

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 20, 2022

Final Decision Date Deadline: April 20, 2022

STATEMENT OF THE ISSUE: Statement of the Issue: At the November 17, 2021 Regular Meeting of the Richmond Rent Board, the Board adopted Regulation 425, titled, "Waiver of Delinquent Residential Housing Fee Assessment. As required by Regulation 425, the Executive Director of his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord's reason for requesting the waiver and their payment history. Attached to this recommendation, for the month of March 2022, are the compiled late fee waiver requests and associated documentation.

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 checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement | <input 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: APPROVE late fee waiver(s) for March 2022 pursuant for Regulation 425 - Rent Program (Nicolas Traylor/510-620-6564).

AGENDA ITEM NO:

F-5.

This page intentionally left blank



To: Members of the Richmond Rent Board
 From: Nicolas Traylor, Executive Director
 Re: Late Fee Waiver Recommendation
 Date: April 20, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director of his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord’s reason for requesting the waiver and their payment history. Attached to this recommendation are the compiled late fee waiver requests and associated documentation including the table below with details on each month’s request.

Summary of Late Fee Waiver Requests and Recommendation for March 2022:

Property Owner	Date of Request	Reason for Request	Recommendation to Approve or Deny	Late Fee Amount	Total Late Fees Waived if Approved	Recommended Late Fee Amount (if any)
Netra Dhakal & Naina Bhandari Dhakal	3-30-2022	New Owner did not receive invoice.	Waive all late fees	\$559	\$559	None

Good Cause and Late Payment History

Regulation 425 requires a showing of Good Cause prior to waiving any late fee assessment. Good Cause is defined as the taking of reasonable efforts, while acting with due diligence to remit timely payment of the Residential Rental Housing Fee. In other words, it is an evaluation of whether the Landlord took reasonable efforts and acted with due diligence in their attempt to pay the Residential Rental Housing Fee. Regulation 425 guides this inquiry by requiring the Executive Director evaluate applicable enumerated factors (Attachment 1) prior to making a determination of whether there exist Good Cause to grant the request. Finally, Regulation 425 establishes that a Rent Program billing error would always constitute Good Cause to waive the late fee assessment.

Claim of “Good Cause”

In their request, dated March 30, 2022, (Attachment 2) property owner of 870 S. 45th St., Netra Dhakal and Naina Bhandari Dhakal indicated that the reason for paying late was that they were new owners and did not receive an invoice due to mailing issues. Upon investigating this claim, staff found the following (Attachment 3- Email from Ramona Howell, Rent Program Administrative Aide):

- 1) Mr. and Mrs. Dhakal took ownership of this property in April 2021 (Attachment 4- Parcel Quest Report) and were unaware of the Rent Program Requirements. The Rent Program discovered the ownership change in June 2021 but did not have an updated mailing address on file for Mr. and Mrs. Dhakal, until December 2021. Mr. Dhakal contacted our office in December by phone inquiring about the invoice. Rent Program staff sent him a copy of the invoice through the mail at that time. Mr. Dhakal contacted our office again in March of 2022 inquiring about the invoice he said he did not receive through the mail yet, and he has been having issues receiving his mail and asked for me to email him a copy.
- 2) After Mr. Dhakal received the copy of the invoice, he requested an application to waive the late fees. Mr. Dhakal paid the Rental Housing fees (Attachment 5-of invoice and receipt of payment), minus late fees, online during an appointment with staff. Mr. and Mrs. Dhakal have shown good faith by contacting the Rent Program after not receiving an invoice, enrolling the property (Attachment 6) and paying all Rental Housing fees due (minus late fees). (Attachment 7)

Payment History

Where a requestor has made timely payments in the prior two (2) fiscal years, their request shall be ministerially granted. Such requests do not require a showing of Good Cause and are not subject to the provisions of Regulation 425 (D) and Regulation 425 (E). Regulation 435 (D) and (E), provide the factors required when making a determining of good cause.

In this case, Mr. and Mrs. Dhakal could not have made timely payments in the prior two fiscal years, since they were not the owners of record. This is the first time that Mr. Dhakal has requested a late fee waiver.

Evaluation of Owner's Claim of Good Cause

No Late Fee waiver request shall be granted unless there is a sufficient demonstration of Good Cause. In their consideration, the Executive Director must evaluate the following factors, whenever present, when making a determination of Good Cause:

1. *Whether the failure to remit timely payment was due to a Rent Program billing error, such as an incorrect address, an incomplete invoice, or an invoice sent to the wrong owner;*
2. *Whether the requestor is a successor in interest who has not received an invoice.*
3. *Whether the requestor is experiencing a financial hardship that is caused by circumstances beyond the Landlord's control;*
4. *Whether the requestor experienced a medical emergency, medical treatment, hospitalization, or death in the family within the billing period;*
5. *Whether the requestor had submitted a request for an Administrative Determination of Exempt/Applicability Status within the billing period;*
6. *Whether the requestor's Tenant(s) have experienced a COVID-19 related financial hardship that has impacted the Tenant's ability to pay Rent;*
7. *Late payment History.*
8. *Any other circumstances relevant to the inquiry of Good Cause.*

Mr. and Mrs. Dhakal's claim of Good Cause that he was a new owner and therefore did not receive an invoice has been sufficiently demonstrated. Mr. and Mrs. Dhakal have only owned 870 S. 45th St. since April of 2021 and is the successor in interest who did not receive an invoice.

Staff Recommendation

Based on research conducted by Rent Program staff, Mr. and Mrs. Dhakal are successors in interest who had not received an invoice. Therefore, staff recommend waiving all \$559 in late fees that had accrued prior to Mr. and Mrs. Dhakal becoming the owners. Furthermore, Mr. and Mrs. Dhakal demonstrated good faith by enrolling the property on December 08, 2021 and paying all Rental Housing Fees on March 30, 2022, that had accrued, totaling \$1,118.00 minus the late fees.

This page intentionally left blank



Request to Remove Late Fees

Property Owner Name: _____

FRJC #: _____

Property Owner Phone Number or Email: _____

The Property Owner has requested the removal of late fees on their account totaling \$ _____ for the following reason:

- New Owner, did not receive invoice
- Wrong Mailing Address
- Owner believed property was exempt from the Rent Ordinance
- Financial hardship, caused by circumstances beyond the Landlord's control, such as natural disaster, destruction or major damage to the Rental Property not due to the Landlords actions, bankruptcies and disputes over ownership of the property.
- Hospitalizations or medical treatments of the Landlord or Landlord's family during the fee billing period, or a death in the family within the fee billing period
- The landlord was billed for a fewer number of units because of errors in property records maintained by the Rent Program where the error was not attributable to information supplied by the Landlord. The penalties are waived only for unbilled units; the billed units should be paid on time.
- A previously enrolled property was not billed as a result of staff error.
- An invalid or erroneous account number was assigned, which resulted in billing errors or improper crediting of payments by the landlord.
- The determination of whether or not the property was subject to the Ordinance required an analysis through the existing Administrative Determination of Exempt Status process. Penalties will be waived only while the determinations pending. If the Landlord raised the issue requiring administrative determination, penalties will be waived only from the date of the first written contact with the Board in which the issue was raised. Waiver of penalties will not be granted if the staff determines that the issue raised is already settled and/or has no substantial merit. If the issue was raised by Rent Board staff, the waiver period commences on the date on which the administrative determination was requested by the staff. In all situations in which a determination was requested, the waiver period terminates when the Landlord is notified of the determination regarding the status of his/her property.
- The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic and the resulting hardship led to non-payment of the Rental Housing Fee. In this case, the property owner must declare under penalty of perjury, in detail, how COVID-19 has impacted their business (i.e. how many month's tenants didn't pay rent, illness in the family or self, etc.)
- Other: _____

Declaration & Signature:

I declare under penalty of perjury under the laws of the State of California that every statement in this Late Fee Waiver Request is true and correct to the best of my knowledge and belief.

Signature of Landlord/Property Manager: _____ Date: ____/____/____

Printed Name: _____

Rent Program Staff Use Only:

This request has been conditionally granted by the Rent Board, provided the owner pays the Rental Housing Fee before _____.

Executive Director Signature: _____ Staff Initials: _____

Date: ____/____/____

This page intentionally left blank



Request to Remove Late Fees

Property Owner Name: Netra Dhakal, Naina Bhandari Dhakal

FRJC #: RC21-509340016

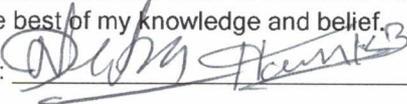
Property Owner Phone Number or Email: realtornetra@yahoo.com

The Property Owner has requested the removal of late fees on their account totaling \$559.00
for the following reason:

- New Owner, did not receive invoice
- Wrong Mailing Address
- Owner believed property was exempt from the Rent Ordinance
- Financial hardship, caused by circumstances beyond the Landlord's control, such as natural disaster, destruction or major damage to the Rental Property not due to the Landlords actions, bankruptcies and disputes over ownership of the property.
- Hospitalizations or medical treatments of the Landlord or Landlord's family during the fee billing period, or a death in the family within the fee billing period
- The landlord was billed for a fewer number of units because of errors in property records maintained by the Rent Program where the error was not attributable to information supplied by the Landlord. The penalties are waived only for unbilled units; the billed units should be paid on time.
- A previously enrolled property was not billed as a result of staff error.
- An invalid or erroneous account number was assigned, which resulted in billing errors or improper crediting of payments by the landlord.
- The determination of whether or not the property was subject to the Ordinance required an analysis through the existing Administrative Determination of Exempt Status process. Penalties will be waived only while the determinations pending. If the Landlord raised the issue requiring administrative determination, penalties will be waived only from the date of the first written contact with the Board in which the issue was raised. Waiver of penalties will not be granted if the staff determines that the issue raised is already settled and/or has no substantial merit. If the issue was raised by Rent Board staff, the waiver period commences on the date on which the administrative determination was requested by the staff. In all situations in which a determination was requested, the waiver period terminates when the Landlord is notified of the determination regarding the status of his/her property.
- The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic and the resulting hardship led to non-payment of the Rental Housing Fee. In this case, the property owner must declare under penalty of perjury, in detail, how COVID-19 has impacted their business (i.e. how many month's tenants didn't pay rent, illness in the family or self, etc.)
- Other: _____

Declaration & Signature:

I declare under penalty of perjury under the laws of the State of California that every statement in this Late Fee Waiver Request is true and correct to the best of my knowledge and belief.

Signature of Landlord/Property Manager:  Date: 03 / 30 / 2022

Printed Name: Netra Dhakal, Naina Bhandari Dhakal

Rent Program Staff Use Only:

This request has been conditionally granted by the Rent Board, provided the owner pays the Rental Housing Fee before 04/01/2022.

Executive Director Signature: _____ Staff Initials: RH

Date: 03 / 30 / 2022

This page intentionally left blank

Cynthia Shaw

From: Ramona Howell
Sent: Wednesday, April 13, 2022 11:29 AM
To: Nicolas Traylor
Subject: Payment History of 870 S. 45th St. Waiver Request Approval.
Attachments: FY21-22 INVOICE - 870 S. 45TH -RC21-509340016-Dhakai.pdf; eTRAKiT RCPT OF PYMNT - N DHAKAL-870 S. 45TH.pdf; Late fee waiver 870 S 45th st-RC21-509340016.pdf; parcel quest - new owner 870 S 45th St.- N. Dhakai.pdf

Hi Nicolas,

In this email I have attached the Parcel Quest report, FY21-22 invoice, and receipt of payment for 870 S. 45th St. The new owner Mr. Dhakal took ownership of this property in April 2021 and was unaware of the Rent Program Requirements. We discovered the ownership change in June 2021 but did not have an updated mailing address on file for Mr. Dhakal, until December 2021. Mr. Dhakal contacted our office in December by phone inquiring about the invoice. We sent him a copy of the invoice through the mail at that time. Mr. Dhakal contacted our office again in March inquiring about the invoice he said he did not receive through the mail yet, and he has been having issues receiving his mail and asked for me to email him a copy. After Mr. Dhakal received the copy of the invoice, he requested an application to waive the late fees. Mr. Dhakal paid the fees immediately online during our appointment. Mr. Dhakal has shown good faith by completing the requirements requested of him on-time and has not previously had any negative payment history. My recommendation is to have the late fee waiver approved and all late fees removed. Please do not hesitate to reach out to me should you have any questions.

Stay well,

Ramona Howell

Administrative Aide

Billing & Registration Unit / Richmond Rent Program

440 Civic Center Plaza, Suite 200 | Richmond, CA 94804

(510) 234-RENT (7368) (main) | (510) 620-6514 (direct)

<https://etrakit.ci.richmond.ca.us>

www.richmondrent.org | **Subscribe to the Rent Program Listserv**

*The Rent Program is now on **Facebook** and **Instagram** - follow us to stay in touch!*

This page intentionally left blank



LIST 1
DETAIL

1 Property Address: 870 S 45TH ST 872 RICHMOND CA 94804-4454

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **509-340-016-5**
 Parcel Status:
 Owner Name: **DHAKAL NETRA P & NAINA K B**
 Mailing Address: **449 31ST ST RICHMOND CA 94804-1763**
 Legal Description: **TOWN OF STEGE SW 1/2 LOT 6 BLK 5**

Assessment

Total Value: \$888,254	Use Code: 25	Use Type: RESID. APARTMENTS
Land Value: \$333,095	Tax Rate Area: 008-001	County Zoning:
Impr Value: \$555,159	Year Assd: 2021	Census Tract: 3820.00/2
Other Value:	Property Tax:	Price/SqFt: \$338.92
% Improved: 62%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	04/26/2021	02/12/2015		04/26/2021
Document Number:	125006	23875		125006
Document Type:				
Transfer Amount:	\$1,475,000	\$800,000		
Seller (Grantor):				

Property Characteristics

Bedrooms:	Fireplace:	Units: 6
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area: 4,352	Park Type:	Condition:
Lot Acres: 0.206	Spaces:	Site Influence:
Lot SqFt: 9,000	Garage SqFt:	Timber Preserve:
Year Built: 1962		Ag Preserve:
Effective Year: 1962		

This page intentionally left blank

My Dashboard

- Permit Application
 - Apply for New Application
 - Search for Permit
 - Pay Fees
 - Fees Estimator
 - Issued Permits Report

- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees

- Contractor
 - Search Contractors
 - Pay Fees

- Properties
 - Search Property

- Inspections
 - Schedule
 - Cancel
 - Scheduled

- Business License
 - Tax
 - Apply for New License
 - Search License
 - Pay Fees

- Violations
 - Search
 - Pay Fees

- Issues/Concerns
 - Report Issue/Concern
 - Search Issue/Concerns

- Shopping Cart
 - Pay All Fees
 - Paid Items

- Contact
 - Contact us

Payment Summary

The Transaction is Approved

Receipt No: WEB36460
Paymethod:CREDIT

Paid Date: 3/30/2022

PERMIT	RC17-22251	870 S 45TH ST 1 RICHMOND, CA 94804-4458	
		2% CREDIT CARD PROCESSING FEE	\$4.36
		RENT PROGRAM FEE FULLY COVERED PER UNIT FY2021-22	\$218.00
		SUB TOTAL:	\$222.36
PERMIT	RC17-35206	870 S 45TH ST 2 RICHMOND, CA 94804-4458	
		RENT PROG PARTIALLY COVERED & GOVT. SUB. UNITS FY2021-22	\$123.00
		2% CREDIT CARD PROCESSING FEE	\$2.46
		SUB TOTAL:	\$125.46
PERMIT	RC17-35207	870 S 45TH ST 3 RICHMOND, CA 94804	
		RENT PROGRAM FEE FULLY COVERED PER UNIT FY2021-22	\$218.00
		2% CREDIT CARD PROCESSING FEE	\$4.36
		SUB TOTAL:	\$222.36
PERMIT	RC17-35208	870 S 45TH ST 4 RICHMOND, CA 94804-4458	
		2% CREDIT CARD PROCESSING FEE	\$4.36
		RENT PROGRAM FEE FULLY COVERED PER UNIT FY2021-22	\$218.00
		SUB TOTAL:	\$222.36
PERMIT	RC17-35209	870 S 45TH ST 5 RICHMOND, CA 94804-4458	
		2% CREDIT CARD PROCESSING FEE	\$4.36
		RENT PROGRAM FEE FULLY COVERED PER UNIT FY2021-22	\$218.00
		SUB TOTAL:	\$222.36
PERMIT	RC17-35210	870 S 45TH ST 6 RICHMOND, CA 94804-4458	
		2% CREDIT CARD PROCESSING FEE	\$2.46
		RENT PROG PARTIALLY COVERED & GOVT. SUB. UNITS FY2021-22	\$123.00
		SUB TOTAL:	\$125.46
TOTAL AMOUNT PAID:			\$1,140.36

[PRINT SUMMARY](#)

DHAKAL NETRA & NAINA
Address: 1925 WEBSTER STREET
City, State, Zip: ALAMEDA, CA 94501

Email: realtornetra@yahoo.com

ITEM F-5 ATTACHMENT 5

The City of Richmond, CA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement. Under penalty of perjury under the laws of the State of California that all submissions are true and correct, and that any and all copy of documents submitted is true and correct copies of the original documents, and that any and all documents submitted have not been altered except for the crossing out of dollar amounts and account numbers which is permitted. (California Penal Code Sections 118-131)

City of Richmond ~ 450 Civic Center Plaza ~ Richmond, CA ~ 94804

[HOME](#) | [DASHBOARD](#) | [CONTACT](#)



City of Richmond Rent Program
AMENDED PROPERTY ENROLLMENT FORM
 This form may be completed online at richmondrent.org/enroll

Complete this form for any changes in status of a previously enrolled unit on the property, or for any change in ownership, management, or mailing address for this property.

Rental Property Address	Rental Property Street Address: <u>870 S 45th Street</u>
	City: <u>Richmond</u> State: <u>CA</u> ZIP: <u>94804</u>
	Parcel Number: <u>5 0 9 - 3 4 0 - 0 1 6</u>

A: Change in Ownership <i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners</i> <i>*Bus. = Business</i>	Owner 1 Information (Individual, Trust, LLC, etc.) Name (first, last): <u>Netra Dhakal/Naina Bhandari Dhakal(husband and wife)</u> Ownership % : <u>10,000.00%</u> Bus. Mailing Address: <u>1925 Webster Street</u> City: <u>Alameda</u> State: <u>CA</u> ZIP: <u>94501</u> Bus. Phone Number: <u>(703) 795-2414</u> Bus. Email Address: <u>realtornetra@yahoo.com</u> Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: <u>NA</u> Title: _____
	Owner 2 Information (Individual, Trust, LLC, etc.) Name (first, last): _____ Ownership % (if any): <u>0.00%</u> Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: _____ Title: _____

B: Authorize an Agent or Property Manager	Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent 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): <u>NA</u> Agent Name: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____
	Owner Signature (Required): <u><i>Netra Dhakal</i></u>

C: Change in Mailing Address	Complete this section if you wish to change the address to which bills and other correspondence are sent. If there are multiple owners or a property manager, YOU MUST CHOOSE ONLY ONE name and address to receive all correspondence from the Rent Program.
	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Property Manager / Authorized Agent
	Name (first, last): <u>Netra Dhakal</u> Mailing Address: <u>1925 Webster Street</u> City: <u>Alameda</u> State: <u>CA</u> ZIP: <u>94501</u> Phone Number: <u>(703) 795-2414</u> Email Address: <u>realtornetra@yahoo.com</u>

TURN TO PAGE 2 ↓

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: _____



RENTAL HOUSING FEE INVOICE

INVOICE DATE: December 13, 2021

Property Owner/Landlord Mailing Address

DHAKAL NETRA & NAINA
 1925 WEBSTER STREET
 ALAMEDA, CA 94501

Pay today ONLINE!
 Visit etrakit.ci.richmond.ca.us
 Login using the *Contractor/Landlord*
 dropdown menu and finding the owner
 name printed above. Your password is
 set to 509340016.

FRJC Registration#: RC21-509340016

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-22251 / 509-340-016-5 / 870 S 45TH ST 1	FY 2021-2022	218.00
RC17-35206 / 509-340-016-5 / 870 S 45TH ST 2	FY 2021-2022	123.00
RC17-35207 / 509-340-016-5 / 870 S 45TH ST 3	FY 2021-2022	218.00
RC17-35208 / 509-340-016-5 / 870 S 45TH ST 4	FY 2021-2022	218.00
RC17-35209 / 509-340-016-5 / 870 S 45TH ST 5	FY 2021-2022	218.00
RC17-35210 / 509-340-016-5 / 870 S 45TH ST 6	FY 2021-2022	123.00

AMOUNT DUE if paid by: January 17, 2022 **1,118.00**

AMOUNT DUE if paid after: January 17, 2022 : 1,118.00 + 111.80 10% Late Fee FY 21-22 FEES **1,229.80**

AMOUNT DUE if paid after: February 16, 2022 : 1,118.00 + 279.50 25% Late Fee FY 21-22 FEES **1,397.50**

AMOUNT DUE if paid after: March 18, 2022 : **1,118.00 + 559.00 50% Late Fee FY 21-22 FEES** **1,677.00**

PAYMENT must be made within 35 days of the date of this invoice. Failure to pay may incur late fees and penalties. (see [Fee Summary form for late fee schedule](#)). If you have any questions or concerns about this invoice, please contact our office. **IF PAYING BY CREDIT OR DEBIT CARD A 2% PROCESSING FEE WILL BE ADDED**

Pay Online	Pay By Check
<p>(1) Visit https://etrakitti.richmond.ca.us</p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to 509340016</p> <p>Amount Due: \$1,118.00</p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC # RC21-509340016</p> <p>(3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804</p>

In accordance with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, Section 11.100.060(l)(1), all Landlords shall pay a business license tax if required by the Richmond Municipal Code plus a Residential Rental Housing Fee. Landlords must also maintain compliance with Fire Prevention Services and the Rental Inspection Program.

This page intentionally left blank