

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 19, 2018

Final Decision Date Deadline: September 19, 2018

**STATEMENT OF THE ISSUE:** At their Regular Meeting on February 21, 2018, the Rent Board established rent registration requirements, contained in Chapter 4 ("Registration and Fees") of the Board's adopted regulations. Staff members are proposing amendments to Regulation 402 ("Required Rent Registration"), Regulation 405 ("Enrollment with the Richmond Rent Program") and Regulation 406 ("Failure of a Landlord to Enroll or File") to clarify the distinction between enrollment and registration requirements for units subject to both rent control and just cause for eviction requirements, versus those units that are exempt from rent control.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing                       Regulation                       Other:
- Contract/Agreement                       Rent Board As Whole
- Grant Application/Acceptance                       Claims Filed Against City of Richmond
- Resolution                       Video/PowerPoint Presentation (contact KCRT @ 620.6759)

**RECOMMENDED ACTION:** ADOPT amendments to Regulation 402 (Required Rent Registration), Regulation 405 (Enrollment with the Richmond Rent Program) and Regulation 406 (Failure of a Landlord to Enroll or File) to clarify the following requirements: (1) all rental properties containing at least one Rental Unit, as defined in Section 11.100.030(m) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, must be enrolled with the Rent Program; (2) all tenancies in Controlled Rental Units, as defined in Section 11.100.030(d) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, must be registered with the Rent Program; and (3) the failure to enroll a rental property and/or register a tenancy in a Controlled Rental Unit may be asserted as an affirmative defense to an unlawful detainer (eviction) lawsuit – Rent Program (Nicolas Traylor/Paige Roosa 620-6564).

AGENDA ITEM NO:  
**H-3.**



# AGENDA REPORT

**DATE:** September 19, 2018

**TO:** Chair Gray and Members of the Rent Board

**FROM:** Nicolas Traylor, Executive Director  
Paige Roosa, Deputy Director

**SUBJECT:** CLARIFICATION OF PROPERTY ENROLLMENT AND TENANCY  
REGISTRATION REQUIREMENTS IN RENT BOARD REGULATIONS

## **STATEMENT OF THE ISSUE:**

At their Regular Meeting on February 21, 2018, the Rent Board established rent registration requirements, contained in Chapter 4 (“Registration and Fees”) of the Board’s adopted regulations. Staff members are proposing amendments to Regulation 402 (“Required Rent Registration”), Regulation 405 (“Enrollment with the Richmond Rent Program”) and Regulation 406 (“Failure of a Landlord to Enroll or File”) to clarify the distinction between enrollment and registration requirements for units subject to both rent control and just cause for eviction requirements, versus those units that are exempt from rent control.

## **RECOMMENDED ACTION:**

ADOPT amendments to Regulation 402 (Required Rent Registration), Regulation 405 (Enrollment with the Richmond Rent Program) and Regulation 406 (Failure of a Landlord to Enroll or File) to clarify the following requirements: (1) all rental properties containing at least one Rental Unit, as defined in Section 11.100.030(m) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, must be enrolled with the Rent Program; (2) all tenancies in Controlled Rental Units, as defined in Section 11.100.030(d) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, must be registered with the Rent Program; and (3) the failure to enroll a rental property and/or register a tenancy in a Controlled Rental Unit may be asserted as an affirmative defense to an unlawful detainer (eviction) lawsuit – Rent Program (Nicolas Traylor/Paige Roosa 620-6564).

### **FISCAL IMPACT:**

There is no fiscal impact related to this item, as the proposed amendments serve to clarify existing enrollment and rent registration requirements. The administrative costs of property enrollment and rent registration are encompassed in the adopted Fiscal Year 2018-19 Rent Program budget.

### **DISCUSSION:**

#### Background

At their Regular Meeting on February 21, 2018, the Rent Board established Rent Registration requirements, contained in Chapter 4 (“Registration and Fees”) of the Board’s adopted regulations. Regulation 400 (“Purpose”) states that the purpose of these regulations, is, in part, to enable the Rent Board to monitor and control allowable rents as mandated by the Ordinance and to charge and collect fees for administration of the Ordinance; however, the “controlling of allowable rents” through tenancy registration is only applicable to fully covered, Controlled Rental Units, which are subject to both rent control and just cause for eviction requirements.

As written and interpreted together, Regulations 402, 405, and 406, do not effectively differentiate between the enrollment and registration requirements for all Rental Units (including those exempt from rent control) versus those units that meet the definition of Controlled Rental Units, and whose rents are regulated by the Rent Board. Community members could interpret the tenancy registration requirements as applicable to all Rental Units, regardless of applicability to the rent control provisions of the Rent Ordinance.

The purpose of the proposed amendments to Regulations 402, 405, and 406, is to clarify the following:

1. All Rental Units must be enrolled with the Rent Program
2. All tenancies in Controlled Rental Units must be registered with the Rent Program
3. Failure to enroll and/or register tenancies with the Rent Program may be asserted as an affirmative defense to an unlawful detainer (eviction) lawsuit

#### Relationship to Current Property Enrollment and Tenancy Registration Efforts

The proposed amendments to Regulation 402, 405, and 406, will support the Rent Program’s ongoing property enrollment and tenancy registration efforts. Particularly in the context of a tiered Rental Housing Fee structure, it is critical that the Rent Program maintain an accurate database of fully covered, partially covered, and governmentally-subsidized units, and a current mailing address for all owners of such units, to ensure Rental Housing Fee invoices are accurate and received by owners in a timely manner.

## ITEM H-3

The proposed amendments will clarify the requirement for Landlords to supply this information to the Rent Program.

### Requirements for Fully Covered, Partially Covered, and Fully Exempt Properties

The table below illustrates the requirements applicable to Fully Covered, Partially Covered, and Fully Exempt Properties.

#### **PROPOSED APPLICABILITY OF ENROLLMENT AND RENT REGISTRATION REQUIREMENTS**

<b>Unit Type</b>	<b>Fully Covered</b> <i>(Rent Control &amp; Just Cause for Eviction)</i>	<b>Partially Covered</b> <i>(Just Cause for Eviction)</i>	<b>Fully Exempt</b> <i>(No Rent Control or Just Cause for Eviction)</i>
<b>General Description</b>	Properties with more than one dwelling unit on one parcel built <u>before</u> February 1, 1995	<ul style="list-style-type: none"> <li>-Governmentally Subsidized units, including Section 8 tenancies</li> <li>-Single family homes (one dwelling unit on one parcel)</li> <li>-Condominiums</li> <li>-“New Construction” (permitted construction with a certificate of occupancy dated on or <u>after</u> February 1, 1995)</li> <li>-Small Second Dwelling Units built in compliance with the Small Second Dwelling Unit Ordinance</li> </ul>	<ul style="list-style-type: none"> <li>-Tenancies where the Tenant and Landlord share a kitchen and/or bathroom</li> <li>-Single family homes with a Small Second Dwelling Unit built in compliance with the Small Second Dwelling Unit Ordinance and where the owner lives in the first, larger single family home</li> <li>-Non-profit Senior Housing</li> </ul>
<b>Property Enrollment</b>	Enrollment is required. One enrollment form must be completed for each property/parcel.	Enrollment is required. One enrollment form must be completed for each property/parcel.	NOT REQUIRED
<b>Tenancy Registration</b>	Tenancy registration is required. One Tenancy Registration form must be completed for each unit. <i>Note: On a property with a mix of market-rate and subsidized units, Tenancy Registration is not required for those units that are governmentally-subsidized.</i>	NOT REQUIRED	NOT REQUIRED

### **DOCUMENTS ATTACHED:**

Attachment 1 – Proposed Amendments to Regulation 402 (Redline version)

Attachment 2 – Proposed Amendments to Regulation 402 (Clean version)

Attachment 3 – Proposed Amendments to Regulation 405 (Redline version)

Attachment 4 – Proposed Amendments to Regulation 405 (Clean version)

Attachment 5 – Proposed Amendments to Regulation 406 (Redline version)

Attachment 6 – Proposed Amendments to Regulation 406 (Clean version)

Attachment 7 – Example Property Enrollment Form (not yet published)

Attachment 8 – Example Tenancy Registration Form (not yet published)

## ITEM H-3 ATTACHMENT 1

### 402. Required Rent Registration

- A. Only tenancies in Controlled Rental Unit(s) need to be Registered with the Richmond Rent Board. A Controlled Rental Unit~~Rental Unit~~ is properly Registered in accordance with this Chapter if the Landlord or Landlord's representative has:
- (1) Filed with the Board completed ~~Registration statements on the form(s)~~Tenancy Registration Forms provided by the Board for the Controlled Rental Unit ~~unit~~ and all the Controlled Rental Units~~units~~ ~~on~~ in the same property that include:
    - a. The addresses of all Controlled Rental Units ~~units~~ on the same property;
    - b. The name and address of the Landlord and/or property manager;
    - c. The date the current tenancy began and, for all tenancies that began after December 30, 2016, an explanation of the circumstances of the termination of the previous tenancy sufficiently detailed to demonstrate whether the Controlled Rental Unit(s) ~~unit~~ qualifies for a vacancy rent increase or not, as described in Chapter 7 Vacancy Rent Increases;
    - d. The Base Rent currently in effect for each individual Controlled Rental Unit ~~unit~~ and the housing services included in the rent or the reason the Controlled Rental Unit(s) ~~Rental Unit~~ is exempt ~~from pursuant to Regulation 201, Regulation 202, and Regulation 203~~rent control and has no current Base Rent;
    - e. The number of Tenants occupying the Controlled Rental Unit(s) ~~unit~~ and Tenants names; and
    - f. Such other information reasonably requested by the Rent Program.
  - (2) Paid to the City of Richmond the Residential Rental Housing Fee, Business License Tax, and any ~~penalties other fees~~ due for the Controlled Rental Unit ~~unit~~ and all the Controlled Rental Units ~~units~~ in the same property; and  
(2)
  - (3) Filed with the Board, for the Controlled Rental Unit ~~unit~~ and all the Controlled Rental Units ~~units~~ in the same property, notification of all termination of tenancies, subsequent changes in the provision of Housing Services, and rent increases if required pursuant to Regulation 603 and Regulation 1001-47-40.
- B. In designating a Controlled Rental Unit ~~Rental Unit~~ as properly Registered, the Board's intent is to facilitate the Rent ~~#~~Registration and individual adjustment of Maximum Allowable Rent processes and the dissemination of information regarding the ~~#~~Registration of Controlled Rental Unit~~Rental Units~~. Such designation shall not be construed as the Board's certification of the lawful Base Rent, current Maximum Allowable Rent or any other information provided on the rent ~~#~~Registration ~~s~~Statement. Nothing in this Regulation shall preclude the Board nor any person from challenging the accuracy of any information provided in any Registration ~~s~~Statement or declaration in the context of any proceeding or action.

Formatted: Indent: Left: 0.5", No bullets or numbering

## ITEM H-3 ATTACHMENT 1

- C. A Landlord shall be found in substantial compliance with ~~the~~ Registration requirements when:
- (1) The Landlord has made a good faith effort to comply with the Richmond Fair Rent, Just Cause For Eviction And Homeowner Protection Ordinance and Richmond Rent Board ~~the~~ Regulations concerning ~~the~~ Registration sufficient to reasonably carry out the intent and purpose of the Richmond Fair Rent, Just Cause For Eviction And Homeowner Protection Ordinance and Regulations; and
  - (2) The Landlord has cured any defect in compliance in a timely manner after receiving notice of a deficiency from the Board.

*[Adopted February 21, 2018]*

*[Amended June 20, 2018]*

## ITEM H-3 ATTACHMENT 2

### 402. Required Rent Registration

A. Only tenancies in Controlled Rental Unit(s) need to be Registered with the Richmond Rent Board. A Controlled Rental Unit is properly Registered in accordance with this Chapter if the Landlord or Landlord's representative has:

- (1) Filed with the Board completed Tenancy Registration Forms provided by the Board for the Controlled Rental Unit and all the Controlled Rental Units on the same property that include:
  - a. The addresses of all Controlled Rental Units on the same property;
  - b. The name and address of the Landlord and/or property manager;
  - c. The date the current tenancy began and, for all tenancies that began after December 30, 2016, an explanation of the circumstances of the termination of the previous tenancy sufficiently detailed to demonstrate whether the Controlled Rental Unit(s) qualifies for a vacancy rent increase or not, as described in Chapter 7 Vacancy Rent Increases;
  - d. The Base Rent currently in effect for each individual Controlled Rental Unit and the housing services included in the rent or the reason the Controlled Rental Unit(s) is exempt pursuant to Regulation 201, Regulation 202, and Regulation 203 and has no current Base Rent;
  - e. The number of Tenants occupying the Controlled Rental Unit(s) and Tenants names; and
  - f. Such other information reasonably requested by the Rent Program.
- (2) Paid to the City of Richmond the Residential Rental Housing Fee, Business License Tax, and any other fees due for the Controlled Rental Unit and all the Controlled Rental Units in the same property; and
- (3) Filed with the Board, for the Controlled Rental Unit and all the Controlled Rental Units in the same property, notification of all termination of tenancies, subsequent changes in the provision of Housing Services, and rent increases if required pursuant to Regulation 603 and Regulation 1001.

B. In designating a Controlled Rental Unit as properly Registered, the Board's intent is to facilitate the Rent Registration and individual adjustment of Maximum Allowable Rent processes and the dissemination of information regarding the Registration of Controlled Rental Unit. Such designation shall not be construed as the Board's certification of the lawful Base Rent, current Maximum Allowable Rent or any other information provided on the rent Registration Statement. Nothing in this Regulation shall preclude the Board nor any person from challenging the accuracy of any information provided in any Registration Statement or declaration in the context of any proceeding or action.



**ITEM H-3  
ATTACHMENT 2**

C. A Landlord shall be found in substantial compliance with Registration requirements when:

- (1) The Landlord has made a good faith effort to comply with the Richmond Fair Rent, Just Cause For Eviction And Homeowner Protection Ordinance and Richmond Rent Board Regulations concerning Registration sufficient to reasonably carry out the intent and purpose of the Richmond Fair Rent, Just Cause For Eviction And Homeowner Protection Ordinance and Regulations; and
- (2) The Landlord has cured any defect in compliance in a timely manner after receiving notice of a deficiency from the Board.

*[Adopted February 21, 2018]*

*[Amended June 20, 2018]*

## ITEM H-3 ATTACHMENT 3

### 405. Enrollment and Registration with the Richmond Rent Program

A. Prior to filing with the Board, or serving any Tenant, any notice of a rent increase, change in terms of tenancy or termination of tenancy, a Landlord must: ~~e. (1) enroll with the Rent Board all of a Landlord's Controlled Rental Units, except for those that are fully exempted from the provisions of the Richmond Fair Rent, Just Cause For Eviction, and Homeowner Protection Ordinance pursuant to Regulation 201, and; (2) complete the Rent Registration requirements for tenancies in Controlled Rental Units pursuant to Regulation 402. register all tenancies in Controlled Rental Units as provided in those Rental Units set forth in Section 2 of this Regulation.~~

B. A Rental Property is enrolled in accordance with this Chapter if the Landlord or Landlord's representative has:

(1) Filed with the Rent Board completed enrollment forms using the form(s) provided by the Board for each property containing at least one Rental Unit. The form shall request information including:

- a. Property ownership information;
- b. Date of construction, date of property title change, number of units on the property, Business License number, and expiration date;
- c. The type (e.g. single family home unit, Section 8 tenancy, newly constructed unit) and status (e.g. currently rented, not available for rent, owner occupied) of each dwelling unit on the property.
- d. Such other information reasonably requested by the Rent Program.

C. In the event of property title ~~transfer,~~transfer or other substantive change in information reasonably requested on the enrollment form, the Landlord shall file an amended enrollment form with the Board within 30 calendar days of the effective date of the change. ~~Absent extraordinary circumstances, both the enrollment form and registration form must be completed and submitted online, using the form on the Rent Program website.~~

*[Formerly Regulation 17-10; adopted September 20, 2017]*

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

**ITEM H-3  
ATTACHMENT 4**

**405. Enrollment and Registration with the Richmond Rent Program**

A. Prior to filing with the Board, or serving any Tenant, any notice of a rent increase, change in terms of tenancy or termination of tenancy, a Landlord must: (1) enroll with the Rent Board all of a Landlord's Rental Units, except for those that are fully exempted from the provisions of the Richmond Fair Rent, Just Cause For Eviction, and Homeowner Protection Ordinance pursuant to Regulation 201, and; (2) complete the Rent Registration requirements for tenancies in Controlled Rental Units pursuant to Regulation 402.

B. A Rental Property is enrolled in accordance with this Chapter if the Landlord or Landlord's representative has:

(1) Filed with the Rent Board completed enrollment forms using the form(s) provided by the Board for each property containing at least one Rental Unit. The form shall request information including:

- a. Property ownership information;
- b. Date of construction, date of property title change, number of units on the property, Business License number, and expiration date;
- c. The type (e.g. single family home unit, Section 8 tenancy, newly constructed unit) and status (e.g. currently rented, not available for rent, owner occupied) of each dwelling unit on the property.
- d. Such other information reasonably requested by the Rent Program.

C. In the event of property title transfer or other substantive change in information reasonably requested on the enrollment form, the Landlord shall file an amended enrollment form with the Board within 30 calendar days of the effective date of the change.

*[Formerly Regulation 17-10; adopted September 20, 2017]*

ITEM H-3  
ATTACHMENT 5

406. Failure of a Landlord to Enroll, Register, and/or File

If a Landlord has ~~failed to~~ not: (1) ~~enrolled at the Landlord's~~ Rental Unit with the Rent Board as provided in Regulation 405; (2) ~~registered the tenancies of the Rental Units~~ a tenancy in a Controlled Rental Unit with the Rent Board as provided in Regulation 402 and Regulation 405~~this Regulation~~; and/or (3) ~~or has not~~ filed with the Board a notice of a rent increase, change in terms of tenancy, or termination of tenancy as provided in ~~this Regulation 603 and Regulation 1001~~Regulation; a Tenant in an unlawful detainer action may obtain from a Rent Program staff member a Certification stating that to the best of the knowledge of the Rent Board staff, the Rental Unit was not enrolled, ~~the tenanc~~tenancy in a Controlled Rental Unit s-was ~~ere~~ not registered, and/or the required notice was not filed with the Rent Board in accordance with this Regulation, and assert the aforementioned noncompliance as an affirmative defense in an unlawful detainer action.

*[Formerly Regulation 17-10; adopted September 20, 2017]*

**ITEM H-3  
ATTACHMENT 6**

**406. Failure of a Landlord to Enroll, Register, and/or File**

If a Landlord has failed to: (1) enroll a Rental Unit with the Rent Board as provided in Regulation 405; (2) register a tenancy in a Controlled Rental Unit with the Rent Board as provided in Regulation 402 and Regulation 405; and/or (3) file with the Board a notice of a rent increase, change in terms of tenancy, or termination of tenancy as provided in Regulation 603 and Regulation 1001 a Tenant in an unlawful detainer action may obtain from a Rent Program staff member a Certification stating that to the best of the knowledge of the Rent Board staff, the Rental Unit was not enrolled, the tenancy in a Controlled Rental Unit was not registered, and/or the required notice was not filed with the Rent Board in accordance with this Regulation, and assert the aforementioned noncompliance as an affirmative defense in an unlawful detainer action.

*[Formerly Regulation 17-10; adopted September 20, 2017]*

**City of Richmond Rent Program**  
**2018 INITIAL PROPERTY ENROLLMENT FORM**  
 Access a fillable PDF at richmondrent.org/enrollment



**A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)**  
**IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)**

**Property Ownership Status**  
*(Required)*

Rental Property Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Does the person or entity to whom this mailing was addressed hold title to the property above?  
 YES → please complete Steps A-D  
 NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (*address located on the bottom left of this page*)  
**New Property Owner's Information**  
 Name (first, last): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**A: Who holds title?**  
*(Required: ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners)*  
*\*Bus. = Business number*

**Owner 1 Information**  
 Name (first, last): \_\_\_\_\_ Ownership % : \_\_\_\_\_  
 Bus. Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Bus. Phone Number: \_\_\_\_\_ Bus. Email Address: \_\_\_\_\_  
 If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Owner 2 Information**  
 Name (first, last): \_\_\_\_\_ Ownership % (if any): \_\_\_\_\_  
 Bus. Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Bus. Phone Number: \_\_\_\_\_ Bus. Email Address: \_\_\_\_\_  
 If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

**B: Who do you authorize to sign Rent Program documents for you?**  
*(Optional):*

**AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)**

Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.

Company Name (if any): \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Bus. Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Bus. Phone Number: \_\_\_\_\_ Bus. Email Address: \_\_\_\_\_

TURN TO PAGE 2 ↓

<i>Continued</i>	<p><b>Where would you like us to send Rent Program notifications and statements? (Check ONE)</b></p> <p><input type="checkbox"/> Owner 1 Business Mailing Address                      <input type="checkbox"/> Owner 2 Business Mailing Address</p> <p><input type="checkbox"/> Authorized Agent or Property Manager Business Mailing Address</p> <p><b>Would you like to have your email added to our Rent Program Listserv?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b></p>			
<b>C: Enter Additional Property Information (Required)</b>	<p>Date Constructed (mm/dd/yyyy): _____ / _____ / _____ Total # of Dwelling Units: _____</p> <p>Most Recent Date of Property Title Change (mm/dd/yyyy): _____ / _____ / _____</p> <p>Business License Number: _____ - _____ Exp. Date: _____</p>			
<b>D: What is the Status of each Rental Unit? (Required: Refer to the table below for clarification on Unit Type and Status Code) (For properties with more than 5 units, continue on Section D Part 2)</b>	Unit Address	Unit Type <i>(all applicable)</i>	Unit Status Code	Date Tenancy Started <i>(mm/dd/yyyy)</i>
	<i>1234 Main St. Apt. A (example)</i>	<i>MULTI-UNIT + SEC 8</i>	<i>CR</i>	<i>12/1/2011</i>
	<p><b>Unit Type</b></p> <p>[MULTI-UNIT] Multi-unit property constructed <b>prior</b> to February 1, 1995, which includes Rooming and Boarding Housing or Single Room Occupancy (SRO) building (kitchen and bath shared among tenants)</p> <p>[SFH] Partially Covered Single-Family Home or Condo (non-Section 8 tenancy)</p> <p>[NEW CONSTR.] New Construction; Unit constructed <b>after</b> February 1, 1995 with a Certificate of Occupancy</p> <p>[SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)</p> <p>[LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)</p> <p>[GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy <i>specify:</i> _____</p> <p>[BMR] Owner/developer entered into a regulatory agreement w/ a Governmental Agency that restricts the amount of Rent that may be charged</p> <p><b>Unit Status Codes</b></p> <p>[CR] Currently Rented</p> <p>[AFR] Available for Rent but is not rented</p> <p>[NAR] Not Available for Rent; Will <b>not</b> be on the Rental Market at any period between July 1, 2018 - June 30, 2019</p> <p>[OWN OCCPD] Occupied by an Owner of record</p> <p>[RENT FREE] Occupied by a Tenant under an agreement in which no rent is collected for the use and occupancy of the Rental Unit</p> <p>[OTHER] Specify: _____</p>			
<b>Declaration and Signature</b>	<p><b><u>The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</u></b></p> <p>This form has been completed and signed by (<i>check one</i>):</p> <p><input type="checkbox"/> Owner 1    <input type="checkbox"/> Owner 2    <input type="checkbox"/> Property Manager / Authorized Agent</p> <p>Signature: _____ Print: _____</p> <p>Date (mm/dd/yyyy): _____ / _____ / _____</p>			



City of Richmond Rent Program  
**TENANCY REGISTRATION FORM**  
Access a fillable PDF at [richmondrent.org/registration](http://richmondrent.org/registration)

<p><b>REQUIREMENT TO REGISTER</b></p>	<p>Landlords <b>MUST FILE</b> this form for <b>EACH EXISTING TENANCY</b> and re-submitted for new tenancies or complete turnover of <b>Original Occupants*</b>. DO NOT COMPLETE THIS FORM FOR GOVERNMENTALLY SUBSIDIZED, SINGLE-FAMILY HOME/ CONDO, AND NEW CONSTRUCTION TENANCIES OR DUE TO THE ADDITION OF ROOMATES TO AN EXISTING TENANCY.</p> <p><i>*Per The Regulations of the Richmond Rent Board Chapter 7, original occupant includes any Tenant in the Rental Unit, with the Landlord's knowledge, that was residing in the unit on or before July 21, 2015, or when the Landlord last established an initial rent for the unit.</i></p>
<p><b>A: Enter Basic Rental Unit Information</b></p>	<p>Rental Property Street Address: _____</p> <p>Unit #: _____ # of Bedrooms: _____</p>
<p><b>B: Enter Tenancy Information</b> <i>(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)</i></p>	<p><i>PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with Civil Code 1947.7(g) and Richmond Rent Board Regulation 402, Tenant names must be provided.</i></p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p>
<p><b>C: Enter Base Rent and Security Deposit Information</b> <i>(The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent amount the Tenant paid after July 21, 2015)</i></p>	<p>Beginning date of this tenancy (mm/dd/yyyy) : _____ / _____ / _____ # of Tenants: _____</p> <p>Was a discount provided (a) within the first 12 months of a month-to-month agreement OR (b) within the first term of the fixed-term lease? <i>(check one)</i></p> <p><input type="checkbox"/> If NO, continue to Page 2</p> <p><input type="checkbox"/> If YES, how much total rent was discounted over that period? \$ _____</p> <p><b>Check the box that applies:</b></p> <p><input type="checkbox"/> Month-to-month Agreement Lease</p> <p><input type="checkbox"/> Fixed Term Lease (indicate the length of the lease: e.g. 6 months, 1 year): _____</p> <p><i>Per The Regulations of the Richmond Rent Board Chapter 7, where the rental agreement includes periods for which the Tenant pays reduced, discounted or "free" rent, the Maximum Allowable Rent is calculated as the average of the monthly payments made during the initial term of the agreement or, in the case of a month-to-month tenancy, during the first twelve months of the tenancy.</i></p>

TURN TO PAGE 2 ↓



<p><i>(continued)</i></p>	<p><b>Base Rent</b></p> <p>\$ _____ per month + \$ _____ = <b>BASE RENT</b>          (RENT) (ANY ADDITIONAL FEES / SURCHARGES)</p> <p><b>BASE RENT (add lines above) = \$ _____</b></p> <p><i>The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent the Tenant paid after July 21, 2015.</i></p> <p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: \$ _____</p> <p><i>Note: Security deposit means any money collected other than the first month's rent and application fee. Last month's rent, cleaning, and pet deposits are considered part of the security deposit.</i></p>
<p><b>D: Indicate Housing Services Included in the Rent</b></p>	<p>Check the box next to the Housing Services paid by the Landlord or included in the Rent.  <i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <p><input type="checkbox"/> Water    <input type="checkbox"/> Garbage    <input type="checkbox"/> Parking    <input type="checkbox"/> Laundry    <input type="checkbox"/> Gas    <input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Storage    <input type="checkbox"/> Other: _____</p>
<p><b>E: Provide Details on the Previous Tenancy (if known)</b></p>	<p>Ending date of prior tenancy (if known)[mm/dd/yyyy]: _____ / _____ / _____</p> <p>Reason prior Tenant/s moved out (check one):</p> <p><input type="checkbox"/> Tenant moved out voluntarily</p> <p><input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease</p> <p><input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs</p> <p><input type="checkbox"/> Other (e.g. abandonment) specify: _____</p> <p>Final Rent charged to prior Tenant (if known): \$ _____ per month</p>
<p><b>Declaration and Signature</b></p>	<p>The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>This form has been completed and signed by (check one):</p> <p><input type="checkbox"/> Owner 1    <input type="checkbox"/> Owner 2    <input type="checkbox"/> Property Manager / Authorized Agent</p> <p>Signature: _____ Print: _____</p> <p>Date (mm/dd/yyyy): _____ / _____ / _____</p>