

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 18, 2017

Final Decision Date Deadline: October 18, 2017

STATEMENT OF THE ISSUE: The Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance became effective on December 30, 2016. As of the effective date, Landlords were required to enroll all Rental Units with the Rent Program. Staff have prepared a presentation on the current inventory of enrolled Rental Units and status of other compliance efforts to inform and solicit feedback from the Rent Board and members of the public.

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

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

RECOMMENDED ACTION: RECEIVE a presentation from Rent Program staff regarding enrollment and other compliance efforts related to the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

I-2.

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AGENDA REPORT

DATE: October 18, 2017

TO: Chair Gray and Members of the Rent Board

FROM: Paige Roosa, Management Analyst

SUBJECT: PRESENTATION ON RENT PROGRAM ENROLLMENT AND COMPLIANCE EFFORTS

STATEMENT OF THE ISSUE:

The Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance became effective on December 30, 2016. As of the effective date, Landlords were required to enroll all Rental Units with the Rent Program. Staff prepared a presentation on the current inventory of enrolled Rental Units and status of other compliance efforts to inform and solicit feedback from the Rent Board and members of the public.

RECOMMENDED ACTION:

RECEIVE a presentation from Rent Program staff members regarding enrollment and other compliance efforts related to the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance – Rent Program (Paige Roosa 620-6537).

FISCAL IMPACT:

There is no fiscal impact related to this item at this time.

DISCUSSION:

Background

Nearly ten months have elapsed since the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance became effective. In late December 2016, a postcard announcement was mailed to every residential door in the City of Richmond and to all non-resident owners of residential property (Attachment 1). The purpose of the postcard was to alert all community members of the Ordinance's effective date, basic requirements, and information regarding how to access the Rent Program website.

ITEM I-2

The Rent Program website (including the Enrollment, Rent Increase, and Proof of Service forms) went live on December 23, 2016.

Rent Program Enrollment

Pursuant to the City Manager's administrative decision acting in his capacity as Interim Rent Program Director and in accordance with Rent Board Regulation 17-04, landlords must enroll all rental units with the Rent Program prior to the filing of any notice of rent increase or termination of tenancy. If a Landlord has not enrolled the Landlord's Rental Units with the Rent Program, and/or has failed to file a notice of a rent increase, change in terms of tenancy or termination of tenancy, a Tenant in an unlawful detainer action may obtain from a Rent Program staff member a Declaration stating that the Rental Unit was not enrolled and/or the required notice was not filed with the Rent Board in accordance with Regulation 17-10.

As of October 10, 2017, 8,060 rental units have been enrolled with the Rent Program. This figure represents approximately 33% of the City's total rental units as estimated by Management Partners and referenced in the Fiscal Year 2016-17 and Fiscal Year 2017-18 Residential Rental Housing Fee Study approved by the Rent Board on May 24, 2017. Additional outreach efforts will be necessary in order to expand the inventory of enrolled rental units. Studies of compliance with rent control and just cause for eviction policies in peer jurisdictions indicate that there is a positive correlation between outreach efforts and compliance rates. Pending the onboarding of additional staff members, Rent Program staff members are eager to launch and implement a robust community engagement and outreach strategy.

Courtesy Compliance Letters

As of September 12, 2017, Rent Program staff members have mailed approximately 187 Courtesy Compliance Letters (Attachment 3), 73 Warning Letters (Attachment 4), and 19 Violation Letters (Attachment 5) in response to complaints received by Rent Program staff. This total amount does not include Courtesy Compliance Letters mailed to all property managers and owners of affordable housing developments in the City as listed in the affordable housing inventory compiled by Rent Program staff and presented to the Board at their meeting on June 21, 2017.

Roughly 50% of the time, mailing of a Courtesy Compliance Letter is sufficient to compel compliance. In unresolved cases where compliance has not been achieved, staff will prepare a warning letter. If compliance is still not achieved following the Landlord's receipt of the warning letter, staff will prepare and mail a notice of violation. If compliance is still not achieved following the notice of violation, the case is forwarded to legal counsel and the Tenant is advised to complete and submit an Excess Rent or Unpaid Temporary or Permanent Relocation Payment Complaint, as appropriate.¹ While fewer than fourteen cases have been referred to legal counsel following the

¹ Note, however, tenants are not precluded from submitting an Excess Rent or Unpaid Temporary or Permanent Relocation Payment Complaint prior to the series of letters being sent to the property owner.

series of compliance letters, staff members are doubtful that this reflects the extent of noncompliance. As additional staff members are retained and subsequent outreach is conducted, the volume of inquiries is expected to increase.

Excess Rent and Unpaid Relocation Payment Complaints

Another metric of compliance with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance is the number of Excess Rent and Unpaid Temporary and Permanent Relocation Complaints received.

As of October 10, 2017, the Rent Program has received 41 Excess Rent, 6 Unpaid Permanent Relocation Payment, and 2 Unpaid Temporary Relocation Payment Complaint form submissions. A small number of these cases have been resolved; however, the majority of complaints are awaiting mediation or a formal hearing.

Excess Rent Refunds

In accordance with Regulation 17-05, within ten business days of receipt of notification from the Rent Board or Rent Program staff that a landlord has charged and collected rent in excess of the Maximum Allowable Rent, the landlord is required to issue a refund of excess rent that a tenant has paid after December 30, 2016, to the tenant in the form of a cashier's check. Proof of Excess Rent Refund must be filed with the Rent Board using the appropriate online form on the Rent Program website.

As of October 10, 2017, the Rent Program has received 99 Excess Rent Refund form submissions, amounting to over \$88,000 in excess rent that has been returned to Tenants. Staff members anticipate that this form will continue to be heavily utilized as community outreach and education efforts increase.

Next Steps

Staff members are working closely with members of the IT Department to develop the database of rental units for which the Residential Rental Housing Fee will be billed. As part of this effort, staff have mailed a letter to all suspected owners of residential rental property in the City (Attachment 6). In addition to providing information about the general requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and Residential Rental Housing Fees, the mailing includes a Declaration of Owner Occupancy and/or Exemption. If the Declaration form is not received by November 3, 2017, the property owner will be billed for the corresponding number of units recorded with the property per the County Assessor or Residential Rental Inspection Program databases.

DOCUMENTS ATTACHED:

Attachment 1 – December Postcard

Attachment 2 – Inventory of Rental Units enrolled with the Rent Program as of
September 12, 2017

Attachment 3 – Sample Courtesy Compliance Letter

Attachment 4 – Sample Warning Letter

Attachment 5 – Sample Violation Letter

Attachment 6 – Draft September Letter to Suspected Rental Property Owners

Attention Richmond Residential Renters & Landlords

Effective December 30, 2016

- Measure L: The Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance
- Eviction protections apply to all rental units
- Maximum Allowable Rent for controlled units = Base Rent + 3% CPI (2016 Annual General Adjustment)
- Base Rent = Rent as of July 21, 2015

Visit the website to learn more about rent control, download forms and notices, and access more information:



www.richmondrent.org

Atención Inquilinos y Propietarios Residenciales de Richmond

Efectivo el 30 de diciembre de 2016

- Medida L: Ordenanza de Renta Justa, Causa Justa para el Desalojo y Protección del Propietario
- Protecciones contra desalojo aplica a todas las unidades alquiladas
- Máxima Renta Permitida para unidades controladas = Renta Base + 3% CPI (Ajuste General Anual de 2016)
- Renta Base = Renta a partir del 21 de julio de 2015

Visite el sitio web para aprender más sobre el control de renta, descargar formularios y avisos y acceder a más información:

Richmond Rent Program
440 Civic Center Plaza
Richmond, CA 94804

Office opens January 3, 2017
Oficina abre el 3 de enero
de 2017

www.richmondrent.org

rent@ci.richmond.ca.us
510-620-6576



CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1870	2/24/2017 16:08	#1 Greenview Lane	1
901	1/27/2017 13:57	10 Idaho St	1
632	1/13/2017 15:51	100 Eddy St #108	1
1120	2/7/2017 10:33	100 Eddy Street #305	1
1443	2/17/2017 12:35	100 Schooner Court	1
1930	2/27/2017 17:07	100-114 Nicholl Ave. & 224 Apt 1-4 Washington Ave.	12
9908	9/4/2017 13:21	1001 Pennsylvania Avenue	4
469	12/27/2016 10:22	1002 15th Street	4
1113	2/6/2017 15:49	1003 Roosevelt Ave.	16
7630	7/27/2017 16:17	101 17th Street	4
3892	5/9/2017 11:40	101 20th Street	4
2339	3/19/2017 23:19	101 south 3rd street	9
9909	9/4/2017 13:30	1011 Pennsylvania Avenue	5
9677	8/24/2017 15:23	102 BAYSIDE Court	1
1446	2/17/2017 12:37	102 Schooner Court	1
3785	5/2/2017 15:25	1029 Chanslor Avenue	4
9678	8/24/2017 15:26	103 MARINA LAKES Drive	1
2022	3/5/2017 19:43	105 MARINA WAY	3
1449	2/17/2017 12:40	105 Schooner Court	1
5928	7/18/2017 18:00	105 Seaview Court	1
5303	6/26/2017 14:41	10525 San Pablo Avenue	3
1451	2/17/2017 12:42	106 Schooner Court	1
3903	5/9/2017 16:23	109 Bayside Court	1
9679	8/24/2017 15:28	109 MARINA LAKES Drive	1
9680	8/24/2017 15:30	110 MARINA LAKES Drive	1
573	1/6/2017 13:29	110 Schooner Court	1
5938	7/19/2017 9:33	1100 Ohio Avenue	1
1752	2/23/2017 2:21	1101 26th street	4
3990	5/14/2017 8:59	1101 S 57th Street	2
3826	5/5/2017 17:05	1104 Campbell Street	2
10328	10/1/2017 15:19	1104 Campbell Street	2
1453	2/17/2017 12:45	111 Schooner Court	1
565	1/5/2017 10:15	1110 24th Street	1
1874	2/24/2017 16:41	1114 S 57th Street	2
2317	3/19/2017 17:20	1122 S 57TH ST	3
1457	2/17/2017 12:50	113 Schooner Court	1
9681	8/24/2017 15:33	114 MARINA LAKES Drive	1
1456	2/17/2017 12:49	114 Schooner Court	1
1455	2/17/2017 12:47	115 Schooner Court	1
3692	4/26/2017 11:45	1150 Summer Lane	1
1454	2/17/2017 12:45	116 Schooner Court	1
923	1/28/2017 12:00	118 2nd St	2
1452	2/17/2017 12:43	118 Schooner Court	1
2114	3/9/2017 15:40	118 Shoreline Ct	1
10132	9/12/2017 0:54	1189 Clearview Court	1
10190	9/18/2017 15:44	119 18th Street	2
1967	3/1/2017 12:30	12 lakeshore ct	1
3453	4/22/2017 9:11	12 Schooner Court	1
4287	5/26/2017 11:09	120 Macdonald Avenue (Lillie Mae Jones)	26
4603	6/7/2017 19:49	1200 Brickyard Way	1
4774	6/14/2017 11:55	1201 Brickyard #214 Way	1
814	1/23/2017 16:32	1201 Melville Sq Apt 202	1
1270	2/15/2017 12:07	1205 Maine Avenue	4
8977	8/7/2017 9:15	1207 Melville Square	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9682	8/24/2017 15:35	121 MARINA LAKES Drive	1
1445	2/17/2017 12:37	121 West Macdonald Avenue (St. Johns Apartments)	158
1069	2/2/2017 17:43	122 S 11	3
2018	3/5/2017 19:15	1226 Maine Ave	4
10203	9/20/2017 9:52	123 12th Street Street	1
4300	5/29/2017 13:05	1233 55th S St	4
2321	3/19/2017 21:58	124-130 SOUTH 6TH STREET	4
10129	9/11/2017 15:39	12462 SAN PABLO Avenue	4
868	1/25/2017 11:47	125 17th Street	1
887	1/26/2017 16:38	125 S 3rd Street	4
1450	2/17/2017 12:41	125 Schooner Court	1
617	1/10/2017 20:00	1250 S 56TH ST	7
1448	2/17/2017 12:40	126 Schooner Court	1
2202	3/13/2017 20:17	12630 San Pablo Avenue	4
3938	5/10/2017 14:30	127 16th Street	1
4372	5/31/2017 15:40	127 Cottage Avenue	4
3898	5/9/2017 15:53	127 Marina Lakes Drive	1
1447	2/17/2017 12:38	127 Schooner Court	1
2669	3/30/2017 19:05	127 Shoreline Court	1
7743	7/28/2017 8:03	12713 SAN PABLO Avenue	4
826	1/24/2017 12:47	12721 San Pablo Avenue	4
7728	7/28/2017 7:09	12731 SAN PABLO Avenue	4
7741	7/28/2017 7:56	12741 SAN PABLO Avenue	4
7740	7/28/2017 7:53	12751 SAN PABLO Avenue	4
7729	7/28/2017 7:12	12761 SAN PABLO Avenue	4
7739	7/28/2017 7:50	12777 SAN PABLO Avenue	4
10209	9/20/2017 22:13	128 Richmond Court	1
2157	3/10/2017 13:55	128 S 15th Street	2
1444	2/17/2017 12:36	128 Schooner Court	1
7178	7/24/2017 14:47	12809 San Pablo Avenue	2
4784	6/14/2017 14:37	12899 San Pablo Avenue	3
7031	7/24/2017 10:16	129 20th Street	4
3026	4/5/2017 23:49	129 Santa Fe Avenue	5
1441	2/17/2017 12:34	129 Schooner Court	1
464	12/27/2016 6:47	12926 San Pablo Avenue	4
465	12/27/2016 6:50	12932 San Pablo Ave	4
9650	8/24/2017 12:24	13 BAYSIDE Court	1
9683	8/24/2017 15:37	130 BAYSIDE Court	1
481	12/27/2016 12:10	130 Marina Way # A-H	9
1439	2/17/2017 12:32	130 Schooner Court	1
2188	3/11/2017 11:45	1300 Chanslor Ave	1
2313	3/19/2017 8:14	1300 Costa Ave	18
6735	7/22/2017 22:41	1301 KELSEY Street	1
6380	7/20/2017 21:07	1306 South 56th Street	5
3141	4/11/2017 11:38	1307 Mariposa Street	1
9819	8/29/2017 10:52	1307 Merced Street	2
10355	10/3/2017 3:57	1307 Merced Street	2
5653	7/12/2017 9:47	1308 Carlson Avenue	8
1709	2/22/2017 16:07	1308 Carlson Blvd.	8
815	1/23/2017 19:47	1311 Summer Lane	1
2393	3/23/2017 9:18	1313 Carlson Blvd	3
3509	4/25/2017 12:05	1316 esmond Avenue	4
3895	5/9/2017 11:49	1317 Chanslor Avenue	2
477	12/27/2016 11:51	1317 Dunn Ave	4

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
5667	7/12/2017 11:10	132 3rd Street	1
2713	3/31/2017 14:43	1320 Gaynor Avenue	4
478	12/27/2016 11:55	1325 Dunn Ave	4
2023	3/5/2017 19:48	133 15TH STREET	2
1437	2/17/2017 12:27	133 Schooner Court	1
3810	5/4/2017 9:00	1330 Monterey Street	2
3191	4/12/2017 14:18	1331 Carlson Boulevard	1
4613	6/8/2017 18:41	1331 Monterey Street	2
3891	5/9/2017 11:36	1334 Chanslor Avenue	4
577	1/7/2017 13:07	134 Marina Lakes Dr	1
1434	2/17/2017 12:25	134 Schooner Court	1
4309	5/29/2017 14:21	1340 Hayes Street	1
1292	2/15/2017 19:38	135 20th St.	5
4830	6/20/2017 2:15	1356 Monterey Street	1
1433	2/17/2017 12:22	136 Schooner Court	1
1432	2/17/2017 12:20	138 Schooner Court	1
1430	2/17/2017 12:18	140 Schooner Court	1
7746	7/28/2017 8:12	140 South 21st Street	2
4020	5/16/2017 14:08	1400 Pinnacle #117 Court	1
546	1/3/2017 16:12	1400 Pinnacle Court #116	1
2215	3/13/2017 23:46	1400 Pinnacle Court, #113	1
4121	5/19/2017 11:44	1401 Bissell Avenue	4
2691	3/31/2017 14:28	1401 Garvin Avenue	3
3192	4/12/2017 14:28	1402 25th Street	1
4380	5/31/2017 23:09	1403 Carlson Boulevard	4
484	12/27/2016 12:27	1405 Visalia Ave	8
1082	2/3/2017 13:16	141 Marina Way	1
1428	2/17/2017 12:16	141 Schooner Court	1
10462	10/10/2017 14:49	1414 Coalinga Avenue	2
9906	9/4/2017 13:02	1416 York Street	1
9907	9/4/2017 13:10	1420 Pennsylvania Avenue	1
3193	4/12/2017 14:33	1421 26th Street	1
9570	8/20/2017 18:02	1424 Lincoln Avenue	4
2312	3/18/2017 17:05	1429 Dunn Ave.	1
1427	2/17/2017 12:14	143 Schooner Court	1
5666	7/12/2017 11:05	144 3rd Street	1
4381	5/31/2017 23:12	1440 Merced Street	4
3118	4/10/2017 11:24	1448 Merced Street	4
784	1/22/2017 8:10	145 Marina Lakes Dr.	1
1424	2/17/2017 12:10	145 Schooner Court	1
4018	5/16/2017 12:46	146 19th Street	9
482	12/27/2016 12:16	146 Marina Way	6
3194	4/12/2017 14:38	146 S. 17th Street	1
1422	2/17/2017 12:07	146 Schooner Court	1
3807	5/3/2017 17:03	1461 Merced Street	6
1888	2/25/2017 11:13	1467 Carlson	1
2599	3/27/2017 14:40	147 S 4th Street	2
9516	8/16/2017 13:00	147 West Richmond Road	14
631	1/13/2017 15:33	148 Marina Lakes Dr	1
1421	2/17/2017 12:05	148 Schooner Court	1
9684	8/24/2017 15:42	149 BAYSIDE Court	1
9551	8/19/2017 7:43	149 Marina Lakes Drive	1
1081	2/3/2017 13:09	149 Marina Way	4
1364	2/17/2017 10:42	15 Schooner Court	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9685	8/24/2017 15:45	150 BAYSIDE Court	1
3195	4/12/2017 14:43	1500 Roosevelt Avenue	1
2271	3/17/2017 13:15	1505 Roosevelt Ave	8
578	1/7/2017 13:46	1509 Oscar Street	1
4748	6/13/2017 12:18	1509 pennsylvania Avenue	4
2255	3/16/2017 11:15	151 Santa Fe Ave	4
462	12/26/2016 22:39	1511 and 1513 Santa Clara St.	2
3098	4/7/2017 14:43	1513 Bissell Avenue	4
3196	4/12/2017 15:21	1514 24th Street	1
9768	8/25/2017 14:09	1515 Roosevelt Avenue	4
3015	4/5/2017 14:59	1516 Bissell Avenue	1
9686	8/24/2017 15:48	152 BAYSIDE Court	1
9687	8/24/2017 15:51	152 MARINA LAKES Drive	1
2266	3/17/2017 9:06	1520 Bissell	4
4443	6/5/2017 10:32	1520 S. 55 Street	4
3783	5/2/2017 14:02	1526 24 th st Street	1
3198	4/12/2017 15:30	1526 25th Street	1
483	12/27/2016 12:21	1526 Visalia Ave	1
4021	5/16/2017 14:16	1532 Mariposa Street	2
552	1/4/2017 10:38	1532 Merced Street	2
4310	5/29/2017 14:25	1535 Garven Avenue	1
9689	8/24/2017 15:58	154 BAYSIDE Court	1
898	1/27/2017 13:34	154 S Wildwood	3
584	1/9/2017 9:45	154 S. 33rd St	1
1419	2/17/2017 12:03	154 Schooner Court	1
2335	3/19/2017 22:55	154-158 9th street	3
2333	3/19/2017 22:45	154-158 south 9th street	3
2609	3/27/2017 15:22	155 2nd Street	3
630	1/13/2017 15:18	155 Bayside Ct.	1
4611	6/8/2017 16:10	1561 Santa Clara Street	2
9690	8/24/2017 16:01	158 BAYSIDE Court	1
897	1/27/2017 13:29	16 Idaho St	1
3899	5/9/2017 15:57	160 marina lakes Drive	1
2334	3/19/2017 22:52	160-164 9th street	3
9913	9/4/2017 14:34	1600 Chanslor Avenue	6
485	12/27/2016 12:31	1604 Visalia Ave	8
1705	2/22/2017 14:43	1609 Bissell Ave	1
2362	3/21/2017 10:58	1609 Pennsylvania Ave.	4
9260	8/10/2017 9:47	1610 Rossevelt Avenue	2
3092	4/7/2017 11:08	1619 Chanslor Avenue	4
10241	9/22/2017 15:54	1619 Chanslor Avenue	4
9517	8/16/2017 13:07	162 Santa Fe Avenue	15
9998	9/6/2017 21:46	1621 Chanslor Avenue	1
2531	3/24/2017 19:08	1621 Rheem Ave	1
932	1/30/2017 11:22	1625-1627 Portola Avenue	3
9261	8/10/2017 9:58	1627 Rossevelt Avenue	1
1417	2/17/2017 12:00	163 Schooner Court	1
4600	6/7/2017 17:48	163 So Marina Way	4
3016	4/5/2017 15:06	1630 Pennsylvania Avenue	1
1415	2/17/2017 11:58	164 Schooner Court	1
1414	2/17/2017 11:56	165 Schooner Court	1
4776	6/14/2017 12:02	1652 Santa Clara Street	1
595	1/10/2017 13:25	1655 San Benito Street	2
2295	3/18/2017 12:12	166 9th street	3

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1412	2/17/2017 11:54	166 Schooner Court	1
2338	3/19/2017 23:14	166-182 9th street	9
1506	2/21/2017 10:30	1662 Shasta Avenue	1
596	1/10/2017 13:27	1673 San Benito Street	1
1410	2/17/2017 11:51	168 Schooner Court	1
1408	2/17/2017 11:49	169 Schooner Court	1
2402	3/23/2017 11:55	17 13th Street	1
586	1/9/2017 10:40	1701 San Joaquin St	9
3017	4/5/2017 15:18	1704 Roosevelt Avenue	1
820	1/24/2017 10:10	1715 Cutting Blvd	1
3057	4/6/2017 13:13	1715 Gaynor Avenue	2
3695	4/26/2017 15:40	1716 Chanslor Avenue	4
782	1/21/2017 22:00	1717-1723 carlson blvd.	4
3201	4/12/2017 15:46	1719 Livingston Lane	1
6396	7/21/2017 15:03	1724 Bissell	2
8672	7/31/2017 21:58	1725 Roosevelt Avenue	1
10130	9/11/2017 15:48	173 25TH Street	3
783	1/22/2017 8:08	173 Lakeshore Ct	1
8984	8/7/2017 11:16	174 Lakeshore Court	1
9691	8/24/2017 16:04	174 MARINA LAKES Drive	1
3018	4/5/2017 15:27	1746 Dunn Avenue	1
1406	2/17/2017 11:46	175 Schooner Court	1
9693	8/24/2017 16:07	176 MARINA LAKES Drive	1
1404	2/17/2017 11:44	176 Schooner Court	1
480	12/27/2016 12:04	1770 Garvin Ave	2
9694	8/24/2017 16:09	178 BAYSIDE Court	1
1872	2/24/2017 16:26	178 Marina Lakes Dr	1
9696	8/24/2017 16:12	179 MARINA LAKES Drive	1
1403	2/17/2017 11:40	179 Schooner Court	1
9651	8/24/2017 12:27	18 BAYSIDE Court	1
3961	5/11/2017 16:23	1800 DUNN Street	1
1402	2/17/2017 11:36	181 Schooner Court	1
4311	5/29/2017 14:28	1810 Rheem Avenue	1
2112	3/9/2017 15:25	1811 Shasta Street	1
2095	3/8/2017 15:33	1812 CARLSON BLVD	3
9697	8/24/2017 16:15	182 BAYSIDE Court	1
2365	3/21/2017 12:18	1821 Pennsylvania Avenue	6
9698	8/24/2017 16:18	183 BAYSIDE Court	1
4932	6/22/2017 15:24	183 schooner Court	1
8148	7/29/2017 23:40	1831 Burbeck Avenue	1
2584	3/27/2017 11:39	1848 Carlson Boulevard	2
9699	8/24/2017 16:20	185 MARINA LAKES Drive	1
9931	9/6/2017 6:58	186 Bayside Court	1
1399	2/17/2017 11:33	186 Schooner Court	1
9700	8/24/2017 16:23	188 BAYSIDE Court	1
1398	2/17/2017 11:30	189 Schooner Court	1
1365	2/17/2017 10:45	19 Schooner Court	1
3885	5/9/2017 10:26	1901 Hoffman Boulevard	2
2349	3/20/2017 18:48	1910 SHASTA AV	1
10131	9/11/2017 15:53	1912 BARRETT Avenue	5
2019	3/5/2017 19:25	1912 Cutting Blvd	6
3832	5/7/2017 16:47	1915 Garvin Avenue	1
9552	8/19/2017 7:58	1916 Carlson Street	2
1291	2/15/2017 19:32	1917 Chanslor Ave	5

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1544	2/21/2017 14:44	1917 Nevin	1
9701	8/24/2017 16:25	192 BAYSIDE Court	1
1396	2/17/2017 11:27	192 Schooner Court	1
9837	8/30/2017 17:18	1921 Chanslor Avenue	5
1501	2/21/2017 10:14	1924-1934 Hill Avenue	7
2024	3/5/2017 19:49	1925 Barrett Avenue	4
1946	2/28/2017 12:49	1926 Lincoln Street	1
3204	4/12/2017 16:26	1927 Visalia Avenue	1
2337	3/19/2017 23:07	193-195 22nd street	3
3205	4/12/2017 16:30	1930 Esmond Avenue	1
3721	4/28/2017 10:01	1930 mendocino Street	4
3206	4/12/2017 16:35	1930 Pennsylvania Avenue	1
10413	10/7/2017 10:28	1935 Nevin Avenue	3
3759	5/1/2017 12:11	195 Schooner Court	1
9702	8/24/2017 16:30	196 BAYSIDE Court	1
1395	2/17/2017 11:24	196 Schooner Court	1
1393	2/17/2017 11:22	197 Schooner Court	1
9703	8/24/2017 16:36	198 BAYSIDE Court	1
10310	9/29/2017 13:02	199 Bayside Court	1
9643	8/24/2017 11:53	2 MARINA LAKES Drive	1
1353	2/16/2017 18:35	2 Schooner Court	1
1367	2/17/2017 10:47	20 Schooner Court	1
3784	5/2/2017 14:23	200 Castro Street	3
2289	3/18/2017 11:09	200 Chesley Ave	2
4879	6/22/2017 10:00	200 Gertrude Avenue	1
930	1/30/2017 9:26	200 Marine Street	4
4264	5/24/2017 18:41	2000 Burbeck Avenue	1
9182	8/8/2017 17:16	2000 grant Avenue	2
476	12/27/2016 11:46	2005 Barrett Ave # 2007	4
3893	5/9/2017 11:45	201 18th St Street	4
3359	4/19/2017 14:49	201 Clarence Street	6
4785	6/14/2017 14:46	201 W. Richmond Avenue	1
5318	6/27/2017 11:12	2011 Barrett Avenue	2
2242	3/15/2017 13:31	202 -208 28th Street	4
9704	8/24/2017 16:38	202 BAYSIDE Court	1
1392	2/17/2017 11:20	202 Schooner Court	1
4602	6/7/2017 18:01	2020 Ohio Avenue	2
3815	5/4/2017 14:29	2023 Chanslor Avenue	8
5346	6/28/2017 11:53	2023 Macdonald Avenue	2
7551	7/27/2017 14:26	2025 Macdonald Avenue	1
7747	7/28/2017 8:42	203 16TH Street	30
2093	3/8/2017 13:45	203 Bissell Ave.	4
1390	2/17/2017 11:17	203 Schooner Court	1
10171	9/15/2017 14:05	204 Bayside Court	0
10305	9/28/2017 10:42	204 Water Street	1
1387	2/17/2017 11:15	205 Schooner Court	1
9706	8/24/2017 16:47	206 BAYSIDE Court	1
3831	5/7/2017 16:26	2067 Northshore Drive	1
2240	3/15/2017 0:42	207 Buena Vista Avenue	1
8554	7/31/2017 13:11	207 Seacliff Way	1
1386	2/17/2017 11:13	208 Schooner Court	1
1384	2/17/2017 11:11	209 Schooner Court	1
1369	2/17/2017 10:49	21 Schooner Court	1
4320	5/30/2017 15:28	210 Tunnel Avenue	18

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
2288	3/18/2017 10:59	210-212 Chesley ave	2
10191	9/18/2017 15:48	2101 DUNN AVE Avenue	1
3061	4/6/2017 15:29	2103 Bissell Avenue	6
3207	4/12/2017 16:43	2109 Maine Avenue	1
1209	2/10/2017 15:35	211 Chanslor	4
9708	8/24/2017 16:50	211 MARINA LAKES Drive	1
1380	2/17/2017 11:04	211 Schooner Court	1
3208	4/12/2017 16:54	2114 Bissell Avenue	5
3959	5/11/2017 13:49	2117 ohio Avenue	1
4809	6/15/2017 12:07	2119 NEVIN Avenue	5
4263	5/24/2017 18:38	2121 Esmond Avenue	1
760	1/18/2017 17:14	2121 Nevin Avenue	4
3209	4/12/2017 16:58	2127 Maine Avenue	1
3210	4/12/2017 17:02	2129 Bissell Avenue	1
2200	3/13/2017 15:57	213 Commodore Drive	1
3023	4/5/2017 23:31	213 Nicholl Avenue	1
1378	2/17/2017 11:01	213 Schooner Court	1
2152	3/10/2017 12:16	2130 ROOSEVELT AVE	1
1376	2/17/2017 10:59	214 Schooner Court	1
1806	2/23/2017 16:39	214 Seaview	1
570	1/6/2017 12:04	214-218 Washington Ave.	3
3408	4/21/2017 11:29	2144 Sand Dollar Drive	1
2716	3/31/2017 14:44	215 22nd Street	3
9519	8/16/2017 15:30	216 Alamo Avenue	4
1374	2/17/2017 10:56	216 Schooner Court	1
3902	5/9/2017 16:19	217 Marina Lakes Drive	1
1372	2/17/2017 10:54	217 Schooner Court	1
2306	3/18/2017 13:58	217-223 south 7th	4
3901	5/9/2017 16:15	218 Bayside Court	1
9709	8/24/2017 16:52	218 MARINA LAKES Drive	1
5793	7/14/2017 10:12	219 Maine Avenue	1
1370	2/17/2017 10:51	219 Schooner Court	1
900	1/27/2017 13:50	22 Idaho St	1
1371	2/17/2017 10:53	22 Schooner Court	1
614	1/10/2017 17:04	220 Clarence Street	12
2287	3/18/2017 10:54	220 Duboce Ave	1
1368	2/17/2017 10:48	220 Schooner Court	1
547	1/3/2017 16:15	2203 Maritime Way	1
479	12/27/2016 11:59	2205 Dunn Ave	1
9711	8/24/2017 16:57	221 BAYSIDE Court	1
6146	7/19/2017 17:21	221 E. Scenic Avenue	1
3294	4/18/2017 11:17	2218 Ohio Avenue	4
9172	8/8/2017 14:18	2218 Potrero Avenue	1
1366	2/17/2017 10:45	222 Schooner Court	1
4451	6/5/2017 13:34	222 Tunnel Avenue	3
2244	3/15/2017 13:55	222-228 28th Street	4
954	1/30/2017 22:55	2220 Costa Avenue	4
955	1/30/2017 23:01	2222 Costa Avenue	3
3834	5/8/2017 10:23	223 18th Street	1
1363	2/17/2017 10:41	224 Schooner Court	1
2294	3/18/2017 11:57	224/226 south 6th street	2
869	1/25/2017 12:51	225 16th Street	30
2662	3/30/2017 12:02	225 3RD S Street	4
1362	2/17/2017 10:37	225 Schooner Ct	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
5892	7/17/2017 15:06	2259 Northshore Drive	1
2025	3/5/2017 19:54	226 SOUTH 23RD	1
4316	5/30/2017 9:00	227 W. Richmond Avenue	1
10411	10/6/2017 17:31	2284 Bristlecone Drive	1
2293	3/18/2017 11:48	229 Bissell Ave	1
1373	2/17/2017 10:55	23 Schooner Court	1
2391	3/22/2017 12:58	2300 Lancaster Drive # 1 (Baycliff Apartments)	154
2390	3/22/2017 12:50	2300 Lancaster Drive Apt 1 (Baycliff Apartments)	188
2223	3/14/2017 12:38	2300-2306 Foothill Ave	4
924	1/28/2017 12:14	2316-2318 Brooks Ave	8
4266	5/25/2017 11:34	2319 Brooks Avenue	1
2663	3/30/2017 13:20	232 Duboce Avenue	4
2277	3/17/2017 16:19	2320 Lancaster Drive	154
4239	5/24/2017 15:19	2321 san joaquin street Street	4
7790	7/28/2017 10:48	2323 Clinton Avenue	5
1475	2/20/2017 15:04	2324-2330 Grant	4
1203	2/10/2017 10:29	2325 ROOSEVELT AVE	13
2285	3/18/2017 9:30	2328 Esmond Ave	1
5893	7/17/2017 15:07	233 Water Street	2
9357	8/11/2017 13:46	2330 Downer Avenue	3
8934	8/4/2017 19:12	2337 Maricopa Ave Avenue	4
2107	3/9/2017 13:47	234 Marina Lakes Dr	1
10161	9/14/2017 14:37	234 xxxx Avenue	0
3190	4/12/2017 12:33	2341 Maine Avenue	4
4389	6/1/2017 12:48	2347 Esmond Street	4
769	1/19/2017 12:15	2348 Rheem Avenue	4
1301	2/16/2017 12:18	2349 RHEEM AVE.	2
3211	4/12/2017 17:08	2351 Brooks Avenue	1
3454	4/22/2017 14:06	2352 Maricopa Avenue	4
4612	6/8/2017 18:32	2355 Rheem Avenue	2
4314	5/29/2017 14:39	2356 Emeric Avenue	1
7318	7/25/2017 14:06	2359 Esmond Avenue	3
5916	7/18/2017 14:58	2359 Wendell Avenue	3
10357	10/3/2017 13:50	2359 Wendell Avenue	3
9563	8/20/2017 17:37	236 Civic Center Street	1
2689	3/31/2017 14:27	2360 Gaynor Avenue	1
3244	4/14/2017 1:54	2360 Maricopa Avenue	1
771	1/19/2017 12:19	2360 Rheem Ave.	4
1076	2/3/2017 11:48	2363 Lincoln Avenue	2
8892	8/4/2017 13:15	2363 Lincoln Street	2
3213	4/13/2017 12:00	2366 Gaynor Avenue	1
6393	7/21/2017 13:56	2367 Gaynor Avenue	3
3462	4/24/2017 15:23	237 Marina Lakes Drive	1
1064	2/2/2017 13:16	2370 Garvin Ave	1
762	1/19/2017 11:01	2380 Lowell Avenue	10
10177	9/15/2017 17:12	2389 Aberdeen Way (Westridge at Hilltop)	184
3214	4/13/2017 12:05	2393 Brooks Avenue	1
4777	6/14/2017 12:58	24 11 Street	2
9652	8/24/2017 12:51	24 BAYSIDE Court	1
1375	2/17/2017 10:58	24 Schooner Court	1
3944	5/10/2017 16:17	240 Duboce Avenue	4
903	1/27/2017 15:36	240 S 43rd St	4
4391	6/1/2017 13:24	2410 Lowell Avenue	2
3215	4/13/2017 12:09	2412 Maine Avenue	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
4382	5/31/2017 23:15	2417 Columbia Boulevard	3
1808	2/23/2017 16:49	2420 Foothill	1
5417	7/5/2017 19:25	2420 San Mateo Street	12
3997	5/14/2017 13:41	2423 Columbia Boulevard	3
8147	7/29/2017 23:01	2426 Branchwood Court	1
2278	3/17/2017 16:29	2430 Aberdeen Way (Richmond Village)	188
626	1/12/2017 19:11	2433 GARVIN AVE	1
9712	8/24/2017 16:59	244 MARINA LAKES Drive	1
5920	7/18/2017 15:37	245 s. 22nd Avenue	4
9713	8/24/2017 17:01	246 MARINA LAKES Drive	1
4595	6/7/2017 17:03	247 so 43rd Street	1
1859	2/24/2017 12:19	248 S 43rd St	4
2028	3/5/2017 20:18	248 SOUTH 3RD	4
1468	2/17/2017 15:29	249 15Th Street	1
10160	9/14/2017 14:25	249 15Th Street	1
4429	6/2/2017 13:55	249 1st Street	4
9879	9/2/2017 13:38	249 25th Street	1
9914	9/4/2017 14:41	249 South 42nd Street	1
9826	8/29/2017 20:15	2490 Lancaster Drive (Westridge Apartments)	472
3703	4/27/2017 13:13	25 37TH Street	1
1154	2/7/2017 15:40	25 Harbour Way (Harborview Senior Apartments)	62
2154	3/10/2017 13:00	2500 Chanslor Ave	1
4306	5/29/2017 14:10	2500 Gaynor	1
3216	4/13/2017 12:18	2501 Andrade Avenue	1
3217	4/13/2017 12:21	2501 Garvin Avenue	1
3218	4/13/2017 12:28	2502 Esmond Avenue	1
4312	5/29/2017 14:32	2508 Downer Avenue	1
9356	8/11/2017 13:29	2509 Barrett Avenue	4
2615	3/27/2017 16:13	2514 Gaynor Avenue	1
1809	2/23/2017 16:57	2516 San Mateo	1
10112	9/8/2017 17:43	252 south 33rd Street	1
3219	4/13/2017 12:31	2520 Chanslor Avenue	1
1474	2/20/2017 14:46	2526 Humphrey Ave	1
3220	4/13/2017 12:38	2529 Duke Avenue	1
2546	3/24/2017 19:44	2530 Lowell Ave	1
4805	6/15/2017 9:33	2532 Lincoln Avenue	1
3221	4/13/2017 12:42	2541 McBryde Avenue	1
10330	10/1/2017 15:32	2545 Groveview Drive	1
1239	2/12/2017 22:50	2545-2551 Barrett Ave	4
1089	2/4/2017 15:38	2551 Moyers Road	1
3222	4/13/2017 12:47	2556 Duke Avenue	1
3286	4/17/2017 15:38	2558 Clinton Avenue	2
879	1/26/2017 15:06	2563 BARRETT AVE	4
1090	2/4/2017 16:09	2574 Moyers Road	1
9653	8/24/2017 12:58	26 BAYSIDE Court	1
1377	2/17/2017 11:00	26 Schooner Court	1
8553	7/31/2017 13:05	26 Southwind Circle	1
3397	4/20/2017 15:05	260 Water Street	5
4155	5/22/2017 15:11	2601 Center Avenue	34
3288	4/17/2017 18:20	2603 SOUTH 26TH Avenue	4
3289	4/17/2017 18:38	2603 VIRGINIA Avenue	4
2033	3/6/2017 17:51	2603 VIRGINIA AVE	4
1886	2/25/2017 6:25	2610 beach head court	1
689	1/16/2017 14:18	2611 Wendell Ave	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9637	8/23/2017 20:48	2617 Roosevelt Avenue	4
10456	10/10/2017 11:39	2619 Barrett Avenue	1
2292	3/18/2017 11:44	262 South 46th street	1
625	1/12/2017 18:49	2620 ANDRADE AVE	1
1822	2/23/2017 18:04	2620 Maricopa ave	2
10445	10/10/2017 9:58	2621 Barrett Avenue	1
10454	10/10/2017 11:18	2623 Barrett Avenue	1
7625	7/27/2017 16:12	2638 Cutting Boulevard	2
2290	3/18/2017 11:32	264 46th street	1
867	1/25/2017 11:37	2646 Clinton Ave.	1
9638	8/23/2017 20:50	2680 Lancaster Drive	2
2697	3/31/2017 14:33	27 16th Street	1
1592	2/21/2017 17:48	2701 Andrade Ave	2
2624	3/27/2017 21:50	2704 Rheem Avenue	1
2216	3/14/2017 10:22	2710 - 2714 Nevin	3
9565	8/20/2017 17:46	2712 McBryde Avenue	1
1685	2/22/2017 12:28	2717 Lowell ave	1
1509	2/21/2017 10:39	2717-2723 Nevin Avenue	4
2698	3/31/2017 14:33	2719 Bissell Avenue	1
2283	3/18/2017 9:09	2725 Barrett Ave	1
1033	1/31/2017 22:46	2726-2728 Maricopa Ave (duplex)	2
2284	3/18/2017 9:13	2727 Barrett Ave	1
4313	5/29/2017 14:36	2737 Wendell Avenue	1
3225	4/13/2017 14:22	2745 Gaynor Avenue	1
10086	9/8/2017 15:13	2746 CUTTING Boulevard	1
5675	7/12/2017 11:26	276 So. 41st Street	1
9547	8/18/2017 16:45	2763 Sheldon Drive	1
3226	4/13/2017 14:25	2788 Jo Ann Drive	1
4563	6/7/2017 11:59	28 11th Street	1
4392	6/1/2017 13:28	28 6th Street	6
1379	2/17/2017 11:02	28 Schooner Court	1
3227	4/13/2017 14:29	2801 Wendell Avenue	1
2254	3/16/2017 11:08	2808 Nicholl Court	4
2260	3/16/2017 11:38	2808-2814 Macdonald Ave	4
3228	4/13/2017 14:33	2810 Lowell Avenue	1
3818	5/5/2017 8:40	2811 Esmond Avenue	1
9916	9/4/2017 14:53	2811 Leeds Court	1
3229	4/13/2017 14:37	2813 Barnard Street	1
1927	2/27/2017 15:01	2815-7 San Mateo Street	2
5432	7/6/2017 15:19	2816 Cutting Boulevard	4
2262	3/16/2017 11:59	2816-2822 Macdonald Ave	4
2256	3/16/2017 11:22	2816-2822 Nicholl Court	4
615	1/10/2017 19:24	2820 Sheldon Drive	1
1928	2/27/2017 15:17	2823-5 San Mateo Street	2
2263	3/16/2017 12:16	2824-2830 Macdonald Ave	4
2257	3/16/2017 11:28	2824-2830 Nicholl Court	4
3230	4/13/2017 14:43	2828 Tulare Avenue	1
2264	3/16/2017 12:44	2832-2838 Macdonald Ave	4
2258	3/16/2017 11:34	2832-2838 Nicholl Court	4
2121	3/9/2017 16:41	2834 Andrade Ave	1
3020	4/5/2017 15:43	2843 Moyers Road	1
2687	3/31/2017 14:17	2846 Moyers Road	1
1458	2/17/2017 13:14	2849 Stephen Drive #A	1
3231	4/13/2017 14:51	2857 Esmond Avenue	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9566	8/20/2017 17:50	2861 McBryde Avenue	1
7496	7/27/2017 13:13	2877 Wendell Avenue	1
9654	8/24/2017 13:00	29 MARINA LAKES Drive	1
1107	2/6/2017 13:33	290 Broadway	2
3232	4/13/2017 15:32	2903 Howard Street	1
1350	2/16/2017 18:29	2903 San Mateo St.	1
3233	4/13/2017 15:36	2908 Johnson Avenue	1
2110	3/9/2017 14:10	2909 Downer Ave	1
4868	6/21/2017 22:57	2910 Cutting Boulevard	2
4591	6/7/2017 16:26	2912 San Luis Street	1
9562	8/20/2017 17:31	2918 Lowell Avenue	1
3234	4/13/2017 15:44	2919 Gilma Drive	1
1889	2/25/2017 11:19	2920 Tulare Ave	1
4260	5/24/2017 18:17	2924 ESMOND Avenue	1
3235	4/13/2017 15:53	2926 Alta Mira Drive	1
3236	4/13/2017 15:56	2926 Rheem Avenue	1
3237	4/13/2017 16:00	2935 Alta Mira Drive	1
2452	3/24/2017 12:13	2939 Gomer Dr.,	1
3238	4/13/2017 16:04	2966 Mullens Drive	1
1740	2/22/2017 20:42	2966 Oxford Ave.	1
5427	7/6/2017 13:05	298 W Chanslor Avenue (Liberty Village Apartments)	100
5098	6/23/2017 14:37	2989 Pullman Avenue (Pullman Point Apartments)	199
9655	8/24/2017 13:06	30 BAYSIDE Court	1
2252	3/15/2017 20:18	30 Cutting Court	1
9656	8/24/2017 13:33	30 MARINA LAKES Drive	1
1381	2/17/2017 11:04	30 Schooner Court	1
10184	9/18/2017 10:49	300 30th Street	10
5891	7/17/2017 14:39	300 S 9th Street	4
9298	8/10/2017 13:36	300 S. 36th Street	4
567	1/5/2017 12:17	300,308,310,314 South 35th Street	4
9412	8/12/2017 12:15	3000 Birmingham Drive	1
3239	4/13/2017 16:07	3003 Florida Avenue	1
9004	8/7/2017 14:23	3009 Groom Drive	6
5789	7/14/2017 9:26	301 Ripley Avenue	4
3252	4/14/2017 11:24	301 S. 22nd Street	1
2100	3/8/2017 17:08	301,303 Ripley Ave.	4
3188	4/12/2017 11:35	3010 Barrett Avenue	1
2667	3/30/2017 18:47	3013 OHIO Avenue	4
5391	7/5/2017 8:43	3015 Ohio Avenue	1
9564	8/20/2017 17:42	3017 Rheem Avenue	1
2380	3/21/2017 15:07	3018 Florida Ave	1
2162	3/10/2017 14:55	3020 McBryde Ave	1
9521	8/17/2017 14:36	3027 Moyers Road	1
756	1/18/2017 11:25	3034 Florida Ave	1
10414	10/7/2017 10:38	3035 Maricopa Avenue	1
9527	8/17/2017 21:26	3045 Keith Drive	1
5790	7/14/2017 9:49	305 Ripley Avenue	4
2308	3/18/2017 15:16	305-309 south 7th street	2
3883	5/8/2017 19:44	3050 Jo Ann Drive	1
684	1/16/2017 12:34	3058 Deseret Drive	1
1890	2/25/2017 11:28	3081 Shane Drive	1
1085	2/3/2017 14:28	3085-3081 Birmingham DR	2
553	1/4/2017 12:39	3093 Barkley Dr	1
9657	8/24/2017 13:35	31 MARINA LAKES Drive	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1335	2/16/2017 16:38	3101 Cuthbertson Court	6
3254	4/14/2017 11:28	3112 Fairmede Drive	1
3140	4/10/2017 21:41	3112 Overlook Way	1
10178	9/15/2017 17:48	3119 South Hampton Court (Westridge at Hilltop)	162
3370	4/19/2017 15:26	312 Golden Gate Avenue	2
9411	8/12/2017 12:07	3124 Birmingham Drive	2
3255	4/14/2017 11:32	3129 Moyers Road	1
3256	4/14/2017 11:36	3149 Fairmede Drive	1
1900	2/26/2017 16:30	315 East Richmond Ave	1
2382	3/21/2017 15:40	316 31st street	4
4299	5/29/2017 12:59	316 44th Street Street	4
5514	7/7/2017 14:53	316 Marine Street	3
2158	3/10/2017 14:13	316 S 28th St	1
3257	4/14/2017 11:41	316 S. 24th Street	1
2686	3/31/2017 14:04	3160 Fairmede Drive	1
2249	3/15/2017 16:16	3164 Birmingham Drive	7
2147	3/10/2017 11:27	317 45TH AT	3
2668	3/30/2017 18:52	317 South 26th Street	4
3258	4/14/2017 11:44	3173 Henderson Drive	1
10392	10/5/2017 11:30	318 36th Street	4
1921	2/27/2017 11:12	318 Nevada	1
5317	6/27/2017 11:03	319 21st Street	4
3120	4/10/2017 13:53	319 Chanslor Avenue	4
9658	8/24/2017 13:40	32 MARINA LAKES Drive	1
1091	2/4/2017 18:35	3200 Center Ave.	1
8828	8/2/2017 21:49	3202 nevin Avenue	12
2276	3/17/2017 15:28	3202-3216 Nevin Street	8
1101	2/6/2017 11:24	322-336 South 35th St.	8
9927	9/5/2017 16:20	324 43rd Street	4
4025	5/16/2017 19:38	324 Pennsylvania Avenue	1
10166	9/14/2017 16:56	324 S. 23rd Street	1
2340	3/20/2017 11:29	325 Tewksbury Ave.	1
3882	5/8/2017 17:04	3256 lowell Avenue	1
4700	6/12/2017 16:03	327 S 35th Street	2
1861	2/24/2017 13:32	327, 329, 331, 333 36th Street	4
2310	3/18/2017 15:31	328-330 Nevin Ave	2
3259	4/14/2017 11:49	329 45th Street	1
9905	9/4/2017 12:56	329 Gertrude Avenue	1
1947	2/28/2017 13:23	329 S 6th Street	4
2309	3/18/2017 15:23	329-335 South 8th street	4
10003	9/7/2017 11:52	330 MAINE Avenue	4
3302	4/18/2017 15:17	3300 Humphrey Avenue	1
4608	6/8/2017 1:18	3301 Florida Avenue	4
5937	7/19/2017 9:27	3306 Humphrey Avenue	1
812	1/23/2017 14:37	3309 Nevin Ave	4
1857	2/24/2017 11:40	3309-3315 Barrett Avenue	4
5316	6/27/2017 10:53	331 21st Street	2
4327	5/30/2017 18:53	3310 Barrett Avenue	6
2653	3/29/2017 14:57	3310 Esmond Avenue	1
10453	10/10/2017 11:13	3316 Nevin Avenue	4
4332	5/31/2017 9:35	3317 Brentwood Avenue	1
3958	5/11/2017 13:41	3319 ohio Avenue	1
10289	9/26/2017 17:01	3319 Roosevelt Avenue Avenue	1
2194	3/13/2017 9:55	3326 Barrett Ave	3

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
3260	4/14/2017 11:57	333 Florida Avenue	1
2705	3/31/2017 14:38	3333 Florida Avenue	1
7237	7/25/2017 0:08	334 39TH Street	3
4223	5/24/2017 13:54	3340 SOUTH RIDGE Drive	1
4632	6/9/2017 15:22	335 34th Street	2
9595	8/22/2017 13:45	335 45th Street	3
1969	3/1/2017 14:16	335 S. 23rd Street	1
3261	4/14/2017 12:01	335 S. 26th Street	1
761	1/19/2017 9:22	3351 Parkgate Court	1
3059	4/6/2017 14:56	337 44th Street	1
4147	5/21/2017 15:07	337 S. 15th Street	2
775	1/19/2017 18:43	34 20th Street	4
9659	8/24/2017 13:43	34 BAYSIDE Court	1
545	1/3/2017 6:37	3400 Richmond Parkway (Bella Vista at Hilltop)	1008
2151	3/10/2017 12:09	341 42ND ST	3
2373	3/21/2017 13:48	3410 Barrett Avenue	4
1853	2/24/2017 10:22	3415 Clearfield Ave.	1
9549	8/18/2017 16:53	3416 Maricopa Avenue	1
5712	7/12/2017 14:53	3421 Ohio Avenue	1
3828	5/6/2017 9:18	3422 Maywood Drive	1
793	1/23/2017 10:26	343 29th Street	4
4268	5/25/2017 11:46	3430 Maricopa Avenue	1
4705	6/12/2017 16:13	344 6th Street	1
4444	6/5/2017 11:18	345 34th Street	4
2144	3/10/2017 11:07	345 38TH ST	4
768	1/19/2017 12:09	346 38th St.	4
2275	3/17/2017 15:18	346-352 32nd Street	4
1382	2/17/2017 11:07	35 Schooner Court	1
3262	4/14/2017 12:06	350 S. 36th Street	1
4596	6/7/2017 17:16	350 So 42nd Street	2
575	1/6/2017 20:01	3505 May Rd	1
4877	6/22/2017 9:58	3512 Barrett Avenue	6
3531	4/25/2017 12:36	3519 center Avenue	1
9922	9/5/2017 11:58	3521 Chanslor Avenue	4
3264	4/14/2017 12:39	3523 Humphrey Avenue	1
9915	9/4/2017 14:47	3536 Waller Avenue	2
3024	4/5/2017 23:35	356 Golden Gate Avenue	4
2809	4/1/2017 8:54	357 So 28th Street	1
2808	4/1/2017 8:25	36 CUTTING Court	1
1383	2/17/2017 11:10	36 Schooner Court	1
3250	4/14/2017 10:17	360 South 9th Street (Rubicon Homes)	4
554	1/4/2017 15:18	3600 Sierra Ridge Road (Vue at 3600 Apartments)	240
1961	2/28/2017 19:23	3601 Bissell Ave	4
10455	10/10/2017 11:23	3603 MacDonald Avenue	4
3240	4/13/2017 16:10	3603 Ohio Avenue	1
3060	4/6/2017 15:02	3608 Waller Avenue	1
564	1/5/2017 10:07	3615 Solano Avenue	1
5331	6/27/2017 16:07	3636 Solano Avenue	2
4597	6/7/2017 17:24	364 So 42nd Street	2
2027	3/5/2017 20:04	364 SOUTH 8TH	4
3465	4/24/2017 23:13	3662 Stoneglan South Loop	1
2446	3/24/2017 11:42	3665 Stoneglan South	1
1873	2/24/2017 16:29	367, 369, 371 & 373 Carlston St	4
1898	2/25/2017 15:37	3685 West Court	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
6386	7/21/2017 10:37	369 Carlston Street	4
5332	6/27/2017 16:34	37 13th Street	3
10282	9/26/2017 12:31	37 13th Street	3
1385	2/17/2017 11:12	37 Schooner Court	1
569	1/5/2017 15:41	3704 Roosevelt Avenue	1
3888	5/9/2017 11:11	3717 Nevin Ave Avenue	9
10183	9/18/2017 10:37	3720 MacDonald Avenue	12
1465	2/17/2017 14:30	3730-3732 Center Avenue	2
5304	6/26/2017 16:04	3737 Center Avenue	1
4764	6/13/2017 16:33	3743 Esmond Avenue	1
1388	2/17/2017 11:15	38 Schooner Court	1
757	1/18/2017 11:46	3801 Florida Ave	1
2020	3/5/2017 19:30	3810 Waller Ave	4
3554	4/25/2017 13:10	3811 Lakeside Drive (Heritage Park at Hilltop)	192
3404	4/21/2017 9:12	3812 Center Avenue	1
4303	5/29/2017 14:00	3815 Solano Avenue	1
4564	6/7/2017 13:03	3816 Center Avenue	1
4024	5/16/2017 18:39	3816 Nevin Avenue	4
7736	7/28/2017 7:42	3902 ESMOND Avenue	3
4614	6/8/2017 18:52	3911 Nevin Avenue	2
840	1/24/2017 14:35	3916 Esmond Ave.	4
7737	7/28/2017 7:45	3916 ESMOND Avenue	4
3021	4/5/2017 20:21	3920 Ohio Avenue	3
3022	4/5/2017 20:28	3926 Ohio Avenue	1
2305	3/18/2017 13:39	3943-3945 Florida Ave	2
7405	7/26/2017 15:33	4 1st Street	4
9645	8/24/2017 12:06	4 BAYSIDE Court	1
9644	8/24/2017 12:01	4 MARINA LAKES Drive	1
1355	2/16/2017 18:40	4 schooner court	1
7441	7/27/2017 10:04	40 Nicholl Avenue	3
560	1/4/2017 20:18	40, 42, 44 Nicholl Ave.	3
4770	6/14/2017 10:29	400 30th Street	3
4150	5/22/2017 9:29	400 Dimm Street	1
5883	7/17/2017 13:44	400 Maine Avenue	4
3297	4/18/2017 14:27	400 marine Street	4
4027	5/16/2017 19:46	400 Pennsylvania Avenue	4
1294	2/16/2017 10:00	400-410 28th St.	2
7745	7/28/2017 8:10	4001 Garvin Avenue	3
3889	5/9/2017 11:20	401 33rd Street	4
4390	6/1/2017 13:08	401 36th	4
4388	6/1/2017 12:08	401 36th Street	4
3247	4/14/2017 6:28	401 Marine Street	4
2035	3/7/2017 11:56	401-411 44th st	6
828	1/24/2017 13:15	401-415 32nd St.	4
926	1/28/2017 18:25	4010 Macdonald Avenue	4
7638	7/27/2017 16:22	4017 Garvin Avenue	4
7043	7/24/2017 10:59	403 Santa Fe Avenue	2
3719	4/27/2017 16:24	404 MARINA Way	1
904	1/27/2017 16:11	404-408 19th Street	2
5882	7/17/2017 13:37	408 Maine Avenue	4
2646	3/28/2017 16:47	409 Maine Avenue	1
9660	8/24/2017 13:45	41 BAYSIDE Court	1
3360	4/19/2017 15:07	41 E. Richmond Street	2
10309	9/29/2017 12:21	410 South Street	2

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
620	1/11/2017 13:51	4100 41ST S ST	4
4594	6/7/2017 16:50	4100 Overend Avenue	2
2148	3/10/2017 11:35	4100 SOLANO AVE	1
4157	5/22/2017 16:19	41004112 Wall Avenue	2
10256	9/26/2017 0:55	4101 Clinton Avenue	1
4598	6/7/2017 17:33	4101 Overend Avenue	2
10196	9/19/2017 12:43	411 Contra Costa St. Street	3
4599	6/7/2017 17:39	4119 So 42nd Street	2
3550	4/25/2017 12:59	412 spring Street	1
9926	9/5/2017 16:07	4131 Nevin Avenue	2
2251	3/15/2017 16:24	4140 Fran Way	12
1998	3/3/2017 16:47	4143 FRAN WAY	12
4295	5/27/2017 6:58	415 golden gate Avenue	4
2300	3/18/2017 12:55	416 Alamo Ave	1
9520	8/16/2017 18:02	416 S. 29th Street	1
1161	2/8/2017 10:13	416 Steve Avenue	2
7773	7/28/2017 10:09	417 29th Street	4
5092	6/23/2017 7:52	417 South 25th Street	4
4561	6/7/2017 11:28	419 B Street	6
779	1/20/2017 14:14	419 GOLDEN GATE AVE.	8
1543	2/21/2017 13:42	420 Golden Gate Ave	20
10417	10/7/2017 11:03	4201 Rosewood Avenue	1
2229	3/14/2017 14:14	4208 Nevin Ave	6
3557	4/25/2017 13:16	421 5th Street	1
2092	3/8/2017 10:59	422 4th STREET	4
3100	4/7/2017 18:18	4233 Center Avenue	1
778	1/20/2017 11:42	4236-40-44 Wall Ave	3
3956	5/11/2017 10:50	4237 Center Avenue	2
9495	8/14/2017 14:24	424 19 Street	1
767	1/19/2017 12:02	424 S. 49th St.	3
7776	7/28/2017 10:17	425 29th Street	4
1706	2/22/2017 15:53	425 S 23rd Street	3
2322	3/19/2017 22:01	425-431 South 9th street	4
10420	10/7/2017 11:16	426 S 24th Street	1
10113	9/8/2017 17:53	426 south 34th Street	1
2298	3/18/2017 12:35	427 A street	1
10419	10/7/2017 11:10	429 S 24th Street	1
10164	9/14/2017 16:40	4308 McGlothen Way	1
2225	3/14/2017 13:07	431 Harbour Way South	1
4814	6/15/2017 15:15	4312 Potrero Avenue (Deliverance Temple)	50
10415	10/7/2017 10:47	4315 Wall Avenue	1
878	1/26/2017 12:39	4316/4318 Barrett Ave	2
4162	5/23/2017 11:49	4317 Taft Avenue	1
8860	8/3/2017 16:23	432 22nd Street	4
4749	6/13/2017 12:28	4326 Ohio Street	2
3065	4/6/2017 15:43	4329 Sycamore Avenue	2
7779	7/28/2017 10:23	433 29th Street	4
2299	3/18/2017 12:42	433 A Street	1
5766	7/13/2017 12:50	433 South 19th Street	1
4837	6/20/2017 16:19	433 South 26th Street	4
1545	2/21/2017 14:59	4335 Cutting Blvd	1
2323	3/19/2017 22:06	435-441 3rd street	4
5345	6/28/2017 11:43	436 5th Street	1
10182	9/18/2017 10:14	437 32nd Street	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
548	1/3/2017 21:46	437 South 21st Street	4
7785	7/28/2017 10:29	438 36TH Street	6
935	1/30/2017 13:04	439 b st	2
1265	2/14/2017 11:44	44 3rd st	3
3278	4/14/2017 23:28	44 3rd st Street	3
9661	8/24/2017 13:47	44 BAYSIDE Court	1
5670	7/12/2017 11:19	440 So. 16th Street	1
3290	4/17/2017 19:03	440 SOUTH 27TH Street	4
3265	4/14/2017 12:44	4401 Bell Way	1
10154	9/13/2017 14:40	4409 Bell Way	1
10418	10/7/2017 11:07	4409 Jenkins Way	1
10390	10/5/2017 8:46	442 Duboce Avenue	1
4237	5/24/2017 15:09	443 37 Street	1
1855	2/24/2017 10:40	443 46th	2
2030	3/6/2017 14:56	4432 Meadowbrook Drive	1
2617	3/27/2017 16:37	444 20th Street	3
10423	10/7/2017 23:45	445 29th Street	2
2163	3/10/2017 15:20	4453 Overend Ave	1
1092	2/5/2017 9:28	4456 Whitecliff Way	1
2186	3/11/2017 11:34	4465 Overend Ave	1
886	1/26/2017 16:01	447 Santa Fe Avenue	5
3957	5/11/2017 13:33	447 spring Street	1
8664	7/31/2017 17:41	448 South 22nd Street	2
2236	3/14/2017 15:27	449 31st	4
4761	6/13/2017 16:28	450 37th Street	1
777	1/20/2017 11:32	4501-05-09 Taft Ave	3
10447	10/10/2017 10:14	451 35th Street	4
10450	10/10/2017 10:32	451 35th Street	4
9554	8/19/2017 11:21	451 40th Street	1
4601	6/7/2017 17:55	4516 Overend Avenue	3
2282	3/18/2017 9:03	4520 Potrero Ave	4
1303	2/16/2017 13:07	453 19th Street	8
2296	3/18/2017 12:20	454 2nd street	1
5366	6/30/2017 10:36	454 34th Street	2
8467	7/30/2017 18:10	454 42nd Street	1
9764	8/25/2017 14:05	455 S 24th Street	1
5354	6/29/2017 7:46	4557 Utah Drive	1
10416	10/7/2017 10:57	456 20th Street	8
2670	3/30/2017 19:05	456 33rd Street	2
7333	7/25/2017 15:12	457 Dimm Street	1
2798	3/31/2017 17:33	457 S 18th Street	4
963	1/31/2017 11:13	459 21st Street	5
9662	8/24/2017 13:49	46 MARINA LAKES Drive	1
10043	9/7/2017 20:56	460 South 17th Street	4
2187	3/11/2017 11:39	4600 Overend Ave	1
9568	8/20/2017 17:56	461 34th Street	1
4815	6/15/2017 15:18	4610 Potrero Avenue (Deliverance Temple)	32
5609	7/11/2017 11:30	462 43rd Street	1
8855	8/3/2017 14:12	463 29th Street	2
871	1/25/2017 13:39	4631 Nevin Ave	2
10434	10/9/2017 14:46	465 43rd Avenue	2
10036	9/7/2017 17:41	465 43rd Street	1
1389	2/17/2017 11:17	47 Schooner Court	1
2029	3/6/2017 12:30	470 42nd Street	5

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
10116	9/8/2017 18:15	4700 Hartnett (Crescent Park)	72
946	1/30/2017 17:53	4701 Meadowbrook Dr	1
9168	8/8/2017 11:38	4726 Cutting Boulevard	1
10115	9/8/2017 18:04	4738 Arno Court	1
1391	2/17/2017 11:19	48 Schooner Court	1
1617	2/21/2017 22:38	480 1st ST	4
10149	9/13/2017 12:15	4800 POTRERO Avenue	2
10114	9/8/2017 17:54	4801 Hartnett (Crescent Park)	38
1723	2/22/2017 16:59	4812 Wall Avenue	1
1047	2/1/2017 10:54	4821-4829 Cutting Blvd.	3
1394	2/17/2017 11:22	49 Schooner Court	1
10117	9/8/2017 18:49	4901 Hartnett (Crescent Park)	78
10109	9/8/2017 17:08	4911 Bayview (Crescent Park)	46
9822	8/29/2017 15:00	4935 San Pablo Dam Road (Heritage Grove Apartments)	75
895	1/27/2017 10:34	4938 A Clinton Avenue	2
5981	7/19/2017 11:27	4975 Buckboard Way	1
9646	8/24/2017 12:09	5 BAYSIDE Court	1
1357	2/16/2017 18:44	5 Schooner Court	1
9491	8/14/2017 9:18	500 Civic Center Street	4
3039	4/6/2017 11:28	500 Western Drive	1
7917	7/29/2017 6:50	5008 Barrett Avenue	3
10446	10/10/2017 10:10	501 27th Street	1
10449	10/10/2017 10:26	501 27th Street	1
763	1/19/2017 11:27	501 42nd Street	4
2651	3/29/2017 11:12	501 Enterprise Avenue	4
2718	3/31/2017 14:50	501 Gertrude Avenue	1
3097	4/7/2017 14:31	501 S. 26th Avenue	4
10110	9/8/2017 17:17	5010 Hartnett (Crescent Park)	96
10284	9/26/2017 15:03	5017 Creely Avenue	1
687	1/16/2017 14:06	5017-5023 Barrett Ave	4
7619	7/27/2017 16:01	502 12th S Street	6
4766	6/13/2017 16:39	5027 Garvin Avenue	1
929	1/30/2017 8:26	505-511 Civic Center	4
5791	7/14/2017 9:59	506 Barrett Avenue	4
10448	10/10/2017 10:20	507 27th Street	1
10451	10/10/2017 10:38	507 27th Street	1
10025	9/7/2017 16:24	509 Pennsylvania Av Avenue	1
3025	4/5/2017 23:42	509 Tremont Avenue	1
3728	4/28/2017 16:19	510 Barrett Avenue (Barrett Plaza Townhouses)	18
9977	9/6/2017 16:33	5102 Potrero Avenue	3
1856	2/24/2017 11:11	5109 heavenly ridge ln.	1
629	1/13/2017 14:49	5109 mcbryde ave.	40
7408	7/26/2017 17:09	511 2nd Street	4
5818	7/15/2017 8:54	511 43Rd Street	3
9628	8/23/2017 15:31	5113 Panama Avenue	6
4655	6/11/2017 10:12	5114 Tehama Avenue	1
10294	9/27/2017 11:20	5116 CREELY Avenue	1
9883	9/3/2017 15:50	5117 McBryde Avenue	3
10148	9/13/2017 12:03	512 43rd Street	2
927	1/28/2017 20:22	5120 Panama Ave	5
8852	8/3/2017 13:52	5121 Fleming Avenue	1
10108	9/8/2017 16:56	5122 Gately (Crescent Park)	48
2150	3/10/2017 11:53	5124 McBRYDE AVE	4
10334	10/2/2017 9:38	5124 wall Avenue	12

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9630	8/23/2017 15:58	5129 Panama Avenue	6
1893	2/25/2017 12:08	5141 Sacramento Ave	6
590	1/9/2017 21:57	5149 RAIN CLOUD DR	1
3729	4/28/2017 16:28	515 7th Street (Barrett Plaza)	20
3266	4/14/2017 12:48	516 Johnson Drive	1
9663	8/24/2017 13:51	52 MARINA LAKES Drive	1
627	1/13/2017 12:34	520-528 16th Street	5
4782	6/14/2017 14:31	5200 Esmond Avenue	1
7506	7/27/2017 13:50	5200 Panama Avenue	1
9635	8/23/2017 20:29	5210 Clinton Avenue	4
5812	7/14/2017 20:38	5210 Fresno Avenue	4
8886	8/4/2017 10:14	5213 Fresno Avenue	8
4305	5/29/2017 14:09	5216 Solano Avenue	1
10374	10/4/2017 10:58	522 16th Street	5
936	1/30/2017 13:19	5220 Fresno Ave	7
4066	5/18/2017 11:13	5227 Columbia Avenue	4
10461	10/10/2017 14:42	5229 Esmond Avenue	3
893	1/27/2017 4:42	5231 McBryde Ave	6
3949	5/10/2017 17:38	5234 Huntington Boulevard	2
5664	7/12/2017 10:55	5234 Sacramento Avenue	6
962	1/31/2017 10:13	5238 Clinton Ave.	3
9912	9/4/2017 14:00	525 5th Street	1
2324	3/19/2017 22:09	525 Nevin ave	1
5097	6/23/2017 14:26	5257 Creely Avenue (Arbors Apartments)	36
5868	7/17/2017 11:16	527 florida Avenue	1
5337	6/28/2017 10:07	528 South 24th Street	1
5270	6/25/2017 17:53	529 21st Street	14
9309	8/10/2017 17:32	529 4th Street	1
2325	3/19/2017 22:12	529 Nevin ave	1
5319	6/27/2017 11:39	53 Southwind Circle	1
5802	7/14/2017 15:42	530 Harbour Way	3
1315	2/16/2017 14:17	530 Ripley Avenue	8
785	1/22/2017 16:03	5301 Columbia Avenue	1
9358	8/11/2017 14:06	5301 Tehama Avenue	5
2273	3/17/2017 15:13	5302 Panama	2
786	1/22/2017 16:16	5303 Columbia Avenue	1
3725	4/28/2017 12:00	5306 Bayview Avenue	6
2274	3/17/2017 15:16	5306 Panama	2
6382	7/21/2017 9:07	531 33rd St	1
5422	7/5/2017 21:08	531 33rd st Street	1
2327	3/19/2017 22:20	531 nevin ave	1
3267	4/14/2017 12:52	5314 Imperial Avenue	1
10381	10/4/2017 13:58	5319 Fallon Avenue	1
3248	4/14/2017 9:01	534 Ohio Avenue (Rubicon Homes)	6
2137	3/9/2017 19:45	534 Ripley ave	8
3268	4/14/2017 12:57	5343 Fallon Avenue	1
10308	9/29/2017 11:52	535 43rd Street	2
5329	6/27/2017 14:16	535 Marina Bay Parkway	4
1854	2/24/2017 10:27	5352 Country View Dr.	1
10145	9/12/2017 21:35	536 31st Street	2
2328	3/19/2017 22:23	537 nevin ave	1
2329	3/19/2017 22:30	539 nevin ave	1
1397	2/17/2017 11:30	54 Schooner Court	1
1622	2/22/2017 8:51	540 39Th St	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
10163	9/14/2017 16:38	5400 Highland Avenue	8
7292	7/25/2017 12:12	5403 McBryde Avenue	2
2330	3/19/2017 22:33	541 nevin ave	1
2343	3/20/2017 13:29	5411 McBryde Ave	2
4032	5/17/2017 17:31	5412 Stony Court	1
618	1/11/2017 7:47	5422-5428 Van Fleet Ave.	4
8985	8/7/2017 12:56	5429 Panama Avenue	2
2331	3/19/2017 22:37	543 Nevin ave	1
4470	6/6/2017 14:16	5431 Sacramento Avenue	4
2332	3/19/2017 22:41	545 nevin ave	1
3538	4/25/2017 12:43	547 18th Street	1
945	1/30/2017 15:25	5479 Cabrillo Sur	1
5335	6/28/2017 9:59	550 24th Street	1
4465	6/5/2017 15:03	55055507 Colusa Avenue	2
549	1/4/2017 9:41	5509-5511 Central Ave	2
8666	7/31/2017 18:17	551 12th Street	2
1892	2/25/2017 11:47	551 41st Street	1
1891	2/25/2017 11:39	551 McLaughlin	1
1360	2/17/2017 10:21	552 11th Street	5
2149	3/10/2017 11:43	552 40TH ST	1
3948	5/10/2017 17:23	5521 Panama Avenue	1
1683	2/22/2017 12:05	5526 Alameda Ave	6
3991	5/14/2017 9:09	5532 Bayview Avenue	2
10107	9/8/2017 15:49	5533 Madison Avenue	7
1916	2/27/2017 9:54	5534 Jefferson Ave.	4
1352	2/16/2017 18:32	554 A- 554 B 3rd Street	2
4238	5/24/2017 15:19	555 26 Street	1
2404	3/23/2017 14:25	555 26th Street	1
2395	3/23/2017 10:30	555 Key Blvd	1
3805	5/3/2017 16:47	557 11th Street	3
4006	5/15/2017 17:01	557 18th Street	1
10049	9/8/2017 10:01	558 19th Street	2
4754	6/13/2017 16:05	558 33rd Street	1
1156	2/7/2017 19:35	559 6TH STREET	2
1400	2/17/2017 11:34	56 Schooner COurt	1
5306	6/26/2017 18:26	560 Summer Lane	1
4753	6/13/2017 15:55	561 33rd Street	1
2245	3/15/2017 14:01	5611 Carlos Ave	2
3287	4/17/2017 16:42	561563565 South 29th Street	3
894	1/27/2017 4:43	5619 Madison Ave	4
5768	7/13/2017 14:26	5622 Carlos Avenue	4
1851	2/24/2017 9:03	5625-5631 Madison Avenue	4
7097	7/24/2017 12:31	5629 Carlos Avenue	6
5769	7/13/2017 14:31	5632 Carlos Drive	3
9255	8/9/2017 22:29	5633 HUNTINGTON Avenue	1
933	1/30/2017 11:29	5647 Madison Aveue	7
3459	4/23/2017 22:16	565 Duboce Avenue	1
2118	3/9/2017 16:10	565 DUBOCE AVE	1
3593	4/25/2017 14:56	565 Duboce Avenue	1
9625	8/23/2017 15:08	5653 Carlos Avenue	4
764	1/19/2017 11:42	567 25th St.	4
9834	8/30/2017 14:17	568 Stege Avenue (Friendship Manor)	58
7870	7/28/2017 15:13	569 29th Street	1
10273	9/26/2017 12:08	569 2nd Street	3

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
2401	3/23/2017 11:46	569 Duboce Ave.	1
1401	2/17/2017 11:36	57 Schooner Court	1
1897	2/25/2017 13:06	5700 Alameda Avenue	2
1073	2/3/2017 11:36	5700 Madison Ave	2
952	1/30/2017 22:03	5700-04 Madison	2
759	1/18/2017 14:13	5707 Madison Ave	1
4318	5/30/2017 12:29	5712 Carlos Avenue	2
951	1/30/2017 21:08	5722-5728 Jefferson Avenue	4
10396	10/5/2017 21:02	5728 Alameda Avenue	1
10397	10/5/2017 22:15	5728 alameda Avenue	1
765	1/19/2017 11:48	573 30th St.	2
9490	8/13/2017 17:55	5730 Van Fleet Avenue	1
2191	3/11/2017 13:29	5730-5736 Bayview Avenue	4
10391	10/5/2017 11:21	578 civic center Street	4
3755	5/1/2017 12:03	58 Seabreeze Drive	1
3989	5/13/2017 19:56	5809 Alameda Avenue	4
9531	8/18/2017 13:19	5811 Jefferson Avenue	2
5095	6/23/2017 11:11	5823 Alameda Avenue	6
4297	5/29/2017 9:38	5825 Bayview Avenue	4
2085	3/8/2017 7:51	5825 Bayview Ave.	4
9533	8/18/2017 14:02	5825 Jefferson Avenue	5
1302	2/16/2017 12:45	5826 Alameda	4
10212	9/21/2017 11:45	5830 Jefferson Avenue	4
752	1/17/2017 14:58	5830 Jewfferson Ave	4
9532	8/18/2017 13:51	5841 Jefferson Avenue	3
9784	8/25/2017 15:27	5844 Jefferson Avenue	6
1405	2/17/2017 11:45	59 Schooner Court	1
4371	5/31/2017 14:42	590 5th Street	1
1155	2/7/2017 19:28	5900 Sacramento Avenue	1
5606	7/10/2017 17:23	59125914591659100000 alameda Avenue	5
10394	10/5/2017 15:20	5926 Alameda Avenue	1
8978	8/7/2017 9:42	5927 Wenk Avenue	10
9647	8/24/2017 12:12	6 BAYSIDE Court	1
2108	3/9/2017 13:49	6 Schooner	1
5663	7/12/2017 10:48	600 12th Street	1
1751	2/23/2017 2:05	600 26th street	4
9640	8/23/2017 21:04	6001 Wenk Avenue	4
3702	4/27/2017 12:26	601 26th Street	8
5328	6/27/2017 14:06	601 bradford Drive	1
2444	3/24/2017 11:22	601 South 24th Street	1
5061	6/22/2017 22:09	604 25th Street	2
5096	6/23/2017 11:27	6040 Wenk Avenue	8
7406	7/26/2017 16:10	605 Thomas Drive	1
2383	3/21/2017 16:24	606 Amador Street	1
7320	7/25/2017 14:13	609 17th Street	4
1407	2/17/2017 11:47	61 Schooner Court	1
1669	2/22/2017 11:14	6100 Columbia Avenue	1
2297	3/18/2017 12:24	611 20th street	1
580	1/8/2017 15:58	6111 and 6115 Orchard Ave.	2
5837	7/15/2017 15:08	6111 Orchard Avenue	2
1688	2/22/2017 13:44	6114-6116 Huntington Avenue	2
5786	7/13/2017 23:48	6117 Fresno Avenue	4
3269	4/14/2017 13:27	612 18th Street	1
9555	8/19/2017 11:27	612 20th Street	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
9639	8/23/2017 20:57	6126 Plumas Avenue	4
10165	9/14/2017 16:48	613 Johnson Drive	1
9993	9/6/2017 19:37	614 30th Street	1
9299	8/10/2017 13:45	619 S. 20th Street	3
2559	3/26/2017 7:44	620 Golden Gate Ave	4
2021	3/5/2017 19:37	6200 TEHAMA	4
2619	3/27/2017 19:39	621 37th Street	2
2153	3/10/2017 12:54	6215 Tehama Ave	1
758	1/18/2017 11:54	623 Kern St	1
587	1/9/2017 17:02	623 key blvd.	3
1968	3/1/2017 13:18	624 43rd Street	1
811	1/23/2017 14:30	625 11th Street	2
3113	4/8/2017 21:14	626 16th Street	1
2396	3/23/2017 10:47	626 26th Street	1
2301	3/18/2017 13:06	627 South 22nd street	1
10458	10/10/2017 14:01	627 Yuba Street	1
9910	9/4/2017 13:40	628 12th Street	1
10111	9/8/2017 17:36	629 9th Street	1
1409	2/17/2017 11:50	63 Schooner Court	1
2623	3/27/2017 21:40	630 36th Street	1
2190	3/11/2017 12:55	6309 Bonita Ct	1
2336	3/19/2017 22:59	631-633 22nd street	2
872	1/25/2017 14:07	633 32nd St.	1
7026	7/24/2017 9:54	634 32nd Street	1
4806	6/15/2017 10:06	635 41st Street	1
2156	3/10/2017 13:33	636 Kern Street	1
475	12/27/2016 11:39	637 19th Street	6
4942	6/22/2017 17:07	638 Wilson Avenue	1
2116	3/9/2017 15:58	639 32nd Street	1
9664	8/24/2017 13:53	64 MARINA LAKES Drive	1
3270	4/14/2017 13:31	640 16th Street	1
3142	4/11/2017 11:46	640 Wilson Avenue	1
2109	3/9/2017 14:00	643 17th Street	1
934	1/30/2017 12:43	644 16th Street	4
4757	6/13/2017 16:16	644 33rd Street	1
1470	2/17/2017 16:23	645 36th St.	1
4769	6/13/2017 16:56	647 40th Street	1
5639	7/11/2017 15:04	648 42nd Street	1
2302	3/18/2017 13:17	649 29th street	1
1269	2/14/2017 22:01	649 33rd Street	1
4245	5/24/2017 15:30	651 19 Street	5
2189	3/11/2017 11:59	651 19th Street	5
1017	1/31/2017 17:13	651 30th Street	1
3372	4/19/2017 15:29	651 Cypress Point Road	1
2538	3/24/2017 19:25	653 21st St	2
3526	4/25/2017 12:29	655 22 Street	2
3523	4/25/2017 12:22	656 21st Street	2
5911	7/18/2017 14:20	656 30th Street	1
9665	8/24/2017 13:56	66 BAYSIDE Court	1
3820	5/5/2017 14:16	66 Sandpoint Drive	1
4288	5/26/2017 12:08	66 Scenic Avenue	2
1411	2/17/2017 11:53	66 Schooner Court	1
2224	3/14/2017 12:55	660-662A Ventura Street	4
4262	5/24/2017 18:35	661 22ND ST Street	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1268	2/14/2017 21:39	662 30th Street	1
2119	3/9/2017 16:23	666 38th Street	1
2241	3/15/2017 10:37	666 Ventura St	4
9666	8/24/2017 14:00	67 MARINA LAKES Drive	1
1413	2/17/2017 11:56	67 Schooner Court	1
685	1/16/2017 13:39	671 4th Street	1
1618	2/21/2017 22:45	675 2nd ST	4
2307	3/18/2017 15:07	676 4th Street	3
9667	8/24/2017 14:03	68 MARINA LAKES Drive	1
9911	9/4/2017 13:47	680 Harbour Way	4
4820	6/16/2017 11:53	680 S 37th Street (Monterey Pines)	156
4819	6/16/2017 11:52	680 S 37th Street (Monterey Pines)	168
4026	5/16/2017 19:42	686 4th Street	1
1416	2/17/2017 11:58	69 Schooner Court	1
2363	3/21/2017 11:27	694 9TH ST	2
9305	8/10/2017 16:31	696 9th Street	2
10002	9/7/2017 11:40	7 17th Street	4
1359	2/16/2017 18:54	7 Schooner Court	1
3726	4/28/2017 13:49	700 Barrett Avenue (Barrett Terrace Apartments)	115
5869	7/17/2017 11:46	701 Virginia Avenue	4
538	1/1/2017 14:01	708 Amador St	4
9586	8/21/2017 11:50	708 Bradford Drive	1
2016	3/5/2017 18:58	709 10th street	3
1074	2/3/2017 11:39	713 36th st.	2
5327	6/27/2017 13:59	716 Harrison Drive	1
5612	7/11/2017 11:49	717 Western Drive	2
4778	6/14/2017 13:21	717 Williams Drive	1
2111	3/9/2017 14:55	718 30th Street	1
1418	2/17/2017 12:02	72 Schooner Court	1
4333	5/31/2017 9:45	720 32nd Street	1
1094	2/5/2017 14:11	720 Kern St.	1
2017	3/5/2017 19:06	724 7th street	1
3242	4/13/2017 23:10	724 Amador Street	4
3243	4/13/2017 23:36	724 Amador Street	4
3735	4/28/2017 16:55	725 BARRETT Avenue (Barrett Terrace)	115
1896	2/25/2017 12:51	727 40th Street	1
10155	9/13/2017 14:44	727 Florida Avenue	1
4308	5/29/2017 14:18	73 Seabreeze Drive	1
4334	5/31/2017 10:17	731 32nd Street	1
9596	8/22/2017 14:15	732 Amador Street	2
2303	3/18/2017 13:22	732 south 49th st	1
845	1/24/2017 14:56	733 Kern Street	1
9806	8/28/2017 10:44	734 Amador Street	2
2117	3/9/2017 16:06	734 Monarch	1
9828	8/29/2017 20:42	24 Lancaster Drive	134
3553	4/25/2017 13:10	738 6th Street	1
2673	3/30/2017 20:50	74 Bayside Court	1
2047	3/7/2017 15:26	740 18th Street	1
1211	2/10/2017 15:40	740 31st Street	2
813	1/23/2017 15:09	740 Amador St.	4
5615	7/11/2017 12:17	740 Amador Street	4
3551	4/25/2017 13:06	744 6th Street	1
566	1/5/2017 10:25	746 26th Street	1
1420	2/17/2017 12:05	75 Schooner Court	1

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
6740	7/23/2017 9:43	752 38th Street	1
2084	3/7/2017 23:39	76 Bayside Ct	1
2120	3/9/2017 16:31	762 22nd Street	1
1620	2/21/2017 22:59	769 Humboldt ST	4
1423	2/17/2017 12:08	77 Schooner Court	1
9636	8/23/2017 20:40	773 Humboldt Street	4
4302	5/29/2017 13:55	779 34th Street	1
9668	8/24/2017 14:06	78 MARINA LAKES Drive	1
3271	4/14/2017 13:35	780 17th Street	1
2625	3/27/2017 22:00	784 Mesa Way	1
852	1/24/2017 15:29	786 Humboldt Street	4
9718	8/25/2017 10:23	79 HARBOR VIEW Drive	1
589	1/9/2017 19:19	79 MARINA LAKES DR	1
10156	9/13/2017 21:29	796 7TH Street	3
9648	8/24/2017 12:18	8 BAYSIDE Court	1
9649	8/24/2017 12:21	8 MARINA LAKES Drive	1
5593	7/9/2017 22:04	800 6th Street	3
2155	3/10/2017 13:25	800 Bradford Dr	1
5871	7/17/2017 12:02	800 Virginia Avenue	1
688	1/16/2017 14:13	801-811 24th St	2
3272	4/14/2017 13:40	805 Banks Drive	1
3241	4/13/2017 20:31	805 Williams Drive	1
5792	7/14/2017 10:05	806 Bissell Court	1
2542	3/24/2017 19:37	807 Pennsylvania Ave	1
1105	2/6/2017 13:13	81 Bayside Ct.	2
6152	7/19/2017 17:26	81 Scenic Avenue	2
2169	3/11/2017 0:14	810 GERTRUDE AVE	1
7727	7/28/2017 7:03	810 Willson Avenue	3
9716	8/25/2017 9:42	812 Griffin Drive	1
5888	7/17/2017 13:59	815 Virginia	2
9866	9/1/2017 9:59	816 Maine Avenue	1
5608	7/11/2017 11:10	816 Pennsylvania Avenue	4
7730	7/28/2017 7:15	816 WILSON Avenue	3
4411	6/1/2017 23:46	820 Virginia Avenue	4
10193	9/18/2017 21:31	825 Humboldt Street Street	0
847	1/24/2017 15:04	826 Wilson Ave.	3
7731	7/28/2017 7:18	826 WILSON Avenue	3
1841	2/23/2017 21:24	827 33rd St.	2
1843	2/23/2017 21:43	827-829 33rd St.	2
9510	8/15/2017 18:06	83 Shoreline Court	1
5190	6/25/2017 15:04	830 31st Street	2
4307	5/29/2017 14:14	830 36th Street	1
2113	3/9/2017 15:32	830 Bissell Ct	1
2304	3/18/2017 13:31	830 Pennsylvania ave	1
2375	3/21/2017 14:16	832 Sunny Glen Court	1
9169	8/8/2017 11:46	833 37th Street	1
1842	2/23/2017 21:38	835-837 33rd St.	2
846	1/24/2017 15:00	836 Wilson Ave.	3
7732	7/28/2017 7:21	836 WILSON Avenue	3
2115	3/9/2017 15:52	838 Meadow View Drive	1
9170	8/8/2017 11:52	839 36th Street	1
9669	8/24/2017 14:08	84 MARINA LAKES Drive	1
3273	4/14/2017 13:43	84 Murdock Street	1
574	1/6/2017 16:19	84 Scenic Ave	2

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
1934	2/28/2017 11:00	841 7th ST	1
4759	6/13/2017 16:23	842 32nd Street	1
635	1/13/2017 23:03	843 33rd St	2
10120	9/9/2017 16:59	844 37th Street	3
7733	7/28/2017 7:31	846 WILSON Avenue	3
4393	6/1/2017 13:32	847 7TH Street	6
3937	5/10/2017 13:47	847 So. 47th Street	4
474	12/27/2016 11:34	848 17th Street	2
576	1/6/2017 23:40	849-853 Humboldt Avenue	4
9670	8/24/2017 14:11	85 BAYSIDE Court	1
1425	2/17/2017 12:10	85 Schooner Court	1
2379	3/21/2017 15:00	850-852 Garvin street	2
1895	2/25/2017 12:37	851 Lassen Street	1
7734	7/28/2017 7:34	854 WILSON Avenue	3
1966	3/1/2017 11:57	856/858 6th Street	2
3274	4/14/2017 13:49	859 S. 45th Street	1
2661	3/30/2017 9:28	86 Lakeshore Court	1
9675	8/24/2017 15:16	86 MARINA LAKES Drive	1
8979	8/7/2017 9:57	865 32nd Street	1
7735	7/28/2017 7:38	866 WILSON Avenue	3
905	1/27/2017 16:34	868-876 30th Street	2
3546	4/25/2017 12:53	869 8th Street	1
10144	9/12/2017 21:17	870 8th Street	3
6391	7/21/2017 12:45	875 Ocean Avenue	2
2403	3/23/2017 14:10	878 S 46th Street	1
1361	2/17/2017 10:28	9 Schooner Court	1
3249	4/14/2017 9:58	903, 911, 913, 915, 917, 919 Virginia Street (Rubicon Homes)	6
3897	5/9/2017 15:47	91 Marina Lakes Drive	1
1426	2/17/2017 12:13	91 Schooner Court	1
2286	3/18/2017 9:41	914 Bissell Ave	1
931	1/30/2017 10:38	916 20th St.	2
6392	7/21/2017 12:56	917 Western Drive	1
6172	7/19/2017 18:44	919 Humboldt Street	2
9676	8/24/2017 15:21	92 BAYSIDE Court	1
4665	6/12/2017 14:20	927 24th Street	2
5342	6/28/2017 11:07	929 Wilson Avenue	1
470	12/27/2016 10:33	934 15th Street	2
9569	8/20/2017 17:58	937 Wilson Avenue	1
1429	2/17/2017 12:17	94 Schooner Court	1
10251	9/25/2017 14:01	940 34 Street	1
471	12/27/2016 11:18	940 San Pablo Avenue	2
3543	4/25/2017 12:48	947 8th Street	1
3407	4/21/2017 11:21	95 Marina Lakes Drive	1
1431	2/17/2017 12:20	95 Schooner court	1
472	12/27/2016 11:23	950 15th Street	2
3980	5/12/2017 10:09	950 Wilson Avenue	1
9567	8/20/2017 17:53	951 Wilson Avenue	1
10459	10/10/2017 14:20	955 15th Street	2
1435	2/17/2017 12:25	96 Schooner Court	1
9835	8/30/2017 14:27	960 Triangle Court (Triangle Court)	98
473	12/27/2016 11:28	965 15th Street	2
2106	3/9/2017 13:39	967 Kern	1
1438	2/17/2017 12:28	97 Schooner Court	1
5330	6/27/2017 15:56	977 34th Street	2

CivicPlus Form ID	Date and Time of Enrollment (a)	Rental Property Address	Number of Enrolled Units
2036	3/7/2017 11:57	977 HUMBOLDT ST	2
3251	4/14/2017 10:37	978 13th Street (Rubicon Homes)	10
1440	2/17/2017 12:32	98 Schooner Court	1
1894	2/25/2017 12:28	98 Windward Way	1
3748	5/1/2017 11:31	982 Ventura Street	3
1970	3/1/2017 17:22	996-36th Street	2
3732	4/28/2017 16:45	Barrett Avenue (Barrett Plaza)	20
TOTAL ENROLLED UNITS			8,060
Total Estimated Rental Units in City			24,797
Percentage of Estimated Rental Units Enrolled with Rent Program			33%

Note:

(a) Indicates date of most recent enrollment

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ITEM I-2 ATTACHMENT 3

[Date]

[Address 1]

[Address 2]

[Address 3]

COURTESY COMPLIANCE LETTER REGARDING THE RICHMOND FAIR RENT, JUST CAUSE FOR EVICTION, AND HOMEOWNER PROTECTION ORDINANCE

Dear [Owner or Authorized Agent]:

Please accept this letter as a courtesy notification that the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Richmond Municipal Code Chapter 11.100) **became effective on December 30, 2016**. Accordingly, the Maximum Allowable Rent for tenants of Controlled Rental Units in the City of Richmond is the rent that was paid on July 21, 2015, or the first date of tenancy following July 21, 2015.

In addition, the Ordinance requires that all notices of rent increases, termination of tenancy, and changes in terms of tenancy be filed with the Rent Board within two (2) business days after service in accordance with Rent Board Regulation 17-10. Visit www.richmondrent.org for detail. All notices must be filed online following enrollment of the Rental Unit with the Rent Program.

Furthermore, all owners of rental property in the City of Richmond must enroll all rental units in the Rent Program by completing the online Interim 2017 Rent Program Enrollment Form at www.richmondrent.org, maintain a current business license, and comply with the City's Rental Inspection and Fire Prevention programs.

Please be advised that Landlords of Controlled Rental Units with tenancies beginning prior to September 1, 2015, may increase the base rent, up to the 2016 Annual General Adjustment equal to 3.0%, with a 30-day notice in accordance with the procedure described at <http://www.ci.richmond.ca.us/3376/Rent-Increase>. In addition, effective September 1, 2017, the Maximum Allowable Rent shall increase up to 3.4% for tenancies in effect prior to September 1, 2016.

Terminating a tenancy without Just Cause for Eviction, failing to provide Relocation Payment when required pursuant to RMC 11.102, or collecting rent in excess of the Maximum Allowable Rent for Controlled Rental Units in the City of Richmond is a violation of local law subject to the remedies described in RMC Section 11.100.100. Furthermore, **any rent paid in excess of the Maximum Allowable Rent for Controlled Rental Units following December 30, 2016, must be refunded to the Tenant within ten days of receiving this letter.**

Continued →

Please complete and submit the Proof of Excess Rent Refund Form online at <http://www.ci.richmond.ca.us/FormCenter/Rent-Program-9/Interim-Excess-Rent-Refund-Form-For-Land-69>.

Please review the enclosed Ordinances and accompanying Rent Program brochure to ensure you are aware of the requirements and protections. Please feel free to contact me at (510) 620-6564 or nicolas_traylor@ci.richmond.ca.us should you have any questions or require additional information.

Sincerely,

Nicolas Traylor
Executive Director

Enclosures

ITEM I-2
ATTACHMENT 4

Via Certified Mail

[Date]

[Address 1]

[Address 2]

[Address 3]

**WARNING OF NONCOMPLIANCE WITH RICHMOND MUNICIPAL CODE CHAPTER
11.100.070 AT [ADDRESS] IN RICHMOND, CALIFORNIA [A.P.N.]**

Dear [Owner]:

This letter is a follow up to the Courtesy Compliance Letter mailed on [DATE], to which it appears you have been unresponsive. It has come to my attention that the owners of the property located at [ADDRESS] may be charging and collecting rent in violation of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

Please accept this letter as a formal warning that collecting rent in excess of the Maximum Allowable Rent for Controlled Rental Units in the City of Richmond is a violation of local law subject to the remedies described in RMC Section 11.100.100. The Maximum Allowable Rent for tenants of Controlled Rental Units in the City of Richmond is the rent that was paid on July 21, 2015, or the first date of tenancy following July 21, 2015. For tenancies in effect prior to September 1, 2015, Landlords may increase the base rent up to 6.56% for the 2016 and 2017 Annual General Adjustments with a 30-day notice in accordance with the procedure described at <http://www.ci.richmond.ca.us/3376/Rent-Increase>. **Any rent paid in excess of the Maximum Allowable Rent for Controlled Rental Units following December 30, 2016, must be refunded to the Tenant within ten days of receipt of this letter.**

As the owner or authorized agent of the aforementioned property, you must take all necessary and reasonable steps to comply with City of Richmond policies and procedures. Any landlord in violation of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance shall be guilty of a misdemeanor and shall be punished in accordance with Section 1.04.100 of the City of Richmond Municipal Code.

Failure to comply with this warning notice shall result in the issuance of a formal notice of violation and demand to abate violations and subsequent action deemed appropriate by the City of Richmond, including the issuance of fines. Furthermore, the Tenant may file an administrative complaint with the City, affording them the opportunity to request a hearing.

Thank you for your prompt attention to this matter. Please feel free to contact me at (510) 620-6564 or nicolas_traylor@ci.richmond.ca.us should you have any questions or require additional information.

Sincerely,

Nicolas Traylor
Executive Director

Enclosures

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**ITEM I-2
ATTACHMENT 5**

[DATE]

Via Certified Mail

[Address 1]

[Address 2]

[Address 3]

NOTICE OF VIOLATION AND DEMAND TO ABATE VIOLATIONS AT [ADDRESS] IN RICHMOND, CALIFORNIA [A.P.N.]

Dear [Owner]:

This notice is being sent to you as the legal owner of [Address] California, 94801, is indicated in the Contra Costa County Recorder's property records. It has come to my attention that the owners of the property located at [Address] are charging and collecting rent in violation of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

Collecting rent in excess of the Maximum Allowable Rent for Controlled Rental Units in the City of Richmond is a violation of local law subject to the remedies described in RMC Section 11.100.100. Local law provides that the Rent Board, Tenants, and Landlords may seek relief from the appropriate county within the jurisdiction within which the affected Rental Unit is located to enforce the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

As the owner or authorized agent of this aforementioned property, you must take all necessary and reasonable steps to comply with City of Richmond policies and procedures. Any landlord in violation of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance shall be guilty of a misdemeanor and shall be punished in accordance with Section 1.04.100 of the Richmond Municipal Code.

Within ten (10) days of the date of this letter you must submit the specific steps you intend to take to cure the collection of excess rent. As part of this action, you must provide proof that you have taken immediate action to refund any excess rent collected following December 30, 2016, in the form of a cashier's check addressed to each Tenant. In the event I do not receive proof of a full refund from you within the ten days, or you fail to satisfactorily cure the violations, a lawsuit may ensue.

Thank you for your prompt attention to this matter. I hope you take this final opportunity to voluntarily cure the violations without the need for the City to resort to legal action to compel compliance. Please be advised that if these, or similar violations reoccur, you will not receive another warning notice and the City may immediately commence all appropriate actions necessary to obtain compliance.

Sincerely,

Nicolas Traylor
Executive Director

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**ITEM I-2
ATTACHMENT 6**

September 18, 2017

Owner Name
Owner Address 1
Owner Address 2

COURTESY NOTIFICATION LETTER REGARDING THE RICHMOND FAIR RENT, JUST CAUSE FOR EVICTION, AND HOMEOWNER PROTECTION ORDINANCE

Dear City of Richmond Community Member:

You are receiving this letter because Contra Costa County Assessor data indicates you may own a residential rental unit(s) in the City of Richmond. This letter is designed to provide an overview of the Richmond Rent Program and direct landlords to resources to assist with compliance with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

On November 8, 2016, City of Richmond voters passed ballot Measure L, the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (“Ordinance.”) The Ordinance requires the establishment of a Rent Program in the City of Richmond, directed by a five-member Richmond Rent Board. In summary, the Ordinance provides tenant eviction protections, limits rent increases on applicable residential rental units and requires that landlords complete and file all notices of termination of tenancy, rent increases, and changes in terms of tenancy with the Rent Board. The Ordinance also establishes a petition process, where Landlords and Tenants can petition for an individual rent increase or decrease to ensure that Landlords are able to receive a reasonable return on their investment and Tenants are afforded reasonable rent increases.

The Rent Program is the City department charged with implementation of the Ordinance, whose budget is funded by the Residential Rental Housing Fee (“Fee”). On July 25, 2017, the City Council adopted Resolution No. 99-17 and Ordinance No. 16-17, establishing the Residential Rental Housing Fee in the Master Fee Schedule for services provided by the City of Richmond Rent Program. The amount of the Residential Rental Housing Fees for Fiscal Year 2016-17 and 2017-18 are \$47.00 and \$98.00, respectively, per Rental Unit for a total of \$146.00 per Rental Unit for both years.

In order to ensure invoices sent by the City of Richmond reflect the accurate number of Rental Units on your property, all landlords must complete and submit the 2017 Rent Program Enrollment Form for each APN with a rental unit(s) in the City. The enrollment form MUST be completed and submitted online at www.richmondrent.org/enroll.

440 Civic Center Plaza, Richmond, CA 94804-1630
Telephone: (510) 620-6576 Fax: (510) 307-8149 www.richmondrent.org

If this notice has been sent in error because you do not own a residential rental unit(s) in the City of Richmond, please complete Attachment 2: "Declaration of Owner Occupancy," and submit the required proof.

PLEASE NOTE: ALL RESPONSES MUST BE POSTMARKED BY FRIDAY, NOVEMBER 3, 2017, FOR CONSIDERATION.

FAILURE TO ENROLL RENTAL UNITS WITH THE RENT PROGRAM WILL NOT AVOID INVOICING OF THE RESIDENTIAL RENTAL HOUSING FEE.

On behalf of the Richmond Rent Program, I thank you for your commitment to the Richmond community. Please feel free to contact the Rent Program at (510) 620-6576 or rent@ci.richmond.ca.us should you have questions or require additional information.

Sincerely,



Nicolas Traylor
Executive Director

Enclosures:

Attachment 1 - Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance Summary

Attachment 2 - Declaration of Owner Occupancy



18 de septiembre de 2017

CARTA DE NOTIFICACIÓN RELACIONADA A LA ORDENANZA PARA RENTA JUSTA, CAUSA JUSTA PARA EL DESALOJO Y PROTECCIÓN DEL PROPIETARIO

Estimado Miembro Comunitario de la Ciudad de Richmond:

Usted está recibiendo esta carta porque los datos del Asesor del Condado de Contra Costa indican que usted podrá ser dueño de unidades residenciales de renta en la Ciudad de Richmond. Esta carta está diseñada para proporcionar un panorama del Programa de Renta de la Ciudad de Richmond y dirigir los propietarios a recursos que ayudan con el cumplimiento de la Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario.

El 8 de noviembre de 2016, los votantes de la Ciudad de Richmond aprobaron la Medida L, la Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario ("Ordenanza.") La Ordenanza requiere el establecimiento de un Programa de Renta en la Ciudad de Richmond, dirigido por una Junta de Control de Renta con cinco miembros para la Ciudad de Richmond. En resumen, la Ordenanza proporciona protecciones contra evicción de inquilinos, límites a los aumentos de renta en unidades residenciales pertinentes de renta y requiere que los propietarios completen y presenten todos los avisos sobre conclusión de alquiler, aumento de renta y cambios en términos de alquiler con la Junta de Control de Renta. La Ordenanza también establece un proceso de petición, donde los Inquilinos y Propietarios pueden petitionar por un aumento o descenso de renta individual para asegurar que Propietarios puedan recibir una ganancia razonable en su inversión e Inquilinos sean permitidos aumentos razonables de renta.

El Programa de Renta es el departamento de la Ciudad encargado con la implementación de la Ordenanza, cuyo presupuesto es financiado por el Cargo por Vivienda Residencial de Alquiler ("Cargo"). El 25 de julio de 2017, el Concilio de la Ciudad adoptó la Resolución Núm. 99-17 y la Ordenanza Núm. 16-17, estableciendo el Cargo por Vivienda Residencial de Alquiler en el Honorario Maestro para servicios proporcionado por el Programa de Renta de la Ciudad de Richmond. La cantidad del Cargo por Vivienda Residencial de Alquiler para el Año Fiscal 2016-17 y 2017-18 es \$47.00 y \$98.00, respectivamente, por Unidad de Renta para un total de \$146.00 por Unidad de Renta para ambos años.

A fin de garantizar que facturas enviadas por la Ciudad de Richmond reflejen la cantidad correcta de Unidades de Renta en su propiedad, todos los propietarios deben completar y entregar el Formulario de Inscripción para el Programa de Renta para cada APN con una unidad de renta en la Ciudad. El formulario de inscripción DEBE completarse y entregarse en línea en el sitio www.richmondrent.org/enroll.

Si este aviso ha sido equivocadamente enviado debido a que usted no es dueño de unidades residenciales de renta en la Ciudad de Richmond, favor de completar Adjunto 2: "Declaración de Ocupación del Propietario," y entregar la evidencia requerida.

FAVOR DE NOTAR: TODAS LAS RESPUESTAS DEBEN TENER MATASELLOS POSTERIOR AL VIERNES 3 DE NOVIEMBRE DE 2017, PARA CONSIDERACIÓN.

INCUMPLIMIENTO DE INSCRIPCIÓN DE UNIDADES DE RENTA CON EL PROGRAMA DE RENTA NO EVITARÁ FACTURACIÓN DEL CARGO POR VIVIENDA RESIDENCIAL DE ALQUIELER.

De parte del Programa de Renta de la Ciudad de Richmond, agradezco su compromiso a la comunidad de Richmond. Favor de no dudar en comunicarse con el Programa de Renta al (510) 620-6576 o rent@ci.richmond.ca.us si es que tiene preguntas o requiere información adicional.

Atentamente,



Nicolas Traylor
Director Ejecutivo

Documentos Adjuntos:

Adjunto 1 - Resumen de la Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario

Adjunto 2 - Declaración de Ocupación del Propietario

**THE RICHMOND FAIR RENT, JUST CAUSE FOR EVICTION AND
HOMEOWNER PROTECTION ORDINANCE**
SUMMARY

Richmond Municipal Code Chapter 11.100

Just Cause for Eviction

The Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance prohibits landlords from terminating a tenancy without “just cause.” Landlords are permitted to terminate tenancy due to a tenant’s failure to pay rent, breach of the lease, nuisance, and failure to give access, without providing relocation payments to the tenant. Tenancy may also be terminated for other “no-fault” causes, such as the need to temporarily vacate in order to undertake substantial repairs, owner move-in, and withdrawal from the rental market; however, in such cases the Landlord is required to provide relocation payments to each tenant in accordance with RMC Chapter 11.102. Certain temporary rentals, small second units, and rental of certain rooms, as further described in Section 11.100.040 are exempt from such requirements.

Rent Control

Most residential rental units in the City of Richmond are subject to regulations set forth in the Ordinance; however, the following units are exempt from limits on rent increases (rent control):

- Rental units exempt under state law as a result of the Costa-Hawkins Rental Housing Act (Civil Code Section 1954 *et seq.*), including:
 - Single-family homes;
 - Condominiums; and
 - Units which were issued a certificate of occupancy after February 1, 1995;
- Hotels, motels, inns, and other houses rented to transient guests for less than 14 days;
- Hospitals, convents, monasteries, extended medical facilities, non-profit homes for the aged, or dormitories owned and operated by an accredited institution of higher learning;
- Government owned, operated, managed or subsidized rental units *only where federal or state law or administrative regulation specifically exempts such units from municipal rent control*;
- Permitted small, second housing units built in compliance with the Small, Second Unit Ordinance (RMC 15.04.810); and
- Rental of a room, where the owner resides in the home and shares a bathroom and kitchen with tenants.

Please note that the units identified above are NOT necessarily exempt from the eviction protections and termination of tenancy notice provisions provided in the Ordinance, and that state noticing laws apply to any rent increase, termination of tenancy, or change in the terms of tenancy.¹

Initial Compliance Steps for Residential Property Owners:

1. **Base Rent Rollback:** As of the December 30, 2016, effective date of the Ordinance, Landlords of Controlled Rental Units MUST decrease, or “rollback” rents to the “Base Rent.” The Base Rent is the rent in effect on July 21, 2015, or the first date that rent was charged following July 21, 2015, for new tenancies. Any rent collected in excess of the Maximum Allowable Rent must be refunded to the Tenant within ten (10) days of receipt of this letter. In accordance with Rent Board Regulation 17-05, all Excess Rent Refunds shall be made in the form of a Cashier’s Check, and proof of excess rent must be provided by completing the Proof of Excess Rent Refund form at www.richmondrent.org.
2. **Application of 2016 and 2017 Annual General Adjustments (AGA):** The 2016 Annual General Adjustment (AGA) is three percent (3.0%), as adopted by resolution of the Richmond City Council on December 20, 2016. Accordingly, Landlords of Controlled Rental Units may increase the base rent charged on July 21, 2015 by three percent (3.0%) for tenancies in effect prior to September 1, 2015; however, state noticing requirements apply.² On June 21, 2017, the Richmond Rent Board announced the 2017 AGA of up to three point four percent (3.4%), for tenancies in effect prior to September 1, 2016. This 3.4% rent increase may not take effect until September 1, 2017. The compounded 2016 and 2017 AGA rent increases for tenancies in effect prior to September 1, 2015, is 6.56%.

Annual General Adjustment rent increases are not automatic. A minimum of thirty days written notice must be provided in advance of any rent increase. An example calculation and timeline is shown below, for a tenancy in effect prior to September 1, 2015:

Example calculation:

Starting Maximum Allowable Rent: \$1,400

2016 Annual General Adjustment = $\$1,400 \times (0.03) = \42

2017 Annual General Adjustment = $\$1,442 \times (0.034) = \49

Maximum Allowable Rent = \$1,491

3. **Complete and Submit Rental Property Enrollment Application:** Landlords must enroll all rental properties in the City of Richmond (regardless of whether

¹ Please refer to California Civil Code Section 827 for applicable State law regarding notice requirements.

or not the unit is a Controlled Rental Unit subject to rent control). Landlords may claim an exemption for units exempt from rent control using the online Enrollment Application.

4. **File Electronic Copies of all Rental Increase Notices, Change of Terms of Tenancy, and Tenancy Termination Notices with the Board:** As of February 28, 2017, residential rental property owners must file notices of rent increases, changes in the terms of tenancy and termination of tenancies with the Rent Board before service on the Tenant.³ In accordance with RMC 11.100.060(s)(1), a proof of service with time and date of service must be included with the copy of the notice filed with the Rent Board. Visit www.richmondrent.org to access notice and proof of service templates, and to file notices electronically with the Board.
5. **Pay the Residential Rental Housing Fee:** Administration of the Richmond Rent Program requires staff, supplies, professional services, and other resources to provide effective customer service to the Richmond community. The Ordinance allows the Rent Board to charge an annual Residential Rental Housing Fee to cover necessary and reasonable program expenses. Residential rental property owners are responsible for paying this fee, which shall be billed along with the City's business license fee to ensure compliance with the program requirements. The Residential Rental Housing Fee is in addition to all required Residential Rental Inspection, Fire Prevention Services, and Business License Tax payments.

At their meeting on July 25, 2017, the City Council adopted the following Fiscal Year 2016-17 and Fiscal Year 2017-18 Residential Rental Housing Fees:

Fiscal Year 2016-17 Fee: \$47 per Rental Unit
Fiscal Year 2017-18 Fee: \$98 per Rental Unit

In addition, the City Council adopted the following penalties for late payment of the Rental Housing Fee:

Penalties for Late Payment of Rental Housing Fee				
Days Delinquent (after payment due date)⁴	Penalty (expressed as a percent of Fee)	Corresponding Penalty: FY 16-17 Fee	Corresponding Penalty: FY 17-18 Fee	Total Penalty (FY 16-17 & FY 17-18 Fees)
1-30	10%	\$4.70	\$9.80	\$14.50
31-60	25%	\$11.75	\$24.50	\$36.25
>60	50%	\$23.50	\$49.00	\$72.50

³ See Rent Board Regulation 17-04 for detail: <http://www.ci.richmond.ca.us/DocumentCenter/View/43145>

⁴ Payment of the Rental Housing Fee is due thirty days after billing.

Furthermore, Ordinance 16-17 provides the City may place a lien on property for which there are unpaid Rental Housing Fees.

6. **Provide Informational Brochure to each Tenant of a Rental Unit:** The Ordinance requires that Landlords must provide the informational brochure described in Section 11.100.060(g) to each Tenant. In addition, Landlords shall provide the Informational Brochure at the commencement of tenancy and with each notice of rent increase. A digital copy of the Rent Program Brochure may be accessed at <http://www.ci.richmond.ca.us/3373/Landlords>.

HELPFUL CONTACTS

Rent Program

Phone: (510) 620-6576

Email: rent@ci.richmond.ca.us

Physical Address: 440 Civic Center Plaza, Second Floor, Richmond, CA 94804

Residential Rental Inspection Program

City of Richmond Planning and Building Services Department

Phone: (510) 690-8260

Email: cityofrichmond@outsourcetitnc.com

Mailing Address: P.O. Box 2089, Richmond, CA 94804

Business License Unit

City of Richmond Finance Department

Phone: (510) 620-6742

Email: veretta_edwards@ci.richmond.ca.us

Physical Address: 450 Civic Center Plaza, Second Floor, Richmond, CA 94804

Fire Prevention Services

City of Richmond Fire Department

Phone: (510) 307-8041

Email: debra_holter@ci.richmond.ca.us; fireprevention@ci.richmond.ca.us

Physical Address: 440 Civic Center Plaza, Second Floor, Richmond, CA 94804

RESUMEN DE LA ORDENANZA PARA RENTA JUSTA, CAUSA JUSTA PARA EL DESALOJO Y PROTECCIÓN DEL PROPIETARIO

Capítulo 11.100 del Código Municipal de la Ciudad de Richmond

Causa Justa para el Desalojo

La Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario prohíbe que los propietarios terminen con un alquiler sin “causa justa.” Los propietarios son permitidos terminar con un alquiler debido al incumplimiento del inquilino en pagar renta, incumplimiento del contrato de arrendamiento, perjuicio y denegación de acceso, sin proporcionar pagos de reubicación al inquilino. Alquiler también puede terminar por otras causas “no contenciosas”, tales como la necesidad de desalojar temporalmente a fin de realizar reparos significativos, mudanza del propietario y retiro del mercado de alquiler; sin embargo, en tales casos el Propietario es requerido proporcionar pagos de desalojo a cada inquilino de acuerdo con el Capítulo 11.102 del Código Municipal de la Ciudad de Richmond (RMC, por sus siglas en inglés). Ciertas viviendas temporalmente de renta, pequeñas unidades secundarias y renta de ciertas habitaciones, según se describe en la Sección 11.100.040 son exentas de tales requisitos.

Control de Renta

La mayoría de las unidades de renta en la Ciudad de Richmond son sujetas a regulaciones establecidas en la Ordenanza; sin embargo, las siguientes unidades son exentas de los límites en aumentos de renta (control de renta):

- Unidades de renta exentas bajo la ley estatal como resultado de la Ley Costa-Hawkins de Viviendas de Renta (Sección 1954 y subsiguientes del Código Civil), incluyendo:
 - Hogares unifamiliares;
 - Condominios; y
 - Unidades que fueron proporcionadas un certificado de ocupación después del 1 de febrero de 1995;
- Hoteles, moteles, posadas y otras viviendas rentadas a personas transitorias por menos de 14 días;
- Hospitales, conventos, monasterios, instalaciones médicas extendidas, hogares sin fines de lucro para personas mayores o dormitorios perteneciéndoles y administrados por una institución acreditadas de educación superior;
- Unidades de renta perteneciéndoles, operadas, administradas o subvencionadas por el gobierno *solo donde la ley estatal o federal o regulación administrativa específicamente exenta tales unidades del control de renta municipal*;
- Cualquier pequeña segunda unidad de vivienda permitida, construida conforme a la Ordenanza de Pequeñas Segundas Unidades (RMC 15.04.810); y
- Alquiler de una habitación, donde el propietario vive en el hogar y comparte un baño y una cocina con los inquilinos.

Favor de notar que las unidades identificadas anteriormente NO necesariamente son exentas de las provisiones de protecciones de desalojo y aviso sobre conclusión de alquiler proporcionadas en la Ordenanza y aquellas leyes estatales que aplican a cualquier aumento de renta, conclusión de alquiler o cambio en los términos de alquiler.⁵

Pasos Iniciales de Cumplimiento para Propietarios de Unidades Residenciales:

7. **Reducción de Renta Base:** A partir del 30 de diciembre de 2016, fecha de vigor de la Ordenanza, Propietarios de Unidades bajo Control de Renta DEBEN disminuir, o “reducir” rentas a la “Renta Base.” La Renta Base es la renta en vigor el 21 de julio de 2015, o la primera fecha que se cobró renta después del 21 de julio de 2015, para nuevos alquileres. Cualquier renta cobrada en exceso de la Máxima Renta Permitida debe ser reembolsada al Inquilino dentro de diez (10) días de recibir esta carta. De acuerdo con la Regulación 17-05 del Concilio de Renta, todos los Reembolsos de Exceso de Renta deben ser mediante un Cheque de Caja y evidencia de exceso de renta debe proporcionarse al completar el formulario Evidencia de Reembolso por Exceso de Renta en www.richmondrent.org.
8. **Solicitud de Ajuste General Anual (AGA, por sus siglas en inglés) de 2016 y 2017:** El Ajuste General Anual (AGA, por sus siglas en inglés) de 2016 es tres por ciento (3.0%), según fue adoptado por la resolución del Concilio de la Ciudad de Richmond el 20 de diciembre de 2016. De acuerdo, los Propietarios de Unidades bajo Control de Renta pueden aumentar la renta base cobrada el 21 de julio de 2015 por tres por ciento (3.0%) para alquileres en vigencia antes del 1 de septiembre de 2015; sin embargo, se aplican requisitos estatales de aviso.⁶ El 21 de junio de 2017, el Concilio de Renta de la Ciudad de Richmond anunció el AGA de 2017 de hasta tres punto cuatro por ciento (3.4%), para alquileres en vigencia antes del 1 de septiembre de 2017. Los compuestos aumentos de renta AGA de 2016 y 2017 para alquileres en vigencia antes del 1 de septiembre de 2015 es 6.56%.

Aumentos de renta para Ajuste General Anual no son automáticos. Como mínimo debe proporcionarse un aviso escrito de treinta días por adelantado de cualquier aumento de renta. Un ejemplo de cálculo y cronología se muestra al seguir, para un alquiler en vigencia antes del 1 de septiembre de 2015:

Ejemplo de cálculo:

Máximo Renta Permitida Inicial: \$1,400

Ajuste General Anual de 2016 = \$1,400 x (0.03) = \$42

Ajuste General Anual de 2017 = \$1,442 x (0.034) = \$49

Máxima Renta Permitida = \$1,491

⁵ Favor de consultar la Sección 827 del Código Civil para pertinente ley Estatal relacionada a requisitos de aviso.

9. **Completar y Entregar Solicitud de Inscripción para Propiedad de Renta:** Los Propietarios deben inscribir todas las propiedades de renta en la Ciudad de Richmond (sin importar si la unidad es Unidad de Renta Controlada sujeta a control de renta). Los Propietarios pueden exigir una exención para unidades exentas de control de renta usando la Solicitud de Inscripción en línea.
10. **Presentar Copias Electrónicas de todos los Avisos de Aumento de Renta, Cambios a Términos de Alquiler y Avisos sobre Conclusión de Alquiler con el Concilio:** Vigente el 28 de febrero de 2017, propietarios de propiedades residenciales de renta deben presentar avisos de aumento de renta, cambios en los términos de alquiler y conclusión de alquiler con el Concilio de Renta antes de presentarlo al Inquilino.⁷ De acuerdo con RMC 11.100.060(s)(1), evidencia de presentación con hora y fecha de servicio debe incluirse con la copia del aviso presentado al Concilio de Renta. Visite www.richmondrent.org para acceder a plantillas de aviso y evidencia de presentación, y para presentar avisos electrónicamente con el Concilio.
11. **Pagar el Cargo por Vivienda Residencial de Alquiler:** Administración del Programa de Renta de la Ciudad de Richmond requiere personal, útiles, servicios profesionales y otros recursos para proporcionar efectivo servicio al cliente en la comunidad de Richmond. La Ordenanza permite que el Concilio de Renta cobre un Cargo por Vivienda Residencial de Alquiler anual para cubrir gastos necesarios y razonables del programa. Propietarios de propiedad residencial de renta son responsables por pagar este cargo, que será cobrado junto con el cargo de licencia comercial de la Ciudad para asegurar cumplimiento con los requisitos del programa. El Cargo por Vivienda Residencial de Alquiler es en adición a todos los pagos requeridos por Inspección de Alquiler Residencial, Servicios de Prevención de Incendio e Impuesto por Licencia Comercial.

En su reunión del 25 de julio de 2017, el Concilio de la Ciudad adoptó los siguientes Cargos por Vivienda Residencial de Alquiler para el Año Fiscal 2016-17 y 2017-18:

Cargo del Año Fiscal 2016-17: \$47 por Unidad de Renta

Cargo del Año Fiscal 2017-18: \$98 por Unidad de Renta

Además, el Concilio de la Ciudad adoptó las siguientes penalidades por mora del Cargo de Vivienda de Renta: *(continuó a la inversa)*

⁷ Consulte la Regulación 17-04 del Concilio de Renta para detalles:
<http://www.ci.richmond.ca.us/DocumentCenter/View/43145>

Penalidades por Mora de Cargo de Vivienda de Renta				
Días Moroso (después de fecha de vencimiento para pago)⁸	Penalidad (expresado como porcentaje del Cargo)	Penalidad correspondiente: Cargo del Año Fiscal 16-17	Penalidad correspondiente: Cargo del Año Fiscal 17-18	Penalidad Total (Cargo del Año Fiscal 16-17 y 17-18)
1-30	10%	\$4.70	\$9.80	\$14.50
31-60	25%	\$11.75	\$24.50	\$36.25
>60	50%	\$23.50	\$49.00	\$72.50

Además, la Ordenanza de 16-17 declara que la Ciudad puede retener una propiedad en donde hay Cargos de Vivienda de Renta sin pagarse.

12. **Proporcionar Folleto Informativo para cada Inquilino de una Unidad de Renta:** La Ordenanza requiere que Propietarios deben proporcionar el folleto informativo detallado en la Sección 11.100.060(g) a cada Inquilino. Además, Propietarios deben proporcionar el Folleto Informativo al inicio del alquiler y con cada aviso sobre aumento de renta. Una copia digital del Folleto del Programa de Renta puede accederse en <http://www.ci.richmond.ca.us/3373/Landlords>.

CONTACTOS ÚTILES

Programa de Renta

Teléfono: (510) 620-6576

Correo Electrónico: rent@ci.richmond.ca.us

Dirección Particular: 440 Civic Center Plaza, Segundo Piso, Richmond, CA 94804

Programa de Inspección de Alquiler Residencial

Departamento de Planificación y Servicios de Construcción de la Ciudad de Richmond

Teléfono: (510) 690-8260

Correo Electrónico: cityofrichmond@outsourcetitnc.com

Dirección de Envío: P.O. Box 2089, Richmond, CA 94804

Unidad de Licencia Comercial

Departamento de Finanzas de la Ciudad de Richmond

Teléfono: (510) 620-6742

Correo Electrónico: veretta_edwards@ci.richmond.ca.us

Dirección Particular: 450 Civic Center Plaza, Segundo Piso, Richmond, CA 94804

Servicios de Prevención de Incendios

Departamento de Bomberos de la Ciudad de Richmond

Teléfono: (510) 307-8041

Correo Electrónico: debra_holter@ci.richmond.ca.us; fireprevention@ci.richmond.ca.us

Dirección Particular: 440 Civic Center Plaza, Segundo Piso, Richmond, CA 94804

⁸ Pago de Cuota de Vivienda de Renta se debe treinta días después de cobrarse.

**DECLARATION OF OWNER OCCUPATION AND/OR THAT THE
PROPERTY IS EXEMPT FROM THE ORDINANCE
CITY OF RICHMOND FAIR RENT, JUST CAUSE FOR EVICTION, AND HOMEOWNER PROTECTION
ORDINANCE (RMC CHAPTER 11.100)**

Date: _____

Owner's Name (First, Last): _____

Owner's Home Address: _____

Owner's Home Phone: _____ Owner's Email: _____

PROPERTY ADDRESS: _____ (House Number and Street)	

(City, State, Zip)	(Assessor Parcel Number – APN)

The undersigned does hereby declare under penalty of perjury that (a) I am an owner of record (listed on deed) of the above single-family real property and (b) I or another record owner reside at the property, **or** (c) I am an owner of record of the above mentioned property and that said property is otherwise completely exempt from enrollment with the Rent Program under the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, Richmond Municipal Code, Chapter 11.100.

Should the property become a rental property, I will notify the Rent Program within 10 (ten) days and enroll the property with the Rent Program.

This property is occupied by:

(Name(s) of persons residing at the property)

-OR-

This property is exempt from enrollment with the Rent Program because:

(Reason for exemption - If no rental property income claimed, please include copy of IRS Schedule C)

When returning this notice, please include a copy of a current PG&E bill (or PDF of an electronic bill or invoice) verifying that you or another owner of record reside at this address.

Signed: _____ Dated: _____

Please return completed form using one of the methods below:

MAIL: 440 Civic Center Plaza, Suite 200, Richmond, CA 94804, Attn: Rent Program

IN PERSON: 440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804 (M-F; 9-12 or 1-4)

EMAIL: rent@ci.richmond.ca.us

FAX: (510) 307-8149

440 Civic Center Plaza, Richmond, CA 94804-1630
Telephone: (510) 620-6576 Fax: (510) 307-8149 www.richmondrent.org



DECLARACIÓN DE OCUPACIÓN DEL PROPIETARIO Y/O QUE LA PROPIEDAD ES EXENTA DE LA ORDENANZA ORDENANZA PARA RENTA JUSTA, CAUSA JUSTA PARA EL DESALOJO Y PROTECCIÓN DEL PROPIETARIO DE LA CIUDAD DE RICHMOND (CÓDIGO MUNICIPAL DE LA CIUDAD DE RICHMOND [RMC, POR SUS SIGLAS EN INGLÉS] 11.100)

Fecha: _____

Nombre del Propietario (Nombre, Apellido): _____

Dirección Particular del Propietario: _____

Teléfono Fijo del Propietario: _____ Correo Electrónico: _____

DIRECCIÓN DE LA PROPIEDAD: _____
(Número de Vivienda y Calle)

(Ciudad, Estado, Código Postal) (Núm. de Lote del Evaluador – APN)

El abajofirmante por la presente declara bajo pena de perjurio que (1) soy un propietario documentado (incluido en la escritura) de la anteriormente mencionada propiedad unifamiliar física (2) yo u otro propietario documentado vivo/vivimos en la propiedad, o (3) yo soy un propietario documentado de la propiedad anteriormente mencionada y testifico que dicha propiedad resulta de otra forma exenta completamente del Programa de Renta de acuerdo a la Ordenanza para Renta Justa, Causa Justa para el Desalojo y Protección del Propietario, Código Municipal de Richmond, Capítulo 11.100.

Si resulta la propiedad ser una propiedad de renta, le notificaré al Programa de Renta dentro de 10 (diez) días e inscribiré la propiedad con el Programa de Renta.

Esta propiedad es habitada por:

(Nombre(s) de personas viviendo en la propiedad)

-O-

Esta propiedad está exenta de inscripción con el Programa de Renta debido a:

(Razón por exención - Si no se reclama ningún ingreso de propiedad de alquiler, por favor incluya una copia del Anexo C del IRS (IRS Schedule C))

Favor de incluir una copia de un cobre reciente de PG&E (o documento PDF de cobro o factura electrónica) verificando que usted u otro propietario documentado vive en esta dirección.

Firma: _____ Fecha: _____

Favor de entregar el formulario completado usando uno de los métodos al seguir:

CORREO: 440 Civic Center Plaza, Suite 200, Richmond, CA 94804, Attn: Rent Program
EN PERSONA: 440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804 (lunes a viernes; 9-12 o 1-4)
CORREO ELECTRÓNICO: rent@ci.richmond.ca.us
FAX: (510) 307-8149