

CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us



DISCLAIMER: The attached form is a template Landlords may use to notify Tenants of the Annual General Adjustment (AGA) rent increase as required by law. Please visit www.richmondrent.org or call (510) 234-RENT (7368) to review Landlord responsibilities and Tenant rights.

30-DAY NOTICE OF ANNUAL GENERAL ADJUSTMENT (RENT INCREASE)

Purpose: This form may be used by a Landlord to notify the Tenant of the Annual General Adjustment Rent Increase. Pursuant to RMC 11.100.060(s)(1), a proof of service shall be included with this notice and filed with the Rent Program within 10 business days after service on the Tenant.



CAUTION: Tenancies that began on or after September 1, 2020, are NOT currently eligible for any Annual General Adjustment rent increases.

Tenant's Name(s): _____

Street Address

Apt/Unit #

Richmond, CA

Zip Code

YOU ARE HEREBY NOTIFIED, effective (Month/Day/Year) _____ your

rent will increase by \$ _____ (Line 18 on reverse side) for a total of

\$ _____ (Line 16 on reverse side) per month. *Per California Civil Code Section 827(b), this date MUST be at least 30 days from the date this notice was delivered for month-to-month tenancies (an additional five (5) days must be added if the notice is mailed)*

Declaration: I certify that this property is in compliance with all provisions of the City of Richmond's Fair Rent, Just Cause Eviction, and Homeowner Protection Ordinance, including, but not limited to, payment of all applicable fees and penalties.

Landlord/Agent Signature: _____ Date: _____

Landlord/Agent Name: _____

Email: _____ Phone: _____

NOTE: APPLICATION OF THE 2021 ANNUAL GENERAL ADJUSTMENT RENT INCREASE MAY NOT TAKE EFFECT PRIOR TO SEPTEMBER 1, 2021. IF YOU HAVE ANY QUESTIONS, CALL (510) 234-RENT (7368) TO SPEAK WITH A RENT PROGRAM ANALYST.

MAXIMUM ALLOWABLE RENT CALCULATOR ON REVERSE →

MAXIMUM ALLOWABLE RENT (MAR) CALCULATOR

DISCLAIMER: This resource applies to rent-controlled units only. Information has not been verified by staff.
Questions? Please call (510) 234-RENT.

STEP 1: ENTER THE BASE RENT		
The Base Rent is the rent in effect as of July 21, 2015, or the first rent charged for Tenants that moved in after July 21, 2015.		
LINE 1	Enter the Base Rent :	
STEP 2: CALCULATE THE MAXIMUM ALLOWABLE RENT		
The Annual General Adjustment is equal to 100% of the Consumer Price Index and is adopted annually by the Rent Board. In order to be eligible to apply the Annual General Adjustment rent increase for a given year, the Tenant must have resided in the unit prior to September 1 of the prior year.		
LINE 2	If the Tenant moved into the Rental Unit prior to September 1, 2015, multiply Line 1 by 0.03 (if the Tenancy began on or after September 1, 2015, enter "0"):	
LINE 3	Add Lines 1 and 2:	
LINE 4	If the Tenant moved into the Rental Unit prior to September 1, 2016, multiply Line 3 by 0.034 (if the tenancy began on or after September 1, 2016, enter "0"):	
LINE 5	Add Lines 3 and 4:	
LINE 6	If the Tenant moved into the Rental Unit prior to September 1, 2017, multiply Line 5 by 0.036 (if the tenancy began on or after September 1, 2017, enter "0"):	
LINE 7	Add Lines 5 and 6:	
LINE 8	If the Tenant moved into the Rental Unit prior to September 1, 2018, multiply Line 7 by 0.035 (if the tenancy began on or after September 1, 2018, enter "0"):	
LINE 9	Add Lines 7 and 8:	
LINE 10	If the Tenant moved into the Rental Unit prior to September 1, 2019, multiply Line 9 by 0.029 (if the tenant began on or after September 1, 2019, enter "0"):	
LINE 11	Add Lines 9 and 10:	
LINE 12	If the Tenant moved into the Rental Unit prior to September 1, 2020, multiply Line 11 by 0.016 (if the tenancy began on or after September 1, 2020, enter "0"):	
LINE 13	Add lines 11 and 12: <i>This number represents the Maximum Allowable Rent</i>	
STEP 3: DETERMINE THE RENT INCREASE AMOUNT		
Whether or not a Landlord chooses to apply the Annual General Adjustment rent increase in a given year does NOT change the Maximum Allowable Rent. Landlords may recover deferred Annual General Adjustment rent increases at a later date in accordance with Rent Board Regulation 602.		
LINE 14	Enter the Tenant's current monthly rent:	
LINE 15	Enter the new rent to be charged: NOT TO EXCEED LINE 13	
STEP 4 ON NEXT PAGE- CHECK FOR COMPLIANCE WITH BANKING REGULATION 602		

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STEP 4: CHECK FOR COMPLIANCE WITH BANKING REGULATION 602		
In general, Landlords may decide how much of a rent increase they wish to impose at any one time (so long as the resulting rent level does not exceed the Maximum Allowable Rent); however, the percentage rent increase cannot exceed the current year's Annual General Adjustment rent increase plus up to five percent (5%) of any deferred rent increases.		
LINE 16	Enter the new rent to be charged: (copy the number entered in Line 15)	
LINE 17	Enter the Tenant's current monthly rent: (copy the number entered in Line 14)	
LINE 18	Subtract Line 17 from Line 16 (Line 16 - Line 17):	
LINE 19	Divide Line 18 by Line 17 (Line 18 ÷ Line 17):	
LINE 20	Multiply Line 19 by 100: <i>This number represents the percent by which rent will be increased.</i>	
THE NUMBER IN LINE 20 CANNOT EXCEED 6.6 IN ACCORDANCE WITH RENT BOARD REGULATION 602.		

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PROOF OF SERVICE

I am a resident of _____ County. I am and was, at the time of service, over eighteen (18) years of age. On _____ (DATE), at _____ (TIME), I served one copy of the attached documents:

(identify documents being served)

BY: (Check appropriate box)

PERSONAL SERVICE: Delivering the documents in person to the following individual(s): [PRINT NAME OF EACH PARTY SERVED]

MAIL: Placing the documents, enclosed in a sealed envelope with first-class postage fully paid, into a US Postal Service Mailbox, addressed as follows: [PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY]

Declaration: I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct.

Signature: _____ Date: _____

Name: _____
First M.I. Last

Address: _____

E-mail: _____ Phone: _____