require periodic re-certification.
- Exemptions filed with false or misleading information may be revoked, and penalties may apply.+
- Failure to comply with the requirement to file a Notice of Exemption within the required timeframe may result in the unit being considered subject to the Ordinance.

DISCLAIMER: This Notice of Exemption form only relates to the City's Rent Stabilization and Eviction Control Ordinance. To the extent a property is exempt from local City regulations, the property may be subject to federal or state laws governing the rental of real property, including California's Tenant Protection Act. Property owners and their tenants are responsible for determining their own rights and obligations with respect to the rental of real property and should seek appropriate legal advice for questions.

Property Owner Information

Landlord Name: _____

Landlord Telephone: _____ Email: _____

Landlord Address: _____

Property Manager/Authorized Rep. Name: _____

Property Manager/Authorized Rep. Telephone: _____ Email: _____

Property Manager/Authorized Rep. Address: _____

Rental Property Information

Rental Property Address: _____

Total Number of Rental Units at Property: _____

Assessor Parcel Number (APN): _____

Year Property Built: _____ Year Your Ownership Started: _____

Claim of Exemption

All exemption claims must be supported by documentation. Please submit all required documentation as an attachment to this form.

If different exemptions apply to different units on a property, the landlord must file a separate Notice of Exemption for each exemption category. Each form must clearly identify the unit(s) it covers and include the supporting documentation for that exemption.

If multiple units—or all units—on a property are being claimed under the same exemption, the landlord may submit a single Notice, provided the documentation demonstrates that each unit qualifies. The Department may request additional information as needed to verify exemption status.

This Notice of Exemption applies to:

- A single unit. Please specify unit number: _____
- Multiple units at the same property. Please list all unit numbers: _____
- The entire property (all units)

Exemption Type (Section 30-574) and Required Documentation:

- Transient and tourist hotel occupancy as defined in Civil Code Section 1940(b).
Documentation: Hotel/motel business license.
- Housing accommodations in a nonprofit hospital, religious facility, extended care facility, licensed residential care facility for the elderly (Health & Safety Code Section 1569.2), or an adult residential facility (Title 22, Division 6, Chapter 6 of the State Department of Social Services Manual).
Documentation: Facility license, nonprofit status documentation, or regulatory approval from the appropriate state or local agency.
- Rental Unit with a certificate of occupancy (or equivalent permit) issued after February 1, 1995
Documentation: Copy of the certificate of occupancy or equivalent building permit.¹
- Dormitories owned and operated by an institution of higher education or a K–12 school.
Documentation: Proof of ownership and operation by the educational institution (e.g., title records, official letter from the school).
- Housing accommodations where the tenant shares bathroom or kitchen facilities with the owner who maintains their principal residence at the property.
Documentation: Owner's government-issued ID, utility bills or tax records showing principal residence, and lease/rental agreement confirming shared facilities.

¹ Under the City's Ordinance, properties with a certificate of occupancy issued within the previous 15 years are exempt. This exemption is included within the exemption for certificate of occupancies issued after February 1, 1995. Property owners and residents should refer to State law whether additional restrictions apply, including eviction protections for properties subject to California's Tenant Protection Act.

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- Single-family owner-occupied residences, including where the owner rents or leases no more than two units or bedrooms (including accessory dwelling units or junior accessory dwelling units).
Documentation: Property deed, owner's government-issued ID or utility bills showing principal residence, and lease agreements for the rented units/rooms.
 - Duplex in which the owner occupied one of the units as their principal residence at the beginning of the tenancy, and continues in occupancy.
Documentation: Property deed, owner's government-issued ID or utility bills showing principal residence, and lease agreement confirming tenancy start date.
 - Rental Unit alienable separate from the title to any other dwelling unit, including single-family residences, condominiums, and townhomes.
Documentation: Grant deed, title report, or subdivision map showing the unit is a separate legal parcel.
 - Rental Unit that is a subdivided interest in a subdivision, as specified in California Business and Professions Code Section 11004.5(b), (d), and (f).
Documentation: Recorded subdivision documents.
 - Rental Unit for which the landlord receives federal, state, or local housing subsidies (including Section 8 vouchers).
Documentation: Copy of subsidy contract, housing assistance payments (HAP) contract, or verification letter from the subsidy administrator.
 - Rental Unit subject to a recorded covenant restricting income qualifications and rent levels for residents.
Documentation: Recorded covenant or regulatory agreement, or verification from the administering agency.

**Owner's or Owner Representative's Declaration
Under Penalty of Perjury**

I declare as follows:

I am the owner, or authorized representative of the owner(s), of said residential property involved in this request. I am authorized to submit this petition form and supporting documentation on behalf of the residential property being applied for.

I declare under penalty of perjury of law that the information and documentation and statements herein are true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Executed this _____ (Day) of _____ (Month), 20 _____ (Year)
at _____ (City), California.

Signed

Print Name

Capacity (e.g., Owner, Manager, Attorney, etc.)

Mailing Address

City, State, Zip

Telephone