



# San Francisco Residential Rent Stabilization and Arbitration Board

## 關於租客經濟困難申請的信息 (收入或特殊情況)

### Information Regarding Tenant Financial Hardship Application (Income Based or Exceptional Circumstances)

您如果因轉嫁或營運與維護加租造成經濟壓力，可以申請減免。

*If passthroughs or operating and maintenance rent increases cause a financial burden, there may be relief.*

如果您的收入和資產符合《財務指引》的要求，則有資格申請經濟困難援助。提交租客經濟困難申請並隨附收入和資產證明，亦須提供您的加租通知副本。如果住戶中的所有成年成員均領取經濟狀況調查公共援助（例如社會安全補助金或糧食券/SNAP），請填寫 524A 《租客經濟困難申請》（公共援助），無需再提交本表。

*If your income and assets fall within Financial Guidelines, you may qualify for Financial Hardship. File the Tenant Financial Hardship application and include proof of income and assets. You must also include a copy of your rent increase notice. If all adult members of your household receive means-tested public assistance (such as SSI or Food Stamps/ SNAP) please fill out the 524A Tenant Financial Hardship Application (Public Assistance) instead of this form.*

如果您存在支付加租部分的特殊情況，亦有資格提交困難申請。這種特殊情況可能包括大額的自付醫療費用。

*You may also qualify if you have exceptional circumstances that make payment of the rent increase(s) a hardship. This might include large out-of-pocket medical bills.*

一旦您提交困難申請表，在租務委員會作出決定前，無需支付加租費用。如果您的困難申請被否決，您必須支付追溯至生效日期的加租部分。

*Once you have filed the Hardship Application, you do not have to pay the rent increase(s) until the Rent Board issues a decision. If your Hardship Application is denied, you will have to pay the increase(s) retroactive to the effective date.*

困難申請由住戶中的一名租客提交即可，但單位中入住的每位成人也須提供所需的收入和資產信息，並簽署第 5 頁的聲明。兒童和分租客無需提供收入或資產證明。

*The Hardship Application can be filed by one tenant in the household, but each adult (not including subtenants) who lives in the unit must also provide the required income and asset information and sign the Declaration on page 5. Children and subtenants do not need to provide proof of income or assets.*



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### Information Regarding Tenant Financial Hardship Application (Income Based or Exceptional Circumstances)

#### 財務指引 Financial Guidelines

- 向租客收取的月租金高於租客的月住戶總收入的 33%；及  
*The monthly rent charged is more than 33% of the tenant's monthly gross household income; AND*
- 租客資產（不包括退休金、IRA、401(K) 等退休帳戶以及汽車、古董、收藏品等非流動資產）不超過 \$60,000；及  
*The tenant's assets, excluding retirement accounts (pensions, IRAs, 401(K)) and non-liquid assets (cars, antiques, collectibles), do not exceed \$60,000; AND*
- 租客的月住戶總收入（稅前）低於以下金額 [修訂時間截至 6/1/26]：  
*The tenant's monthly gross household income (before taxes) is less than the following amount [revised as of 6/1/26]:*

按住戶人數計算的最高月總收入	
Maximum Monthly Gross Income per Household Size	
(住戶人數包括所有居住者，年齡不限，但不包括分租客)	
(Household size includes all occupants, regardless of age, except subtenants)	
• 住戶人數 1 人，\$7,562 <i>\$7,562 for 1-person household</i>	• 住戶人數 5 人，\$11,670 <i>\$11,670 for 5-person household</i>
• 住戶人數 2 人，\$8,645 <i>\$8,645 for 2-person household</i>	• 住戶人數 6 人，\$12,537 <i>\$12,537 for 6-person household</i>
• 住戶人數 3 人，\$9,725 <i>\$9,725 for 3-person household</i>	• 住戶人數 7 人，\$13,400 <i>\$13,400 for 7-person household</i>
• 住戶人數 4 人，\$10,808 <i>\$10,808 for 4-person household</i>	• 住戶人數 8 人，\$14,262 <i>\$14,262 for 8-person household</i>

#### 特殊情況 Exceptional Circumstances

- 如果租客不符合《收入財務指引》門檻，但存在特殊情況（例如高額的自付醫療費用），他們仍有資格獲得困難減免。租客應提交特殊情況證明以及收入和資產信息。  
*If a tenant does not qualify under Income Based Financial Guidelines but has exceptional circumstances (such as large out-of-pocket medical bills) they may still qualify for hardship relief. Tenants should submit proof of exceptional circumstances AND income and asset information.*





# San Francisco Residential Rent Stabilization and Arbitration Board

## 租客經濟困難申請 (收入或特殊情況)

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請  修訂版  
New Amended

#### ↓房東信息↓ ↓Landlord Information↓

名字 First Name	中間名 Middle Initial	姓氏 Last Name			
郵寄地址：門牌號碼 Mailing Address: Street Number	街道名稱 Street Name	單位號碼 Unit Number	城市 City	州 State	郵遞區號 Zip Code
主要電話號碼 Primary Phone Number	電郵地址 Email Address				

#### ↓房東代表信息↓ 律師 非律師代表 翻譯員 無 ↓Landlord Representative Information↓ Attorney Non-attorney Representative. Interpreter None

名字 First Name	中間名 Middle Initial	姓氏 Last Name			
郵寄地址：門牌號碼 Mailing Address: Street Number	街道名稱 Street Name	單位號碼 Unit Number	城市 City	州 State	郵遞區號 Zip Code
主要電話號碼 Primary Phone Number	電郵地址 Email Address				

#### ↓租金信息↓ ↓Rent Information↓

本單位的每月租金總額為 \$\_\_\_\_\_。本人因經濟困難尋求減免以下部分租金（請勾選所有適用選項）：

The total monthly rent for my unit is \$\_\_\_\_\_. I am seeking relief from payment of the following portion(s) of my rent due to financial hardship (check all that apply):

- 主要修繕轉嫁（您可以在收到加租通知或決定後隨時提交。）  
Capital Improvement Passthrough (You may file at any time after the rent increase or decision is received.)
- 水收益債券轉嫁（您可以自生效日期起一年內提交。）  
Water Revenue Bond Passthrough (You may file within one year of the effective date.)
- 一般義務債券轉嫁（您可以自生效日期起一年內提交。）  
General Obligation Bond Passthrough (You may file within one year of the effective date.)
- 公用事業轉嫁（您可以自生效日期起一年內提交。）  
Utility Passthrough (You may file within one year of the effective date.)
- 營運與維護 (O&M) 加租（您可以自生效日期起一年內提交。）  
Operating and Maintenance (O&M) Rent Increase (You may file within one year of the effective date.)

請填寫所有相關部分。請注意各類加租困難申請的提交期限。  
Please complete all relevant sections. Note the filing deadline for each type of rent increase.



# San Francisco Residential Rent Stabilization and Arbitration Board

## 租客經濟困難申請 (收入或特殊情況)

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請    修訂版  
New   Amended

#### ↓加租通知或租務委員會決定↓ (隨附加租通知的副本。)

↓Rent Increase Notice or Rent Board Decision↓ (Attach a copy of the rent increase notice.)

請提供您最新的加租通知以及所有附件。如果租務委員會已作出相關決定，請勾選以下相關方框。  
Please provide your most recent rent increase notice and all attachments. If there has been a rent board decision, then please check the relevant box below.

加租通知應為近期發出的通知，其中應指明轉嫁或營運與維護加租情況。  
The rent increase notice should be recent. It should show a passthrough or operating and maintenance rent increase.

租務委員會作出的決定應指明經核准的轉嫁或營運與維護加租情況。請提供案件編號。如果您沒有案件編號，請撥打 (415) 252-4600 聯繫租務委員會。  
A Rent Board decision should show an approved passthrough or operating and maintenance rent increase. Please include the case number(s). You may call the Rent Board at (415)252-4600 if you do not have this.

如果您沒有收到加租通知或租務委員會的決定，請勿提交困難申請。  
If there has been no rent increase notice or Rent Board decision, then it is too early to file for a hardship.

- 本人已隨附加租通知的副本。  
I have attached a copy of the rent increase notice.
- 本人已收到租務委員會的決定。案件編號 \_\_\_\_\_  
I have received a copy of the Rent Board decision. Case number(s) \_\_\_\_\_

#### ↓住戶組成以及收入和資產證明↓ (詳情請見第 5 頁。)

↓Household Composition and Proof of Income and Assets↓ (See page 7 for more detail.)

請提供居住在本單位每個人的姓名和信息。成人是指年滿 18 歲者。兒童和分租客無需提供收入和資產證明。  
Please provide the name(s) and information for each person who lives in the unit. An adult is 18 years of age or older. Children and subtenants do not need to provide proof of income and assets.

	姓名 (請用正楷書寫) First and Last Name (please print)	成人 租客 Adult Tenant	18 歲以下 兒童 Child under 18	分租客 Subtenant	收入和資 產證明 Proof of Income and Assets	主要電話號碼 Primary Phone Number
1.		<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	
2.		<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	
3.		<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	
4.		<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	<input type="checkbox"/> 是 / Yes <input type="checkbox"/> 否 / No	

註：如需更多空間，請另附紙頁。  
Note: Attach additional sheet if more space is needed.

本人已隨附本單位中每位成人的收入和資產證明。兒童和分租客無需提供收入和資產證明。  
I have attached proof of income and assets for each adult in the unit. Children and subtenants do not need to provide proof of income and assets.



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## 租客經濟困難申請 (收入或特殊情況)

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請     修訂版  
New                      Amended

↓主要修繕轉嫁信息↓ (隨附主要修繕加租通知的副本。)  
↓Capital Improvement Passthrough Information↓ (Attach a copy of the capital improvement rent increase notice.)

在收到加租通知或租務委員會決定前，請勿提交申請。您可以在收到加租通知或租務委員會決定後提交困難申請。  
Do not file before a rent increase notice or Rent Board decision is received. You may file a Hardship Application at any time after the rent increase notice or Rent Board decision is received.

自困難申請提交之日起，應暫停支付主要修繕轉嫁費用，直到租務委員會就困難申請作出決定為止。  
Payment of the capital improvement passthrough shall be stayed from the date of filing the Hardship Application until a decision is made on the Hardship Application.

\_\_\_\_\_  
主要修繕轉嫁金額                      租務委員會案件編號                      主要修繕轉嫁生效日期  
Capital Improvement Passthrough Amount(s)                      Rent Board Case Number(s)                      Date(s) the CI Passthrough Takes Effect

- 本人尚未支付主要修繕轉嫁費用。或  
I have not paid the capital improvement passthrough. OR
- 本人已支付以下月份的主要修繕轉嫁費用： \_\_\_\_\_  
I have paid the capital improvement passthrough for the following months:

↓水收益債券 (WRB) 轉嫁信息↓ (隨附 WRB 計算表和加租通知的副本。)  
↓Water Revenue Bond (WRB) Passthrough Information↓ (Attach a copy of the WRB Worksheet & rent increase notice.)

在收到加租通知前，請勿提交申請。水收益債券轉嫁情況應列於加租通知隨附的計算表中。您可以自水收益債券轉嫁的生效日期起一年內提交困難申請。  
Do not file before a rent increase notice is received. The Water Revenue Bond Passthrough should be listed in a worksheet that is attached to the rent increase notice. You may file a Hardship Application within one year of the effective date of the water revenue bond passthrough.

自困難申請提交之日起，應暫停支付水收益債券轉嫁費用，直到租務委員會針對困難申請作出決定為止。  
Payment of the water revenue bond passthrough shall be stayed from the date of filing the Hardship Application until a decision is made on the Hardship Application.

\_\_\_\_\_  
水收益債券轉嫁金額                      水收益債券轉嫁的生效日期  
Water Revenue Bond Passthrough Amount(s)                      Date(s) the WRB Passthrough Takes Effect

- 本人尚未支付水收益債券轉嫁費用。或  
I have not paid the water revneue bond passthrough. OR
- 本人已支付以下月份的水收益債券轉嫁費用： \_\_\_\_\_  
I have paid the water revneue bond passthrough for the following months:



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### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請    修訂版  
New   Amended

#### ↓一般義務債券 (GOB) 轉嫁信息↓ (隨附 GOB 計算表和加租通知的副本。)

↓General Obligation Bond (GOB) Passthrough Information↓ (Attach a copy of the GOB Worksheet & rent increase notice.)

在收到加租通知前，請勿提交申請。GOB 轉嫁情況應列於加租通知隨附的債權提案轉付計算表中。您可以自一般義務債券轉嫁的生效日期起一年內提交困難申請。

*Do not file before a rent increase notice is received. The GOB Passthrough should be listed in a Bond Measure Passthrough Worksheet that is attached to the rent increase notice. You may file a Hardship Application within one year of the effective date of the general obligation bond passthrough.*

自困難申請提交之日起，應暫停支付這部分費用，直到租務委員會針對困難申請作出決定為止。

*Payment on this portion shall be stayed from the date of filing the Hardship Application until a decision is made on the Hardship Application.*

\_\_\_\_\_  
GOB 轉嫁費用  
GOB Passthrough Amount

\_\_\_\_\_  
GOB 轉嫁生效日期  
Date the GOB Passthrough Takes Effect

本人尚未支付一般義務債券轉嫁費用中，有資格獲得經濟困難減免的費用。或

*I have not paid the general obligation passthrough OR*

本人已完整支付以下月份的一般義務債券轉嫁費用：\_\_\_\_\_

*I have paid the general obligation bond passthrough in its entirety for the following months:*

#### ↓公用事業轉嫁信息↓ (隨附公用事業轉嫁加租通知的副本。)

↓Utility Passthrough Information↓ (Attach a copy of the utility passthrough rent increase notice.)

在收到加租通知或租務委員會決定前，請勿提交申請。您可以自公用事業轉嫁的生效日期起一年內提交困難申請。

*Do not file before a rent increase notice or Rent Board decision is received. You may file a Hardship Application within one year of the effective date of the utility passthrough.*

自困難申請提交之日起，應暫停支付公用事業轉嫁費用，直到租務委員會就困難申請作出決定為止。

*Payment of the utility passthrough shall be stayed from the date of filing the Hardship Application until a decision is made on the Hardship Application.*

\_\_\_\_\_  
公用事業轉嫁金額  
Utility Passthrough Amount

\_\_\_\_\_  
租務委員會案件編號  
Rent Board Case Number

\_\_\_\_\_  
公用事業轉嫁生效日期  
Date the Utility Passthrough Takes Effect

本人尚未支付公用事業轉嫁費用。或

*I have not paid the utility passthrough. OR*

本人已支付以下月份的公用事業轉嫁費用：\_\_\_\_\_

*I have paid the utility passthrough for the following months:*



# San Francisco Residential Rent Stabilization and Arbitration Board

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### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請    修訂版  
New   Amended

**↓營運與維護 (O&M) 加租信息↓ (隨附 O&M 加租通知的副本。)**

**↓Operating and Maintenance (O&M) Rent Increase Information↓ (Attach a copy of the O&M rent increase notice.)**

在收到加租通知或租務委員會決定前，請勿提交申請。您可以自 O&M 加租的生效日期起一年內或自租務委員會作出決定之日起 15 日內 (以較遲者為準) 提交困難申請。

*Do not file before a rent increase notice or Rent Board decision is received. You may file a Hardship Application within one year of the effective date of the O&M increase or within 15 days of the issuance of the Rent Board decision, whichever is later.*

自困難申請提交之日起，應暫停支付 O&M 加租費用，直到租務委員會就困難申請作出決定為止。

*Payment of the O&M rent increase shall be stayed from the date of filing the Hardship Application until a decision is made on the Hardship Application.*

\_\_\_\_\_  
O&M 加租金額  
O&M Rent Increase Amount

\_\_\_\_\_  
租務委員會案件編號  
Rent Board Case Number

\_\_\_\_\_  
O&M 加租生效日期  
Date the O&M Rent Increase Takes Effect

本人尚未支付 O&M 加租費用。或

*I have not paid the O&M rent increase. OR*

本人已支付以下月份的 O&M 加租費用：\_\_\_\_\_

*I have paid the O&M rent increase for the following months:*

**↓特殊情況↓ (隨附所有相關證明。)**

**↓Exceptional Circumstances↓ (Attach all relevant proof.)**

本節適用於租客不符合收入指引門檻的情況。

*This section applies when a tenant does not qualify under income based guidelines*

本人存在支付加租部分的特殊情況，有資格提交經濟困難申請。特殊情況可能包括高額的自付醫療費用等。

*I have exceptional circumstances that make paying this rent increase a financial hardship. Examples of exceptional circumstances might include large out-of-pocket medical bills.*

本人存在支付加租部分的特殊情況，有資格提交經濟困難申請。

*I have exceptional circumstances that make paying this rent increase a financial hardship.*

說明如下 (如需更多空間，請另附紙頁)：

*Explain below (attach additional sheet if more space is needed)*

本人已隨附特殊情況證明。

*I have attached proof of this exceptional circumstance*



# San Francisco Residential Rent Stabilization and Arbitration Board

## 租客經濟困難申請（收入或特殊情況）

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請  修訂版

New Amended

↓月住戶總收入（稅前）\*↓（列明所有年滿 18 歲成人，分租客除外。）

↓Household Gross Monthly Income (before taxes)\*↓ (List all adults age 18 or over, except subtenants.)

	姓名（請用正楷書寫） First and Last Name (please print)	月工資總額 Gross Monthly Wages	月社會保障援助 (SSA)、社會保障殘障補助 (SSDI) 和/或退休金 Monthly SSA, SSDI, &/or Pension	月社會安全補助金 (SSI)、一般協助 (GA)、個人輔助就業服務 (PAES) 或加州工作機會及育兒責任計劃 (CalWORKS) Monthly SSI, GA, PAES or CalWORKS	分租客支付的租金 Rent Received from Subtenant(s)	其他月收入（例如家庭支持、退休基金） Other Monthly Income (e.g. family support, retirement funds)	總收入 TOTAL Income
1		\$	\$	\$	\$	\$	\$
2		\$	\$	\$	\$	\$	\$
3		\$	\$	\$	\$	\$	\$
4		\$	\$	\$	\$	\$	\$

\* 如果住戶中的所有成人均領取 SSI、GA、PAES、CalFresh 或 CalWORKS（貧困家庭臨時援助 (TANF)），請勿填寫本表，改為提交 524A《租客經濟困難申請》（公共援助）。請致電給我們的辦事處尋求幫助。

If ALL adults in the household receive SSI, GA, PAES, CalFresh or CalWORKS (TANF), then this is the wrong form. File the 524A Tenant Financial Hardship Application (Public Assistance). You may call our office for help.

月住戶總收入合計 \$ \_\_\_\_\_  
The household's total gross monthly income is \$ \_\_\_\_\_

→ 您必須提交上述每位成人的收入證明，例如近期工資單、每月退休金單、社會保障或公共援助福利，或近期所得稅申報表或 W2 表。我們鼓勵您提交至少最近 3 個月的工資單。（請將機密信息塗黑，例如您社會安全號碼的最後四位。）

→ You must submit proof of income for each adult listed above, such as recent paystubs, a statement of monthly pension, Social Security or public assistance benefits, or a recent income tax return or W2 form. We encourage you to submit at least 3 months' worth of your most recent paystubs. (You should black out confidential information such as all but the last four digits of your social security number.)

↓住戶資產↓（列明每位成人所有資產的現值，不包括退休帳戶以及不動產和汽車等非流動資產。）

↓Household Assets↓ (For each adult, list current value of all assets, EXCLUDING retirement accounts and non-liquid assets such as real property and cars.)

	姓名（請用正楷書寫） First and Last Name (please print)	支票 Checking	儲蓄 Savings	股票/債券 Stock/Bonds	其他資產（請說明） Other Assets (Specify)	總資產 TOTAL Assets
1		\$	\$	\$	\$	\$
2		\$	\$	\$	\$	\$
3		\$	\$	\$	\$	\$
4		\$	\$	\$	\$	\$

住戶資產的價值總額為 \$ \_\_\_\_\_  
The total value of the household's assets is \$ \_\_\_\_\_

→ 您必須提交上述每位成人的資產證明，近期的銀行對帳單（所有頁面）以及其他金融機構出具之有顯示帳戶活動的任何其他對帳單。我們鼓勵您提交至少最近 3 個月的銀行對帳單。（請將機密信息塗黑，例如您帳號的最後四位。）

→ You must submit proof of assets for each adult listed above, including recent bank statements (all pages), and any other statements showing account activity from other financial institutions. We encourage you to submit at least 3 months' worth of your most recent bank statements. (You should black out confidential information such as all but the last four digits of your account number.)



# San Francisco Residential Rent Stabilization and Arbitration Board

## 租客經濟困難申請（收入或特殊情況）

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

新申請    修訂版  
New                      Amended

↓聲明↓（凡提供上述財務信息之年滿 18 歲成人，均必須簽署本聲明並註明日期。）  
↓Declaration↓ (Each adult age 18 or over for whom financial information is provided above must sign and date this Declaration.)

根據加州刑法偽證罪罰則，就我所知所信範圍內，本人在此聲明本租客經濟困難申請中的每項陳述以及每份隨附文件均真實無誤。本人同時確認租務委員會應將本困難申請的副本交付房東。

*I declare under penalty of perjury under the laws of the State of California that every statement in this Tenant Financial Hardship Application and every attached document is true and correct to the best of my knowledge and belief. I also acknowledge that the Rent Board will send a copy of this Hardship Application to the landlord.*

	簽名 Signature	日期 Date	您在聽證會上需要翻譯員嗎？如果需要，請列明語言。 Would you need an interpreter for a hearing? If yes, list your language.
1.			
2.			
3.			
4.			

如有需要，請另附紙頁  
ATTACH ADDITIONAL PAGES IF NECESSARY.



## San Francisco Residential Rent Stabilization and Arbitration Board

租客經濟困難申請（收入或特殊情況）

TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

↓租客資源↓

↓Tenant Resources↓

以下組織可協助您提交困難申請：

*The following organizations can assist you in filing your Hardship Application:*

**三藩市住房權利委員會**  
**(Housing Rights Committee of San Francisco)**

總辦事處 (Main Office)

(粵語/普通話/西班牙語/英語/俄語)

11 Grove Street • 打電話預約時間

San Francisco, CA 94102

(415) 703-8644

限電話諮詢 (Phone Counseling Only)

(粵語/普通話/英語/俄語)

(415) 947-9085

致電洽詢時間

華協中心

**(Chinatown Community Development Center)**

(粵語/普通話/英語)

615 Grant Avenue, 2<sup>nd</sup> Floor

San Francisco, CA 94108

(415) 984-2728

**Bill Sorro Housing Program (BiSHoP)**

(阿拉伯語/英語/西班牙語/他加祿語)

1110 Howard Street

San Francisco, CA 94103

(415) 513-5177



## San Francisco Residential Rent Stabilization and Arbitration Board

### 租客經濟困難申請（收入或特殊情況）

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

#### 核對清單： CHECKLIST:

- ✓ 已填妥租客困難申請（收入或特殊情況）。租客困難申請必須經單位中入住的所有成人（分租客除外）簽字。成人是指年滿 **18** 歲者。  
*Filled out Tenant Hardship Application (Income Based or Exceptional Circumstances). This must be signed by all adults who live in the unit, except subtenants. An adult is age 18 or older.*
- ✓ 針對轉嫁或營運與維護加租事宜，已提交加租通知副本或已收到租務委員會決定。請提供任何相關附件或文件。  
*Submitted copy of Rent Increase Notice or received Rent Board decision about passthrough or operating and maintenance rent increase. Please include any relevant attachments or documents.*
- ✓ 已提交居住在單位中每位成人（分租客除外）的收入和資產證明。我們鼓勵您提交至少最近 **3** 個月的工資單和銀行帳戶信息。成人是指年滿 **18** 歲者。租務委員會保留在需要時要求提供其他信息的權利。  
*Submitted proof of income and assets for each adult who lives in the unit, except subtenants. We encourage you to submit at least 3 months' worth of all your most recent paystubs and bank account information. An adult is age 18 or older. The Rent Board reserves the right to request additional information if needed.*
- ✓ 針對申請中提出的特殊情況訴求，已提交特殊情況證明。  
*Submitted proof of exceptional circumstances if that is being claimed in the application.*
- ✓ 上述各項文件已寄至 **25 Van Ness Avenue, #700, San Francisco, CA 94102-6063** 或發送至：[rentboard@sfgov.org](mailto:rentboard@sfgov.org)。  
*Submitted the above to 25 Van Ness Avenue, #700, San Francisco, CA 94102-6063 or to rentboard@sfgov.org.*



## San Francisco Residential Rent Stabilization and Arbitration Board

### 租客經濟困難申請（收入或特殊情況）

### TENANT FINANCIAL HARDSHIP APPLICATION (INCOME BASED OR EXCEPTIONAL CIRCUMSTANCES)

#### 您提交申請後：

#### AFTER YOU FILE:

我們會將本困難申請的副本寄給房東。房東將在十五 (15) 天內要求舉行聽證會，對您訴求中的信息提出異議。

*A copy of your Hardship Application will be sent to the landlord. The landlord will have fifteen (15) days to request a hearing to dispute the information provided in your claim.*

如果房東未對您的訴求提出異議，租務委員會行政法官可不經聽證會即作出決定。

*If the landlord does not dispute your claim, a decision may be issued by a Rent Board Administrative Law Judge without a hearing.*

在收到上述決定之前，您無須支付加租部分，除非您的困難申請遭駁回。

*You do not have to pay the rent increase(s) until you receive the decision, and then only if your Hardship Application is denied.*

如需要針對您的困難申請舉行聽證會，您會收到通知。我們將在聽證會舉行前至少十 (10) 天，將關於聽證會舉行時間和日期的通知寄給您和房東。

*If a hearing on your Hardship Application is required, you will receive a notice. The notice of the time and date of the hearing will be mailed to both you and the landlord at least ten (10) days before the hearing.*

聽證會結束後，行政法官將作出書面決定核准或駁回困難申請。

*After the hearing, the Administrative Law Judge will issue a written decision. The decision will grant or deny the Hardship Application.*

各方可以自書面決定寄出之日起 15 天內，向租務委員會提出上訴。

*Either party can appeal the written decision to the Rent Board Commission within 15 days of the date the decision is mailed.*