



Tenant Petition Filing Instructions

NOTA: SI USTED NO ENTIENDE ESTA PETICIÓN, NO TARDE EN COMUNICARSE CON EL PROGRAMA DE RENTA AL NÚMERO (510) 234-RENT [7368] PARA PEDIR UNA CITA Y RECIBIR UNA EXPLICACIÓN O TRADUCCIÓN.

Overview	Under the Richmond Rent Ordinance, rents are regulated through an Annual General Adjustment (cost-of-living increase) and through individual rent adjustments (increases or decreases in rent) through a petition process. Tenants living in a rent controlled unit may file a downward rent adjustment (rent reduction) petition pursuant to Rent Board rent adjustment regulations. A Rent Board Hearing Examiner may order a rent reduction and a retro-active rent refund in cases where a Tenant has experienced a decrease in space, services, habitability (living conditions) or a decrease in the number of Tenants allowed in the rental unit.
Step 1: Contact a Rent Program Services Analyst to discuss your case and learn about your rights under the Rent Ordinance and Rent Regulations	Tenants should consult with a Rent Program Services Analyst at (510) 234-RENT [7368] prior to filing a petition to ensure correct filing and to understand how the rent adjustment petition process works. Tenants can access the Rent Adjustment Regulations at the following link: http://www.ci.richmond.ca.us/3476/Laws-and-Regulations . Rent Program Services Analysts are available <u>Monday to Friday (9:00 a.m. - noon and 1:00 p.m. - 4:00 p.m.)</u> for assistance with filing petitions.
Step 2: Complete the form called "Tenant Petitions: Multiple Grounds"	The main petition, Tenant Petitions: Multiple Grounds must be filled for the petition to be deemed complete. The Tenant Petitions: Multiple Grounds can be downloaded at https://www.ci.richmond.ca.us/3631/Petition-Forms
Step 3: Complete the appropriate "Attachment(s)" that list the grounds for the individual rent adjustment (reduction) petition	Tenants can petition for multiple grounds at the same time (For example: excessive rent, substantial deterioration of the unit and temporary relocation payments). <i>Attachments</i> to the Tenant Petitions Multiple Grounds form: <ol style="list-style-type: none"> 1. Excess rent or Failure to Properly Refund Security Deposit (use Attachment A) Important: Security deposits will only be reviewed if they are being increased, not at the end of a tenancy; 2. Decrease in Space/Services or Substantial Deterioration of the Rental Unit (use Attachment B); 3. Reduction in Number of Tenants Allowed (use Attachment C);

<p>Step 4: Include your documentation or evidence to support rent reduction claim</p>	<p>When filing a petition, Tenants should submit complaint letters, e-mails, texts, photos, videos, inspection reports, and other documentation to support the grounds for the rent reduction. Remember that the Hearing Examiner’s rent adjustment decision is based on a preponderance of the evidence.</p>
<p>Step 5: Complete and submit a “Proof of Service” to the Rent Program</p>	<p>An important part of the petition process is the requirement that a Tenant must complete and submit a “Proof of Service” along with the completed petition packet (forms, attachments and documentation). When submitting a Proof of Service, the tenant is declaring under penalty of perjury that they will serve a copy of the petition that was submitted to the Rent Program to the other party (the Landlord).</p>
<p>What happens next: after the Tenant has submitted the petition with the Rent Program?</p>	<p>A petition can be deemed incomplete or unacceptable within five (5) days of it being filed. If the petition is not promptly corrected, the file may be closed. The Landlord will be sent a Notice of Right to Object to the petition which will be due within twenty-one (21) days. The assigned Hearing Examiner will either schedule a hearing or issue an administrative decision based on what was filed. Continuances of a hearing date must be requested in writing no less than 48 hours prior to the hearing. After a decision is made, it can be appealed by the Tenant or Landlord within 30 days (or 35 days if mailed) of the decision and no less than 14 days prior to the next Rent Board Action meeting.</p>