RICHMOND RENT PROGRAM
440 Civic Center Plaza, Suite 200, Richmond, CA 94804
www.richmondrent.org
rent@ci.richmond.ca.us
(510) 234-RENT (7368)

Property Enrollment Form

A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)
This form can be completed online at ims.ci.richmond.ca.us. Follow instructions on our website at
www.richmondrent.org/enroll to create an account in iMS.

Property Address Information	Rental Property Street Address: _____ City: _____ State: _____ ZIP: _____ Parcel Number (APN): ___ ___ ___ - ___ ___ ___ - ___ ___ ___ Rental Business License Tax Number: _____
Section A: Who Holds the Title? *(Required)* All Owners must be on title; attach additional sheets as necessary if there are more than 2 owners. *Bus. = Business	**Owner 1 Information (Individual, Trust, LLC, etc.)** Name (first, last): _____ Ownership%: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address *(required)*: _____ Enter the name of the trustee, managing member, CEO, or party responsible below if the Owner is a trust, LLC, corporation, or business partnership. Name: _____ Title: _____ **Owner 2 Information (Individual, Trust, LLC, etc.)** Name (first, last): _____ Ownership%: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address *(required)*: _____ Enter the name of the trustee, managing member, CEO, or party responsible below if the Owner is a trust, LLC, corporation, or business partnership. Name: _____ Title: _____
Section B: Do you have an Authorized Agent/Property Management? *(Optional)*	**Authorize an Agent or Property Manager (Optional)** Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent (who is 18 years of age or older) to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy, and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself. Company Name (if any): _____ Agent Name: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address *(required)*: _____ **Owner Name (print):** _____ **Owner Signature Required:** _____ **Date:** _____

Section C: Rent Program Mail	**Where would you like us to send Rent Program notifications and statements? (Check ONE)** ☐ Owner 1 Business Mailing Address ☐ Authorized Agent or Property Manager Business Mailing Address ☐ Owner 2 Business Mailing Address ☐ Other: _____ **Would you like to subscribe to the Rent Program Listserv to receive announcements by email?** ☐ Yes ☐ No
Section D: What is the Status of each Rental Unit? *(Required)* *List all the units on the property (parcel). If more space is needed, complete Section D (Part 2)* *To claim this status, you are required to complete an Administrative Determination application.*	Total Number of Dwelling Units: _____ **Indicate your Property Type (CHECK ONE)** ☐ Multi-Unit (2+ units) constructed BEFORE February 1, 1995 ☐ Multi-Unit (2+ units) constructed AFTER February 1, 1995 ☐ Single-Family Home or Condominium ☐ Rooming and Board House or SRO (Single Room Occupancy) Building Rental Property *Note: Property with five or more rooms rented out individually with separate leases (each room is considered a unit)* ☐ Accessory Dwelling Unit (ADU) with a valid legal permit issued by the City of Richmond Building and Planning Department. ☐ Other: _____ <table><tr><td>**Unit Address*** *(specify unit # and street name)*</td><td>**Unit Status Code*** *See codes below*</td><td>**Date Tenancy Started*** *(mm/dd/yyyy)*</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> ***All fields are required** **Unit Status Codes** **[CR]** Currently Rented **[AFR]** Available for Rent **[SEC 8]** Governmentally Subsidized Rental Housing: Section 8 (Project-Based or Tenant-Based) **[LIHTC]** Governmentally Subsidized Rental Housing: Low-Income Housing Tax Credit **[BMR]** Owner/Developer entered into a regulatory agreement with a Governmental Agency that restricts the amount of Rent that may be charged ***[NAR]** Not Available for Rent ***[RENT FREE]** Unit is occupied by a Tenant under an agreement in which no rent or anything else given instead of rent is collected for the use and occupancy of the Rental Unit ***[OWN OCCPD]** Unit is occupied by the Owner on record **[OTHER]** Specify: _____
Declaration and Signature	**The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.** **This form has been completed and signed by (check one):** ☐ Owner on Title ☐ Property Manager/ Authorized Agent Signature: _____ Print Name: _____ Date: _____ (mm/dd/yyyy)
STAFF USE ONLY	Date Received: _____ Form Process Date: _____ Staff Initials: _____

D: What is the Status of each Rental Unit? *(Required: Refer to the table on Page 2 for clarification on Unit Status Code)*	Unit Address	Unit Status Code	Date Tenancy Started (mm/dd/yyyy)

Unit Status Codes

[**SEC 8**] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)

[**LIHTC**] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)

[**GOVT. OTH.**] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify:* _____

[**BMR**] Owner/developer entered into a regulatory agreement w/ a Governmental Agency that restricts the amount of Rent that may be charged

[**CR**] Unit is Currently Rented

[**AFR**] Unit is Available for Rent but is not rented

[**NAR**] Unit is Not Available for Rent; Will **not** be on the Rental Market at any period between July 1, 2019 - June 30, 2020

[**OWN OCCPD**] Unit is Occupied by an Owner of record

[**RENT FREE**] Unit is occupied by a Tenant under an agreement in which no rent or anything else given in lieu of rent is collected for the use and occupancy of the Rental Unit

[**OTHER**] Specify: _____

PLEASE RETURN TO:
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