

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 18, 2022

Final Decision Date Deadline: May 18, 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 April 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 April 2022 pursuant for Regulation 425 - Rent Program (Nicolas Traylor/510-620-6564).

AGENDA ITEM NO:

F-4.

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To: Members of the Richmond Rent Board
 From: Nicolas Traylor, Executive Director
 Re: Late Fee Waiver Recommendation
 Date: May 18, 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 wavier, 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 April 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)
1701 San Joaquin LLC (Yazheng Song)	4-26-2022	Wrong Mailing Address	Partial Waiver to the 10% penalty level	\$876	\$700.80	\$175.20 (10%)

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 April 26, 2022, (Attachment 2) property manager of 1701 San Joaquin St., Andrew Hibbert, indicated that the reason for paying late was that the invoice was sent to the wrong mailing address. Upon investigating this claim, staff found the following (Attachment 3 - Email from Moises Serano, Rent Program Administrative Aide):

- 1) When Andrew Hibbert (Property Manager for 1701 San Joaquin LLC) enrolled 1701 San Joaquin St. in January of 2019 he indicated on the Property Enrollment Form (Attachment 4) that they wanted their Rent Program correspondence to go to the Property Manager's office at 99 Marinero Circle, Tiburon, CA 94920. According to Ms. Song, at some point over the last two years, they decided to change the mailing address from the property management company to Ms. Song's mailing address. Ms. Song and Mr. Hibbert claim that they did not know that they needed to submit an Amended Property Enrollment form to update the mailing address. As a result, the invoices for fiscal year 2020-2021 and 2021-22 were still being sent to the property manager's address, because the ownership did not inform the Rent Program of the mailing address change. Since those two fiscal years were not paid, late fees began accumulating for each Rental Unit.
- 2) On April 21, 2022, Rent Program staff sent an email to Ms. Song containing a copy of the Residential Rental Housing Fee Invoice mailed out in July 2021. Rent Program staff also explained to Ms. Song, that in order to update the property's mailing address the Rent Program requires the submission of the Amended Property Enrollment Form. Rent Program staff informed Ms. Song that two Fiscal Year Fees (2020-2021 & 2021-2022) were still due along with \$876 in late fees (Attachment 5-Invoice with Late Fees).
- 3) Property manager, Andrew Hibbert has since submitted an Amended Property Enrollment Form (Attachment 6) with the updated mailing address. Ms. Song paid the base fees due for Fiscal Year 2020-2021 & 2021-2022 (Attachment 7 & 8 - Invoice and Receipt of Payment).

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, timely payments were not made on behalf of 1701 San Joaquin LLC during the last two fiscal years, foreclosing the possibility of a ministerial 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.*

Owners of rental property in Richmond are required to update their mailing address when it changes, by submitting an Amended Property Enrollment form. Therefore, the failure to remit timely payment was not due to a Rent Program billing error, such as an incorrect address, an incomplete invoice, or an invoice sent to the wrong owner. Since the billing issue was not the result of Rent Program error, but rather the result of the owners not updating their address with the Rent Program, their claim of having Good Cause is weak.

Staff Recommendation

Mrs. Song did show good faith in her efforts to come into compliance, by contacting the Rent Program to inquire about their invoice, updating their mailing address with the Rent Program and paying all past fees due (minus late fees). Staff recommend a partial waiver of the late fees pursuant to Rent Board Regulation 425 G(3). Regulation 425 G(3) requires that if there was one late fee waiver request granted in the prior three fiscal years, the late fee assessment shall be reduced to at least a 10% percent assessment. Since a late fee waiver was previously granted for 1701 San Joaquin LLC in fiscal year 2018-19 (Attachment 9 - 2018-19 Late Fee Waiver Request), a 10% late fee penalty of \$175.20, should be assessed.

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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: ____/____/____

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Request to Remove Late Fees

Property Owner Name: 1701 SAN JOAQUIN LLC
FRJC #: RC54412001
Property Owner Phone Number or Email: _____

The Property Owner has requested the removal of late fees on their account totaling \$ 872-
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: [Signature] Date: 04 / 26 / 2022
Printed Name: ANDREW HIBBERT

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: ____/____/____

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Cynthia Shaw

From: Moises Serano
Sent: Wednesday, May 11, 2022 3:58 PM
To: Nicolas Traylor
Cc: Cynthia Shaw
Subject: RE: Richmond Rent Program - 1701 San Joaquin St.
Attachments: 1701 SAN JOAQUIN ENROLLMENT.pdf; 1701 SAN JOAQUIN ST - AMENDED ENROLLMENT_20220426.pdf; RC544120001 - LATE FEE WAIVER REQUEST.pdf

Good Afternoon Nicolas,

This is my follow-up email regarding the Late Fee Waiver Request submitted for the units at 1701 San Joaquin St. This is what I was able to find in my research of why the owners were assessed late fees:

- When the Owners enrolled the property in January 2019 (enrollment form attached), they checked off that they wanted their Rent Program correspondence to go to their Property Manager's office at 99 Marinero Circle, Tiburon, CA 94920.
- It appears that there was a change in mailing address some time back and the Owners were not aware that they needed to submit an Amended Property Enrollment Form to request a change in mailing address.
- The invoices for FY 2020-2021 & 2021-2022 were still being sent to the Property Manager's address because we did not have any correspondence from the Owners stating that there was a change in mailing address.
- Since those two Fiscal Year Invoices were not paid, late fees began accumulating for the units.
- The Owners recently contacted our office regarding their fees and we explained to them that our system did not have the updated mailing address because no correspondence was received by them indicating that there was a change in mailing address and that two Fiscal Year Fees (2020-2021 & 2021-2022) were still due along with late fees.
- The Owners have since submitted an Amended Property Enrollment Form (attached to this email) with the updated mailing address and have paid the base fees due for Fiscal Year 2020-2021 & 2021-2022.

Recommendations: for this Late Fee Waiver Request I do not have a set recommendation so I will provide two options with reasons below each one and leave it up to you and the Rent Board to decide which option seems best.

Option 1 – Fully Approve Late Fee Waiver

The Owners didn't appear to have known that they needed to submit an Amended Property Enrollment Form to update their mailing address with us. They have since submitted the Amended Property Enrollment form with the updated mailing address and have paid the outstanding Residential Rental Housing Fees due. This can be seen as the Owners showing good faith in getting their units into compliance and may warrant a full approval of their Late Fee Waiver Request.

Option 2 - Partially Approve Late Fee Waiver

Our system reflected what the Owners enrolled back in January 2019. If there was a change in mailing address the Owners could have contacted our office to notify us of this change. Our records also indicate that the Owners have requested a Late Fee Waiver (attached to this email) in the past for the FY 2018-2019 late fees stating that they never received an invoice from our office. Because of this, their Late Fee Waiver could be partially approved and they would have to pay a tier of late fees. Perhaps the first 10% tier.

Please do not hesitate to reach out to me should you have any questions or concerns with any of this information. Thank you!

Best,

Moises Serano

Administrative Aide

Billing & Registration Unit

City of Richmond Rent Program

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

(510) 234-RENT (7368) (main) | (510) 621-1359 (direct) | (510) 307-8149 (fax)

www.richmondrent.org

From: Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us>

Sent: Wednesday, May 11, 2022 11:27 AM

To: Moises Serano <Moises_Serano@ci.richmond.ca.us>

Cc: Cynthia Shaw <cynthia_shaw@ci.richmond.ca.us>

Subject: RE: Richmond Rent Program - 1701 San Joaquin St.

Sounds good, thank you. I'll need to research done by tomorrow at the latest, since the Board packet is due Friday.
Thanks,

Respectfully,

Nicolas Traylor- Executive Director

Richmond Rent Program

510-620-6564

From: Moises Serano <Moises_Serano@ci.richmond.ca.us>

Sent: Monday, May 9, 2022 4:36 PM

To: Nicolas Traylor <nicolas_traylor@ci.richmond.ca.us>

Cc: Cynthia Shaw <cynthia_shaw@ci.richmond.ca.us>

Subject: FW: Richmond Rent Program - 1701 San Joaquin St.

Good Afternoon Nicolas,

I want to forward you this Late Fee Waiver Request that we received for the units at 1701 San Joaquin St. I need to do additional research regarding this property so I will send you a follow-up email later on this week with my recommendations for this waiver. Thank you!

Best,

Moises Serano

Administrative Aide

Billing & Registration Unit

City of Richmond Rent Program

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

(510) 234-RENT (7368) (main) | (510) 621-1359 (direct) | (510) 307-8149 (fax)

www.richmondrent.org

From: Canyon Lake Properties <humboldtgarden@gmail.com>

Sent: Tuesday, April 26, 2022 12:48 PM

To: Moises Serano <Moises_Serano@ci.richmond.ca.us>
Cc: Rent Control <rent@ci.richmond.ca.us>
Subject: Re: Richmond Rent Program - 1701 San Joaquin St.

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hello Moises,

I have completed the amended enrollment & request to remove late fees forms and sent them to rent@ci.richmond.ca.us.

Also, find attached to this email.

The fees will be paid in person at your office.

Thank you for your help.

Andrew Hibbert
Property Manager
Canyon Lake Properties
Humboldt Properties
415-272-4912

On Fri, Apr 22, 2022 at 6:08 PM Moises Serano <Moises_Serano@ci.richmond.ca.us> wrote:

Good Afternoon Yazheng,

In this email you will find a revised invoice with the late fees temporarily removed. Please note that once the base fees are paid, you must complete and submit the attached Late Fee Waiver Request Form for the Richmond Rent Board to review your request to have the late fees officially removed.

Payment may be remitted through the following ways:

1. Online via E-Trakit: this option is only available for payments of less than \$10,000.00. (Instructions are located on the bottom of the attached invoice)
2. By Mail: Mail to the City of Richmond Rent Program located at 440 Civic Center Plaza, Suite 200, Richmond, CA 94804. ATTN: Registration and Billing Unit

Regarding your questions, the Residential Rental Housing Fee for the Richmond Rent Program runs on a Fiscal Year basis (starting July 1st of the current year and ending June 30th of the following year). We usually send out our invoices every June-July of each year. We are currently on our fifth Fiscal Year (2021-2022) and the last payment that we received from you was in September 2019 for Fiscal Year fees 2018-2019 & 2019-2020.

As far as the change in mailing address goes, if your mailing address has changed from what was submitted in the original Property Enrollment form then you must complete the Amended Property Enrollment form.

I hope this email helped clarify things. Please do not hesitate to reach back out to us should you have any questions or concerns. We hope you have a good weekend!

Best,

Moises Serano

Administrative Aide

Billing & Registration Unit

City of Richmond Rent Program

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

(510) 234-RENT (7368) (main) | (510) 621-1359 (direct) | (510) 307-8149 (fax)

www.richmondrent.org

From: Canyon Lake Properties <humboldtgarden@gmail.com>

Sent: Thursday, April 21, 2022 5:13 PM

To: Moises Serano <Moises_Serano@ci.richmond.ca.us>

Cc: Rent Control <rent@ci.richmond.ca.us>

Subject: Re: Richmond Rent Program - 1701 San Joaquin St.

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hi Moises,

Thank you for reaching out. I didn't receive the invoice until today. I was not aware that amendment form was needed for changing the mailing address. We pay the Richmond City business tax and rental properties fees. Is that separate from the rent program fees? Is this the first time the rent program charges fees for rental units? Is it possible for you to waive the late fee? I appreciate your help very much.

Yazheng Song

On Thu, Apr 21, 2022 at 1:24 PM Moises Serano <Moises_Serano@ci.richmond.ca.us> wrote:

Good Afternoon,

I was recently forwarded your contact information by one of my colleagues, Monica Bejarano, who mentioned to me that you would like to request a copy of the Residential Rental Housing Fee Invoice for Fiscal Year 2021-2022. In this email you will find a copy of the Residential Rental Housing Fee Invoice that was mailed out in July of 2021.

She also mentioned to me that you had updated your mailing address and would also like to update it with our office. Currently we have the mailing address that your Property Manager listed as the preferred mailing address in the originally submitted Enrollment form in January 2019. To update your mailing address with the Rent Program, please complete the attached Amended Property Enrollment form with the requested mailing address change. Once submitted, we will go ahead and make the requested changes in our system.

Please do not hesitate to reach back out to us should you have any questions or concerns. We hope you have a good rest of your day!

Best,

Moises Serano

Administrative Aide

Billing & Registration Unit

City of Richmond Rent Program

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

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www.richmondrent.org

City of Richmond Rent Program

2018 INITIAL PROPERTY ENROLLMENT FORM



This form may be completed online at www.richmondrent.org/enroll

A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)
 IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)

Property Ownership Status (Required)

Rental Property Street Address: 1701 San Joaquin St

City: Richmond State: CA ZIP: 94804

Parcel Number: 5 0 7 - 2 6 1 - 0 0 7

Does the person or entity to whom this mailing was addressed hold title to the property above?
 YES → please complete Steps A-D
 NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (*address located on the bottom left of this page*)

New Property Owner's Information

Name (first, last): _____ Phone Number: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

A: Who holds 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

Name (first, last): 1701 San Joaquin LLC Ownership % : 100

Bus. Mailing Address: 506 Commodore Dr

City: Richmond State: CA ZIP: 94804

Bus. Phone Number: (415) 419-6000 Bus. Email Address: baoskie@gmail.com

If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.

Name: Yazheng Song Title: Managing Member

Owner 2 Information

Name (first, last): _____ Ownership % (if any): _____

Bus. Mailing Address: _____

City: _____ State: _____ ZIP: _____

Bus. Phone Number: _____ Bus. Email Address: _____

If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.

Name: _____ Title: _____

B: Who do you authorize to sign Rent Program documents for you? (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 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: Andrew Hibbert

Bus. Mailing Address: 99 Marinero Circle, Leasing Office

City: Tiburon State: CA ZIP: 94920

Bus. Phone Number: (415) 272-4912 Bus. Email Address: ahibbert909@gmail.com

Owner Signature (Required):

TURN TO PAGE 2 ↓

C: Rent Program Mail Where would you like us to send Rent Program notifications and statements? (Check ONE)

Owner 1 Business Mailing Address Owner 2 Business Mailing Address

Authorized Agent or Property Manager Business Mailing Address

Would you like to have your email added to our Rent Program Listserv? Yes No

D: What is the Status of each Rental Unit? (Required)

Total # of Dwelling Units: 8

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 Boarding House or SRO (Single Room Occupancy) Building Rental Property

Any permitted small, second housing unit built in compliance with the Small, Second Unit Ordinance of the City of Richmond (RMC 15.04.810).

Other: _____

Refer to the table below for clarification on Unit Status Code

If the Property has more than 5 units, complete Section D (Part 2)

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started <i>(mm/dd/yyyy)</i>
1234 MAIN ST. APT. A (example)	SEC 8, CR	1/1/2018

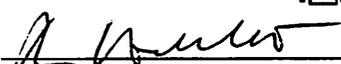
- Unit Status Codes**
- [SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)
- [LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)
- [GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify:* _____
- [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, 2018 - June 30, 2019
- [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: _____

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: Andrew Hibbert

Date (mm/dd/yyyy): 01 / 14 / 2019

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City of Richmond Rent Program

440 Civic Center Plaza, 2nd Floor; Richmond CA 94804
www.richmondrent.org
510-234-RENT (7368)

RENTAL HOUSING FEE INVOICE

INVOICE DATE: July 06, 2021

Property Owner/Landlord Mailing Address

1701 SAN JOAQUIN LLC
99 MARINERO CIRCLE
TIBURON, CA 94920

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 544120001.

FRJC Registration#: RC544120001

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APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-21823 / 507-261-007-3 / 1701 SAN JOAQUIN ST 1	FY 2020-2021	219.00
RC17-21823 / 507-261-007-3 / 1701 SAN JOAQUIN ST 1	FY 2021-2022	218.00
RC17-21823 / 507-261-007-3 / 1701 SAN JOAQUIN ST 1 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31584 / 507-261-007-3 / 1701 SAN JOAQUIN ST 2	FY 2020-2021	219.00
RC17-31584 / 507-261-007-3 / 1701 SAN JOAQUIN ST 2	FY 2021-2022	218.00
RC17-31584 / 507-261-007-3 / 1701 SAN JOAQUIN ST 2 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31585 / 507-261-007-3 / 1701 SAN JOAQUIN ST 3	FY 2020-2021	219.00
RC17-31585 / 507-261-007-3 / 1701 SAN JOAQUIN ST 3	FY 2021-2022	218.00
RC17-31585 / 507-261-007-3 / 1701 SAN JOAQUIN ST 3 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31586 / 507-261-007-3 / 1701 SAN JOAQUIN ST 4	FY 2020-2021	219.00
RC17-31586 / 507-261-007-3 / 1701 SAN JOAQUIN ST 4	FY 2021-2022	218.00
RC17-31586 / 507-261-007-3 / 1701 SAN JOAQUIN ST 4 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31587 / 507-261-007-3 / 1701 SAN JOAQUIN ST 5	FY 2020-2021	219.00
RC17-31587 / 507-261-007-3 / 1701 SAN JOAQUIN ST 5	FY 2021-2022	218.00
RC17-31587 / 507-261-007-3 / 1701 SAN JOAQUIN ST 5 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31588 / 507-261-007-3 / 1701 SAN JOAQUIN ST 6	FY 2020-2021	219.00
RC17-31588 / 507-261-007-3 / 1701 SAN JOAQUIN ST 6 / LATE FEES	PRIOR LATE FEE	109.50

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
(1) Visit https://etrakitti.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to 544120001 Amount Due: \$4,372.00	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # RC544120001 (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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.



City of Richmond Rent Program

440 Civic Center Plaza, 2nd Floor; Richmond CA 94804
www.richmondrent.org
510-234-RENT (7368)

1701 SAN JOAQUIN LLC

FRJC Registration#: RC544120001

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-31589 / 507-261-007-3 / 1701 SAN JOAQUIN ST 7	FY 2020-2021	219.00
RC17-31589 / 507-261-007-3 / 1701 SAN JOAQUIN ST 7	FY 2021-2022	218.00
RC17-31588 / 507-261-007-3 / 1701 SAN JOAQUIN ST 6	FY 2021-2022	218.00
RC17-31589 / 507-261-007-3 / 1701 SAN JOAQUIN ST 7 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31590 / 507-261-007-3 / 1701 SAN JOAQUIN ST 8	FY 2021-2022	218.00
RC17-31590 / 507-261-007-3 / 1701 SAN JOAQUIN ST 8 / LATE FEES	PRIOR LATE FEE	109.50
RC17-31590 / 507-261-007-3 / 1701 SAN JOAQUIN ST 8	FY 2020-2021	219.00

AMOUNT DUE if paid by: August 10, 2021 **4,372.00**

AMOUNT DUE if paid after: August 10, 2021 : **4,372.00 + 174.40 10% Late Fee FY 20-21 FEES 4,546.40**

AMOUNT DUE if paid after: September 09, 2021 : **4,372.00 + 436.00 25% Late Fee FY 20-21 FEES 4,808.00**

AMOUNT DUE if paid after: October 09, 2021 : **4,372.00 + 872.00 50% Late Fee FY 20-21 FEES 5,244.00**

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: 1701 SAN JOAQUIN ST
 City: RICHMOND State: CA ZIP: 94804
 Parcel Number: 507-2610073

A: Change in Ownership
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 % : 0.00%
 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: _____

Owner 2 Information (Individual, Trust, LLC, etc.)
 Name (first, last): _____ Ownership % (if any): 0.00%
 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): _____ Agent Name: _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____
Owner Signature (Required): _____

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.

Owner Property Manager / Authorized Agent

Name (first, last): ANDREW HIBBERT
 Mailing Address: 506 COMMODORE DR
 City: RICHMOND State: CA ZIP: 94804
 Phone Number: 415-272-4912 Email Address: ahibbert949@gmail.com

TURN TO PAGE 2 ↓

**ITEM F-4
ATTACHMENT 6**

**D:
Unit Status
Change**

Complete a Property Enrollment form if this is the first time enrolling a property.
 Complete this section when you are adding or changing the status of any unit on this property (APN).
 This form must be completed and the fee paid within 30 days from the date a unit is rented to avoid the assessment of a penalty.

Total # of Dwelling Units: _____

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started <i>(mm/dd/yyyy)</i>
<i>1234 Main Street (Example)</i>	CR	01/01/2018

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 during the Fiscal Year July 1 - June 30
- *[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
- [NEW UNIT] An additional unit that did not exist on this property when initially enrolled.
- [OTHER] Specify: _____

** To claim this unit status, you must have an approved administrative determination. Please contact the Rent Program for more information.*

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: *Andrew Hibbert* Print: ANDREW HIBBERT

Date (mm/dd/yyyy): 04, 26, 2022



Request to Remove Late Fees

Property Owner Name: 1701 SAN JOAQUIN LLC
FRJC #: RC544120001
Property Owner Phone Number or Email: _____

The Property Owner has requested the removal of late fees on their account totaling \$ 872-
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: [Signature] Date: 04 / 26 / 2022
Printed Name: ANDREW HIBBERT

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: ____/____/____

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RENTAL HOUSING FEE INVOICE

INVOICE DATE: July 06, 2021

Property Owner/Landlord Mailing Address

1701 SAN JOAQUIN LLC
99 MARINERO CIRCLE
TIBURON, CA 94920

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 544120001.

FRJC Registration#: RC544120001

Page 1 of 2

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-21823 / 507-261-007-3 / 1701 SAN JOAQUIN ST 1	FY 2020-2021	219.00
RC17-21823 / 507-261-007-3 / 1701 SAN JOAQUIN ST 1	FY 2021-2022	218.00
RC17-31584 / 507-261-007-3 / 1701 SAN JOAQUIN ST 2	FY 2020-2021	219.00
RC17-31584 / 507-261-007-3 / 1701 SAN JOAQUIN ST 2	FY 2021-2022	218.00
RC17-31585 / 507-261-007-3 / 1701 SAN JOAQUIN ST 3	FY 2020-2021	219.00
RC17-31585 / 507-261-007-3 / 1701 SAN JOAQUIN ST 3	FY 2021-2022	218.00
RC17-31586 / 507-261-007-3 / 1701 SAN JOAQUIN ST 4	FY 2020-2021	219.00
RC17-31586 / 507-261-007-3 / 1701 SAN JOAQUIN ST 4	FY 2021-2022	218.00
RC17-31587 / 507-261-007-3 / 1701 SAN JOAQUIN ST 5	FY 2020-2021	219.00
RC17-31587 / 507-261-007-3 / 1701 SAN JOAQUIN ST 5	FY 2021-2022	218.00
RC17-31588 / 507-261-007-3 / 1701 SAN JOAQUIN ST 6	FY 2020-2021	219.00
RC17-31588 / 507-261-007-3 / 1701 SAN JOAQUIN ST 6	FY 2021-2022	218.00
RC17-31589 / 507-261-007-3 / 1701 SAN JOAQUIN ST 7	FY 2020-2021	219.00
RC17-31589 / 507-261-007-3 / 1701 SAN JOAQUIN ST 7	FY 2021-2022	218.00
RC17-31590 / 507-261-007-3 / 1701 SAN JOAQUIN ST 8	FY 2020-2021	219.00
RC17-31590 / 507-261-007-3 / 1701 SAN JOAQUIN ST 8	FY 2021-2022	218.00

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
(1) Visit https://etrakitti.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to 544120001 Amount Due: \$3,496.00	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # RC544120001 (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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.



City of Richmond Rent Program

440 Civic Center Plaza, 2nd Floor; Richmond CA 94804
www.richmondrent.org
510-234-RENT (7368)

1701 SAN JOAQUIN LLC

FRJC Registration#: RC544120001

	AMOUNT DUE if paid by: August 10, 2021	3,496.00
AMOUNT DUE if paid after: August 10, 2021 :	3,496.00 + 174.40 10% Late Fee FY 21-22 FEES	3,670.40
AMOUNT DUE if paid after: September 09, 2021 :	3,496.00 + 436.00 25% Late Fee FY 21-22 FEES	3,932.00
AMOUNT DUE if paid after: October 09, 2021 :	3,496.00 + 872.00 50% Late Fee FY 21-22 FEES	4,368.00

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
(1) Visit https://etrakitti.richmond.ca.us (2) Login using the Contractor/Landlord dropdown menu and finding your name (3) Your password is set to 544120001 Amount Due: \$3,496.00	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # RC544120001 (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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.



CALIFORNIA
RECEIPT

Number: MULT112448

FEES PAID

Record Type	Record Number	Address Number	QTY	Description of Fee	Amount of Fee
PERMIT	RC17-31587	1701 SAN JOAQUIN ST 5	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-21823	1701 SAN JOAQUIN ST 1	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31584	1701 SAN JOAQUIN ST 2	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31584	1701 SAN JOAQUIN ST 2	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31585	1701 SAN JOAQUIN ST 3	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31585	1701 SAN JOAQUIN ST 3	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-21823	1701 SAN JOAQUIN ST 1	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31586	1701 SAN JOAQUIN ST 4	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31590	1701 SAN JOAQUIN ST 8	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31587	1701 SAN JOAQUIN ST 5	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31588	1701 SAN JOAQUIN ST 6	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31588	1701 SAN JOAQUIN ST 6	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31589	1701 SAN JOAQUIN ST 7	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-31589	1701 SAN JOAQUIN ST 7	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31590	1701 SAN JOAQUIN ST 8	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-31586	1701 SAN JOAQUIN ST 4	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00

TOTAL PAID

\$3,496.00

Date of Payment **2022-04-27**

Paid By **1701 SAN JOAQUIN LLC**

Method of Payment **CHECKS 1492**

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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

Request to Remove Late Fees

Property Owner Name 1701 San Joaquin LLC

FRJC # RC544120001

Property Owner Phone Number 415-272-4912

The Property Owner has requested the removal of late fees on their account totaling \$ 828
for the following reason:

- New owner, did not receive invoice
- Wrong mailing address
- Owner believed property was exempt from the Rent Ordinance
- OTHER: never received invoice for FY18-19

Additional information:

Is ready to make the payment today

This request has been conditionally granted by the Rent Program, provided the owner pays the Rental Housing Fee before Sep. 20, 2019.
(10 business days unless new owner or incorrect mailing address – then 30 days)

[Handwritten Signature]

Executive Director Signature

9-6-19

Date

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