

# City of Richmond Rent Program Implementation Progress Update

ITEM D-4

Special Meeting of the Richmond Rent Board | April 5, 2017

# Summary of Tasks

- Establishment of Rent Program Office
- Community Education
- Outreach Materials
- Rent Program Website
- Adoption of an Interim Budget
- Establishment of 2016 Annual General Adjustment
- Preparation of a Relocation Ordinance and fee schedule
- Contracts
- Interim Administrative Decisions and Procedures

# Rent Program Office

440 Civic Center Plaza  
Suite 200 (Second Floor)  
Richmond, CA 94804

- Opened **January 3, 2017**
- **Walk-In and Phone Hours:**
  - Monday – Friday
  - 9:00 AM – 12:00 PM
  - 1:00 PM – 4:00 PM
- **Personal consultations**
- **Individual computer support**
- Issuing **correspondence to Landlords and Tenants** to **educate** members of the public and **enforce** the Ordinance



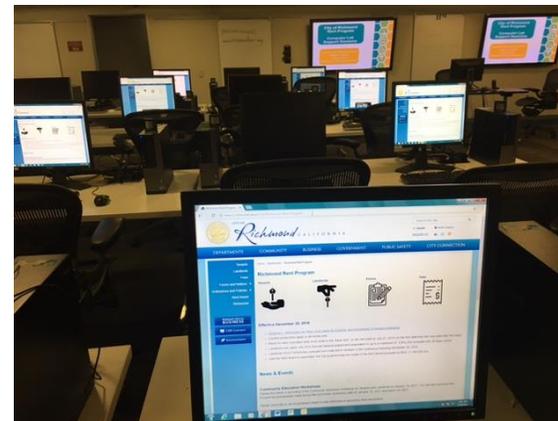
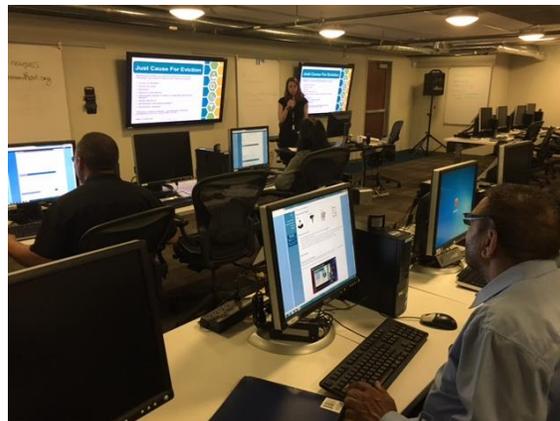
# Community Education Workshops

- **January 18, 2017 & March 30, 2017**
- **6:00 PM – 7:30 PM**
  - Overview of the Ordinance and Key Terms
  - Landlord and Tenant FAQs
  - Question and Answer Session
  - *Community Workshop Recording:*
    - <https://youtu.be/YukAWwzyGpk>



# Computer Support Sessions

- **March 23 & March 30, 2017**
- **6:00 PM – 7:00 PM & 7:00 PM – 8:00 PM**
  - Overview of the Ordinance and Key Terms
  - Orientation to Rent Program website
  - Individual support with completing online forms and notices



# Outreach Materials

## Postcard Announcement Informational Brochure

### December 30, 2016 Postcard Mailing

- Every Door Direct Mail (EDDM)
- All non-resident owners of residential property

### Rent Program Brochure

- Must be provided to all Tenants by the Landlord, and with each notice of rent increase (RMC 11.100.060(g))

#### Richmond Rent Program Brochure

**TERMS TO KNOW**

- Rent Control:** Establishes a maximum annual rent increase for residential housing units. Not all residential properties are subject to rent control.
- Just Cause for Eviction:** If a landlord is evicting a tenant, there must be a "just cause" for the eviction. Just cause may be made for evictions for certain prohibited reasons, such as prohibited repairs.
- Base Rent:** The initial rent on a lease or rental agreement. The starting base rent for rent control is until the rent paid on July 21, 2015, or the first month a tenant moved in after that date.
- Consumer Price Index (CPI):** An index of the average change over time in the prices of goods and services that consumers buy. CPI is an important index used to track inflation and by HUD to set rent limits.
- Maximum Allowable Rent:** The most money that can be charged to a tenant each year, including the base rent and property-related CPI adjustments. Landlords and tenants may petition the Rent Board for an upward or downward adjustment of the maximum allowable rent based on changes to the property conditions, etc.

**RESOURCES**

Bay Area Legal Aid  
Legal services and aid for residents of a wide location, language and ability.  
3025 Macdonald Avenue, Richmond, CA 94804  
Legal Advice Line - Contra Costa County  
(925) 239-0225  
<http://www.baylegal.org/>

Tenants Together  
Tenant Rights Hotline  
(415) 422-6100 or (305) 422-6120  
<http://www.tenantspepper.org/>

Contra Costa Senior Legal Services  
Free legal services to residents of Contra Costa County aged 60 or older.  
(925) 624-7300  
[www.ccsls.org](http://www.ccsls.org)

**RICHMOND RENT PROGRAM**  
A Guide to the Richmond, CA Rent Program  
[www.richmondrent.org](http://www.richmondrent.org)  
[rent@richmondrent.org](mailto:rent@richmondrent.org)  
510-620-6576  
440 Civic Center Plaza, 2<sup>nd</sup> Floor  
Richmond, CA 94804  
Monday - Friday  
9:00 am - 12:00 pm  
1:00 pm - 5:00 pm

This Brochure may be provided to all Tenants at the beginning of a rental agreement and with each notice of rent increase notice (RMC 11.100.060(g)).

Published on January 27, 2017

#### Guía del Programa de Renta de la Ciudad de Richmond

**Términos que Debe Saber**

- Control de Renta:** Establece un máximo aumento anual de renta para unidades de vivienda residencial. No todas las propiedades están sujetas al control de renta.
- Causa Justa para Desalojo:** Si un propietario está desalojando a un inquilino, debe haber una "causa justa" para el desalojo. Una causa justa puede ser hecha por ciertas razones prohibidas, como reparaciones prohibidas.
- Renta Base:** La renta inicial en un contrato de alquiler o acuerdo de alquiler. La renta base para el control de renta es la renta pagada el 21 de julio de 2015, o el primer mes que un inquilino se mudó después de esa fecha.
- Índice de Precios al Consumidor (IPC) por los alquileres:** Una medida del cambio promedio en el tiempo en los precios de bienes y servicios determinados por el gobierno federal. La renta puede aumentar 200% de IPC cada año.
- Máximo Permisible:** La máxima cantidad de dinero que se puede cobrar a un inquilino cada año, incluyendo la renta base y los ajustes de IPC relacionados con las condiciones de la propiedad, etc.

**Recursos**

Bay Area Legal Aid  
Servicios legales y ayuda para residentes de una amplia ubicación, lenguaje y capacidad.  
3025 Macdonald Avenue, Richmond, CA 94804  
Línea de Ayuda Legal - Contra Costa County  
(925) 239-0225  
<http://www.baylegal.org/>

Tenants Together  
Línea de Ayuda sobre los Derechos de los Inquilinos  
(415) 422-6100 o (305) 422-6120  
<http://www.tenantspepper.org/>

Contra Costa Senior Legal Services  
Servicio legal gratuito para los residentes de Contra Costa County de 60 años o más.  
(925) 624-7300  
[www.ccsls.org](http://www.ccsls.org)

**PROGRAMA DE RENTA DE LA CIUDAD DE RICHMOND**  
A Guide to the Richmond, CA Rent Program  
[www.richmondrent.org](http://www.richmondrent.org)  
[rent@richmondrent.org](mailto:rent@richmondrent.org)  
510-620-6576  
440 Civic Center Plaza, 2<sup>nd</sup> Floor  
Richmond, CA 94804  
Monday - Friday  
9:00 am - 12:00 pm  
1:00 pm - 5:00 pm

Este Folleto debe ser proporcionado a todos los inquilinos al comienzo del contrato de alquiler y con todos los avisos de aumento de renta (RMC 11.100.060(g)).

Publicado el 30 de enero de 2017

# Rent Program Website

[www.richmondrent.org](http://www.richmondrent.org)

- **One-stop access to Rent Program forms, resources, and policies**
- **Forms** may be accessed, completed, and submitted online
  - Enrollment, Agent Authorization
  - Rent Increase, Termination of Tenancy, Proof of Service
  - Excess Rent Complaint, Rent Adjustment Petition
- **Additional Resources**
  - Maps and Property Information
  - City Permits and License Records
  - Brochure
  - Resource Directory
- **Rent Board meeting agendas, minutes, and materials**



**Fiscal Year  
2016-17  
Interim Rent  
Board Budget**

- Adopted by the Richmond City Council on **December 20, 2016**
- May form the basis for an **Interim Residential Rental Housing Fee** (special billing)
- **Core Components:**
  - Staffing and Personnel
  - Professional Services Contracts
  - Outreach, Operations, and Maintenance
  - Cost Pool

# City Council approval of 2016 Annual General Adjustment

- City Council approved 2016 AGA of 3.0% on December 20, 2016
- Calculated based on the change in the **Consumer Price Index (CPI)** for the San Francisco – Oakland - San Jose region
- Methodology:
  - Calculate CPI change from February 2015 – February 2016
- Rent Increase Template Available for Landlord use at [www.richmondrent.org](http://www.richmondrent.org)

# Relocation Ordinance & Relocation Payment Fee Schedule

- **Relocation Ordinance required per Section 11.100.050(b) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance**
  - First reading: December 6, 2016
  - Second reading and adoption: December 20, 2016
  - Fee schedule adopted December 20, 2016
- **Administration and Enforcement of Relocation Ordinance**
  - Notice of Entitlement to Permanent or Temporary Relocation Payment
    - Templates available for Landlord use at [www.richmondrent.org](http://www.richmondrent.org)

## Contracts for Professional Services

- **Proposed Professional Services:**
  - Legal Counsel
  - Hearing Officer services
  - Systems Administration/IT
  - Legal Aid
  - Mediation
  - Translation

# Interim Administrative Decisions and Procedures

- Signed by the City Manager, acting in his capacity as interim administrator
- Current scope:
  - Procedure to apply **2016 Annual General Adjustment** rent increase
  - **Refund of excess rent** collected after December 30, 2016
  - **Online noticing procedure** to satisfy requirements of RMC 11.100.060(s)(1)
  - **Fee Payment Requirements** – Business license, Fire Prevention, RRIP fees must be current in order to apply the 2016 Annual General Adjustment rent increase
  - **Permanent and Temporary Relocation Payment** requirements for termination of tenancy notices dated prior to December 30, 2016 (effective date of RMC 11.100) but where the tenant was residing in the Rental Unit after December 30, 2016
  - Termination of Tenancy and Relocation Payment requirements
    - Cashier's check addressed to the Tenant; email proof of payment to [rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us).

## Contact Information

# City of Richmond Rent Program

440 Civic Center Plaza, Suite 200  
Richmond, CA 94804

(510) 620-6537

[rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us)