



# REQUEST FOR ADMINISTRATIVE DETERMINATION THAT THE RENT ORDINANCE IS NOT APPLICABLE TO THE PROPERTY (RMC 11.100) DUE TO OWNER OCCUPANCY

## Eligibility Requirements

You must own at least a 50% interest in the property as a natural person(s) and have continuously resided on the property as your principal place of residence for at least 120 days as of the date the Request is filed.

## Application Instructions and Considerations

### **The granting of a determination of inapplicability is not automatic.**

All requests for a determination of inapplicability must be approved by the Executive Director or their designee. Determinations may be appealed to the Rent Board by completing the corresponding Appeal form, accessible at [www.richmondrent.org](http://www.richmondrent.org).

### **The determination of inapplicability is not permanent.**

Determinations of inapplicability expire when the owner who was granted the exemption no longer maintains primary residency at the property or no longer has a 50% ownership interest in the property. If the exemption is granted to you as an individual and title is later transferred into another form, such as a trust, the exemption will automatically lapse as an operation of law.

## THE REVIEW PROCESS

If your request is determined to be incomplete, you may be contacted and provided with an opportunity to submit additional supporting evidence. Otherwise, your request will be returned with an explanation of what additional information or documentation is required.

Typical reasons why requests are deemed incomplete:

- Insufficient documentation.
- **Grant deed** submitted with the application is not recorded with the Contra Costa County recorder's office or is insufficient to prove ownership.

Once the request is submitted and our investigation is complete, a staff member will determine whether to grant the request. If there are disputed facts or issues of law, or you wish to appeal the decision, you may be asked or be required to submit a Petition to Determine Exempt Status, available at

<http://www.ci.richmond.ca.us/DocumentCenter/View/47091/Landlord-Petition-to-Determine-Exempt-Status--->

### CHECKLIST

Applications will not be accepted unless accompanied by the following items:

- ✓ Completed and signed request form
- ✓ **Grant deed** and supporting documents (see reverse side of this page for a list of acceptable documents)

### QUESTIONS?

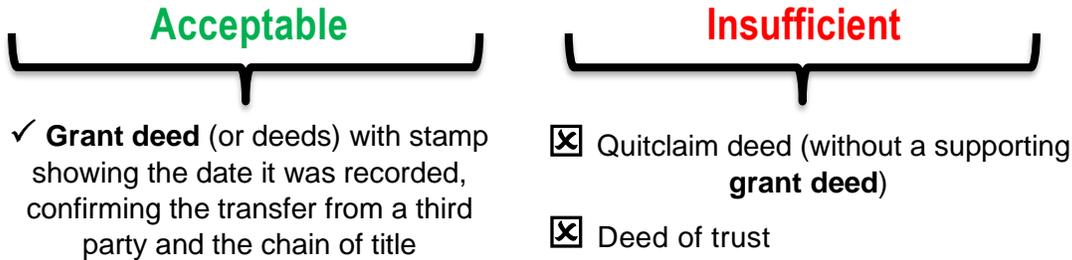


Please contact the  
Rent Program at  
**(510) 234-RENT**

## REQUIRED SUPPORTING DOCUMENTATION

### Proof of Ownership

A **grant deed** showing the applicant's ownership interest in the property must accompany the Request for Exemption. Property owners must demonstrate a minimum 50% interest as a natural person(s) as of the date the application for exemption is submitted.



#### Special instructions for properties held in a trust

If ownership is held in a trust, please submit a copy of the trust and the **grant deed** that transferred the property into the trust.

### Residency Requirement

You must provide proof that you currently live on the property as your Primary Residence and have done so for at least 120 days prior to filing the Request. Please provide as much documentation from each column as possible.

#### Utilities

Please provide the last four (4) consecutive months for each utility bill starting with the most recent bill.

- Telephone
- Gas
- Electric
- Water & trash
- Cable TV and Internet provider
- Proof of the initial utility connection (can be a letter from the utility or your first bill after moving in)

#### Banking/Financial Property or Moving

- Credit card statements (four consecutive months)
- Bank statements (four consecutive months)
- Blank personal check (voided)
- Income tax return

- Car & home insurance premiums or policies
- Homeowner's exemption
- Post Office change of address order
- Mail addressed to you at the property address
- Forwarded mail
- Moving company receipt or other proof of move-in date

#### Government Issued

- Driver's license or California ID
- Car registration
- Property tax bills
- Voter registration

#### Other

- Other documents supporting continuous residence at the property



**REQUEST FOR ADMINISTRATIVE DETERMINATION  
THAT A PROPERTY IS NOT APPLICABLE TO THE  
RENT ORDINANCE (RMC 11.100) DUE TO  
OWNER OCCUPANCY**

*THIS SECTION FOR OFFICE USE ONLY*

RC#: _____	FRCJ#: _____
Site Address: _____	Date of Mailing: _____
_____	Date of Approval/Denial: _____
Date Submitted: _____	120 Day Requirement: _____
Staff Initials: _____	

PLEASE PRINT OR TYPE

**GENERAL INFORMATION**

Property Address: \_\_\_\_\_ Richmond, CA

Zip Code: \_\_\_\_\_

**Applicant(s)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State & Zip Code

Daytime telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Residence telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Attorney or other authorized representative (optional)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State & Zip Code

Daytime telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**PROPERTY OWNERSHIP**

A copy of the recorded **grant deed** or other documents verifying ownership of at least a 50% interest in the property must be submitted with this application or it will not be accepted for filing. (See the instruction sheet for more information about acceptable deeds.)

Date of purchase: \_\_\_\_\_

Date moved onto property: \_\_\_\_\_

## VERIFICATION OF OCCUPANCY

This application **MUST** be accompanied by copies of documents that indicate you have lived on the property continuously for 120 days prior to submitting your application. When submitting monthly bills, please provide at least four consecutive months of bills starting at least 120 days prior to the date you submit your application through the most recent bill.

Please provide as much documentation from each column as possible.

### Utilities

Please provide the last four (4) consecutive months for each utility bill through the most recent bill.

- Telephone
- Gas
- Electric
- Water & trash
- Cable TV and internet provider
- Proof of the initial utility connection (can be a letter from the utility or your first bill after moving in)

### Banking/Financial

- Credit card statements
- Bank statements
- Blank personal check (voided)
- Income Tax return

### Property or Moving

- Car & home insurance premiums or policies
- Homeowner's exemption
- Post Office change of address order
- Mail addressed to you at the property address
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### Government Issued

- Driver's license or California ID
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### Other

- Other documents supporting continuous residence at the property

## OTHER RESIDENCES OR PROPERTIES YOU OWN

Do you occupy any other property for residential purposes?  Yes  No

If yes, what percentage of your time is spent at this other residence?

\_\_\_\_\_ % List the address below:

\_\_\_\_\_  
 Street City State Zip

Do you own any other residential property?  Yes  No

If yes, list the address below:

\_\_\_\_\_  
 Street City State Zip

Please explain how you use the other residences or properties you own (for example, investment, alternate residence, personal office space, etc.)

\_\_\_\_\_  
 \_\_\_\_\_

(Attach additional sheets if needed to list other properties.)



### DECLARATION

I declare that I have at least a 50% interest in the property and that I have resided there continuously as my principal place of residence since \_\_\_\_\_  
Date

I declare under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Day Month Year  
at \_\_\_\_\_, California.  
City

**All owners listed as applicants on page 1 must sign.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

### Submission Checklist

Please confirm that you have attached the following documents before submitting this application:

- ✓ **Grant deed**
- ✓ Trust documents for a property held by a trust
- ✓ Documents verifying occupancy

**Please return completed form and supporting documentation using one of the methods below:**

**MAIL:** Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804, Attn: Billing and Registration

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

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