INSTRUCTIONS FOR USE OF BANKING CALCULATOR

"Banking" (Deferred Annual Increases)
The Banking Calculator is an Excel worksheet designed to calculate what a tenant's current rent would be if the tenant had received an allowable annual CPI increase every year. The Excel Banking Calculator will tell you what amount of unclaimed increases (Banking) can be given as a rent increase in the current year, based upon the Banking available for that tenant AND the current year's Banking limit (3x the current year's CPI).

CPI (based on Banking) increases are calculated on the base rent only, excluding any capital improvement pass-throughs.

Using the Excel Banking Calculator
The Banking Calculator is available at the Rent Adjustment website, under "Landlord Resources/Quick Links/Banking Calculator at: http://oaklandnet/home/Government/o/hcd/s/LandlordResources/index.htm
Below are instructions for completing the calculator in Excel. A hard copy form is attached for reference.

1. At the top of the page, under CALCULATION OF DEFERRED CPI INCREASES (BANKING) are the cells where you enter the information the calculator will use to determine your Banking. **You must fill in cells D9, D10, D11 and D14.**
   - ➢ **D9 – Initial move-in date.** The date tenant first paid rent for the unit.
   - ➢ **D10 – Effective date of increase.** The date your proposed increase will take effect.
   - ➢ **D11 – Current rent (before increase).** This is the **current base rent** before the increase. Exclude any capital improvements pass-throughs.
   - ➢ **D12 – Prior cap. imp. pass-through.** If the tenant is currently paying a prior capital improvement pass-through, enter it here. It will be excluded in the banking calculation.
   - ➢ **D13 - Date calculation begins.** The calculator should fill in this date for you. It will be the same date as **D9, OR** will be the date that is **11 years before the effective date of increase** if the initial move-in date was longer than 11 years ago.
   - ➢ **D14 – Base rent when calc. begins.** Enter the rent amount that was in effect on the date in **D13**. This will be the **original rent** (rent at move-in) **OR** will be the rent paid 11 years before the date of increase, whichever is more recent.

2. If the planned increase includes justifications other than Banking (such as capital improvements) put an X in the box as directed by the arrow at the far right side of the page. The calculator will automatically suspend the current year's CPI increase if the justification is one that replaces the current year's CPI.

3. After you have filled in the cells as described above, the columns in the ANNUAL INCREASES TABLE will fill in automatically with the CPI rent increases that would have been allowed at each anniversary date of the tenancy and what the rent ceiling would have been each year.

4. Below, under CALCULATION OF LIMIT ON INCREASE, you will find the results of the calculation, showing the **Banking available this year** (**E35**) and the sum of **Banking this year + base rent** (**E36**). If your increase includes a **Prior year's capital improvements recovery (pass-through)**, enter that amount in cell **E37.** Finally, the sum of **E36** and **E37** will give you the **Rent ceiling w/o other new increases** in cell **E38**, the amount you can give based on Banking.

5. If you are doing your **Banking calculation manually,** refer to the attached **Allowable Annual Rent Increase** list. Use a hand calculator to add up the CPI rates for each year starting with the tenant's 1 year anniversary, or compound each year's allowable increase amount based on that year's CPI.
   REMEMBER: You cannot claim Banked amounts that are not available to you, and your Banked increase in a single year cannot exceed the Banking limit cap, i.e., 3x the current year's CPI.