

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 20, 2022

Final Decision Date Deadline: July 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 June 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 June 2022 pursuant for Regulation 425 - Rent Program (Nicolas Traylor/510-620-6564).

AGENDA ITEM NO:

**F-7.**

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To: Members of the Richmond Rent Board

From: Nicolas Traylor, Executive Director

Re: Late Fee Waiver Recommendation

Date: July 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 June 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) |
|----------------|-----------------|------------------------------------|-----------------------------------|-----------------|------------------------------------|--------------------------------------|
| Richmond Land  | 6-5-22          | New Owner, did not receive invoice | Full waiver of late fees          | \$328.50        | \$328.50                           | 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 June 6, 2022, (Attachment 2) Dessi Mia Carbajal, agent for the property owner, Richmond Land, at 613 S. 24<sup>th</sup> St., indicated that the reason for paying late was that Richmond Land was a new owner (successor in interest) and had not received an invoice. (Attachment 3 - Email from Moises Serano, Rent Program Administrative Aide):

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, Richmond Land had not yet had an opportunity to make timely payments on behalf of 613 S. 24<sup>th</sup> St. 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.*

Contra Costa County records show that 613 S. 24<sup>th</sup> St. is a Triplex built in 1962. (Attachment 4-Parcel Quest Report). The previous owners were sent to collections for the FY 2017-2018, 2018-2019, and 2019-2020 fees. Richmond Land purchased 613 S. 24<sup>th</sup> St. in February of 2022, inheriting the unpaid fees for fiscal years 2020-2021 and 2021-2022. (Attachment 5- Invoice with Late Fees). Richmond Land paid the unpaid fees (minus late fees) on May 12, 2022 (Attachment 6-Receipt of Payment) and enrolled the property and registered the tenancies at 613 S. 24<sup>th</sup> St. with the Richmond Rent Program on June 6, 2022 (Attachment 7- Property Enrollment and Tenancy Registration forms). Based on the above-mentioned facts, Richmond Land is a successor in interest

who did not receive an invoice and therefore has demonstrated a Good Cause that warrants a waiver of fee fees.

Staff Recommendation

Richmond Land has shown good faith in its efforts to come into compliance, by contacting the Rent Program to inquire about their invoice, paying the unpaid Rental Housing Fees due, and submitting the Property Enrollment form and Tenancy Registration forms for the property. Considering these factors and the fact that Richmond Land had not paid late in the past, staff recommend that a full waiver of late fees, in the amount of \$328.50 be granted.

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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: Richmond LAND

FRJC #: RC22-549131004

Property Owner Phone Number or Email: stewardship@richmondland.org

The Property Owner has requested the removal of late fees on their account totaling \$328.50 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: 06 / 05 / 2022

Printed Name: Valerie Jameson

**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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**Moises Serano**

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**From:** Moises Serano  
**Sent:** Monday, June 6, 2022 4:02 PM  
**To:** Nicolas Traylor  
**Cc:** Cynthia Shaw; Ramona Howell  
**Subject:** Late Fee Waiver Request - 613 S. 24th Street  
**Attachments:** Late Fee Waiver Request - 613 S. 24th Street.zip

Good Afternoon Nicolas,

I'm forwarding the Late Fee Waiver Request that we received today for the units at 613 S. 24<sup>th</sup> Street. Here's a bit of background information on the property:

- Property is a Triplex built in 1962
- The previous owners were sent to collections for the FY 2017-2018, 2018-2019, and 2019-2020 fees
- Richmond Land (new owners) purchased the Triplex in February 2022
- Richmond Land inherited the unpaid fees for FY 2020-2021 & 2021-2022
  - These fees were paid by Richmond Land on May 12, 2022
- We received their Property Enrollment & Tenancy Registration forms today, June 6, 2022

**Recommendation:** Late Fee Waiver be fully approved. Richmond Land has taken the steps to get their units into compliance despite purchasing a property with unpaid fees. This should warrant a full approval of their request.

In this email I have gone ahead and included a compressed folder with the usual documents I send to you for late fee waivers. Please feel free to reach out to me should you have any questions. 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](http://www.richmondrent.org)

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LIST 1  
DETAIL 1 Property Address: 613 S 24TH ST RICHMOND CA 94804-3933**Ownership**

County: **CONTRA COSTA, CA**  
 Assessor: **GUS KRAMER, ASSESSOR**  
 Parcel # (APN): **549-131-004-0**  
 Parcel Status:  
 Owner Name: **RICHMOND LAND**  
 Mailing Address: **613 S 24TH ST RICHMOND CA 94804-3933**  
 Legal Description: **EL CERRITO TERRACE LOTS 169 & 170**

**Assessment**

|                               |                               |                                |
|-------------------------------|-------------------------------|--------------------------------|
| Total Value: <b>\$630,000</b> | Use Code: <b>79</b>           | Use Type: <b>GOVERNMENT</b>    |
| Land Value: <b>\$130,000</b>  | Tax Rate Area: <b>008-133</b> | County Zoning:                 |
| Impr Value: <b>\$500,000</b>  | Year Assd: <b>2022</b>        | Census Tract: <b>3800.02/2</b> |
| Other Value:                  | Property Tax:                 | Price/SqFt: <b>\$208.33</b>    |
| % Improved: <b>79%</b>        | Delinquent Yr:                |                                |
| Exempt Amt:                   | HO Exempt: <b>N</b>           |                                |

**Sale History**

|                   | Sale 1            | Sale 2            | Sale 3 | Transfer          |
|-------------------|-------------------|-------------------|--------|-------------------|
| Document Date:    | <b>02/17/2022</b> | <b>07/13/2021</b> |        | <b>02/17/2022</b> |
| Document Number:  | <b>30882</b>      | <b>198015</b>     |        | <b>30882</b>      |
| Document Type:    |                   |                   |        |                   |
| Transfer Amount:  | <b>\$600,000</b>  | <b>\$541,000</b>  |        |                   |
| Seller (Grantor): |                   |                   |        |                   |

**Property Characteristics**

|                             |              |                  |
|-----------------------------|--------------|------------------|
| Bedrooms:                   | Fireplace:   | Units: <b>3</b>  |
| Baths (Full):               | A/C:         | Stories:         |
| Baths (Half):               | Heating:     | Quality:         |
| Total Rooms:                | Pool:        | Building Class:  |
| Bldg/Liv Area: <b>2,880</b> | Park Type:   | Condition:       |
| Lot Acres: <b>0.114</b>     | Spaces:      | Site Influence:  |
| Lot SqFt: <b>5,000</b>      | Garage SqFt: | Timber Preserve: |
| Year Built:                 |              | Ag Preserve:     |
| Effective Year: <b>1962</b> |              |                  |

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# RENTAL HOUSING FEE INVOICE

INVOICE DATE: April 08, 2022

Property Owner/Landlord Mailing Address

RICHMOND LAND  
2163 MEEKER AVE #117  
RICHMOND, CA 94804

Pay today ONLINE!  
Visit [etrakit.ci.richmond.ca.us](https://etrakit.ci.richmond.ca.us)  
Login using the Contractor/Landlord dropdown menu and finding the owner name printed above. Your password is set to 549131004.

FRJC Registration#: [REDACTED]

Page 1 of 1

| APN/Situs Address                                      | Applicable Fiscal Year | Amount Due |
|--|------------------------|------------|
| RC17-26828 / 549-131-004-0 / 613 S 24TH ST             | FY 2020-2021           | 219.00     |
| RC17-26828 / 549-131-004-0 / 613 S 24TH ST             | FY 2021-2022           | 218.00     |
| RC17-26828 / 549-131-004-0 / 613 S 24TH ST / LATE FEES | PRIOR LATE FEE         | 109.50     |
| RC19-00310 / 549-131-004-0 / 615 S 24TH ST             | FY 2020-2021           | 219.00     |
| RC19-00310 / 549-131-004-0 / 615 S 24TH ST             | FY 2021-2022           | 218.00     |
| RC19-00310 / 549-131-004-0 / 615 S 24TH ST / LATE FEES | PRIOR LATE FEE         | 109.50     |
| RC19-00311 / 549-131-004-0 / 617 S 24TH ST             | FY 2020-2021           | 219.00     |
| RC19-00311 / 549-131-004-0 / 617 S 24TH ST             | FY 2021-2022           | 218.00     |
| RC19-00311 / 549-131-004-0 / 617 S 24TH ST / LATE FEES | PRIOR LATE FEE         | 109.50     |

AMOUNT DUE if paid by: May 13, 2022 1,639.50

AMOUNT DUE if paid after: May 13, 2022 : 1,639.50 + 65.40 10% Late Fee FY 21-22 FEES 1,704.90

AMOUNT DUE if paid after: June 12, 2022 : 1,639.50 + 163.50 25% Late Fee FY 21-22 FEES 1,803.00

AMOUNT DUE if paid after: July 12, 2022 : 1,639.50 + 327.00 50% Late Fee FY 21-22 FEES 1,966.50

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 <a href="https://etrakitti.richmond.ca.us">https://etrakitti.richmond.ca.us</a><br>(2) Login using the Contractor/Landlord dropdown menu and finding your name<br>(3) Your password is set to [REDACTED] | (1) Make payable to "City of Richmond"<br>(2) Write your FRJC Number in the memo line [REDACTED]<br>(3) Remit to:<br>City of Richmond c/o Finance Department<br>450 Civic Center Plaza<br>Richmond, CA 94804 |
| <b>Amount Due: \$1,639.50</b>  |  |

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.

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**CALIFORNIA  
RECEIPT**

Number: **WEB37652**

**FEES PAID**

| Record Type | Record Number | Address Number | QTY | Description of Fee                   | Amount of Fee |
|-------------|---------------|----------------|-----|--------------------------------------|---------------|
| PERMIT      | RC19-00311    | 617 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$218.00      |
| PERMIT      | RC19-00311    | 617 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$219.00      |
| PERMIT      | RC19-00311    | 617 S 24TH ST  | 437 | 2% CREDIT CARD PROCESSING FEE        | \$8.74        |
| PERMIT      | RC19-00310    | 615 S 24TH ST  | 437 | 2% CREDIT CARD PROCESSING FEE        | \$8.74        |
| PERMIT      | RC19-00310    | 615 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$219.00      |
| PERMIT      | RC19-00310    | 615 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$218.00      |
| PERMIT      | RC17-26828    | 613 S 24TH ST  | 437 | 2% CREDIT CARD PROCESSING FEE        | \$8.74        |
| PERMIT      | RC17-26828    | 613 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$219.00      |
| PERMIT      | RC17-26828    | 613 S 24TH ST  | 1   | RENT PROGRAM FEE FULLY COVERED PER U | \$218.00      |

**TOTAL PAID**

**\$1,337.22**

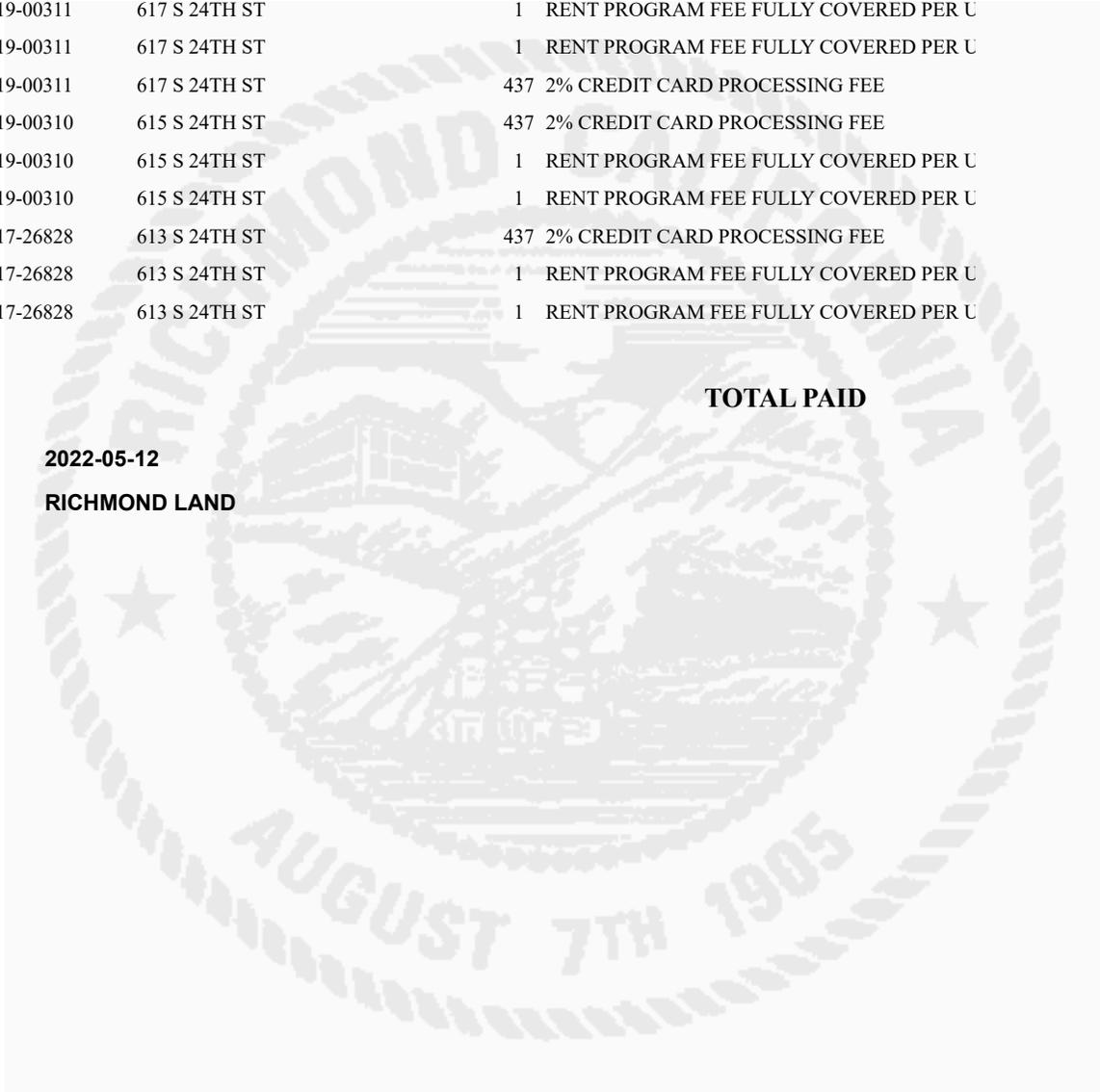
Date of Payment

**2022-05-12**

Paid By

**RICHMOND LAND**

Method of Payment



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**City of Richmond Rent Program  
PROPERTY ENROLLMENT FORM**

**ITEM F-7  
ATTACHMENT 7**



This form may be completed online at [richmondrent.org/enroll](http://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: 613 S.24th Street  
 City: Richmond State: CA ZIP: 94804  
 Parcel Number: 5 4 9 - 1 3 1 - 0 0 4

**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 (Individual, Trust, LLC, etc.)**

Name (first, last): Richmond LAND Ownership % : 100  
 Bus. Mailing Address: 2163 Meeker Ave. #117  
 City: Richmond State: CA ZIP: 94804  
 Bus. Phone Number: (510) 409-2051 Bus. Email Address: stewardship@richmondland.org  
 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: Valerie Jameson Title: Executive Director

**Owner 2 Information (Individual, Trust, LLC, etc.)**

Name (first, last): \_\_\_\_\_ Ownership % (if any): \_\_\_\_\_  
 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:  
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): Richmond LAND Agent Name: Dessi Mia Carbajal  
 Bus. Mailing Address: 2163 Meeker Ave. #117  
 City: Richmond State: CA ZIP: 94804  
 Bus. Phone Number: (415) 571-7390 Bus. Email Address: mia@richmondland.org  
 Owner Signature (Required): *Valerie Jameson*

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: 3

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  
 City of Richmond Building and Planning Department has issued a valid legal permit recognizing a Dwelling Unit as an Accessory Dwelling Unit (ADU)  
 Other: \_\_\_\_\_

Refer to the table below for clarification Unit Status Code

List all the units on the parcel. If more space is needed, complete Section D (Part 2)

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

| Unit Address                      | Unit Status Code<br>LIST ALL THAT APPLY<br>See Codes Below | Date Tenancy Started<br>(mm/dd/yyyy) |
|-----------------------------------|--|--------------------------------------|
| <i>1234 Main Street (Example)</i> | CR   | 01/01/2013                           |
| 613 S.24th Street                 | CR/ OTHER  | 11/01/2019                           |
| 615 S. 24th Street                | CR/OTHER   | 10/10/2009                           |
| 619 S.24th Street                 | CR/ OTHER  | 02/17/2022                           |
|                                   |  |                                      |
|                                   |  |                                      |

**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
- [OTHER] Specify: Units are income restricted per organizational bylaws

**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: Executive Director

Date (mm/dd/yyyy): 05 / 18 / 2022



THIS FORM MAY BE COMPLETED ONLINE AT [richmondland.org/rent](http://richmondland.org/rent)

Property Ownership Status (Required)  
A: Who holds title? (Required)  
All Owners must be on this form. If there are more than 2 Owners  
B: Who do you authorize to sign Rent Program documents for you? (Optional)

Rental Property Street Address: 010 0100 0100  
Richmond CA 94804  
Parcel Number: 0 4 0 1 0 1 0 0 4

Does the person or entity to whom this mailing was addressed now live at 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)

Name (first, last): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Owner 1 Information (Individual, Trust, LLC, etc.)  
Name (first, last): Richmond Land (Ownership %: 100)  
Mailing Address: 2163 Meeker Ave. #117  
City: RICHMOND State: CA ZIP: 94804  
Bus. Phone Number: (510) 400-0054 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: Valerie Jameson Title: EXECUTIVE DIRECTOR

Owner 2 Information (Individual, Trust, LLC, etc.)  
Name (first, last): \_\_\_\_\_ Ownership % (if any): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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: \_\_\_\_\_

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)  
I authorize \_\_\_\_\_ to complete and execute \_\_\_\_\_ 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): Richmond LAND Agent Name: Dessi Mia Carbajal  
Bus. Mailing Address: 2163 Meeker Ave. #117  
City: Richmond State: CA ZIP: 94804  
Bus. Phone Number: (415) 571-7390 Bus. Email Address: mia@richmondland.org

Owner Signature (Required): \_\_\_\_\_

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PLEASE RETURN TO:  
440 Civic Center Plaza, Suite 200  
Richmond, CA 94804

(510) 234-RENT (7368)  
rent@cl.richmond.ca.us

STAFF USE ONLY:  
Date: \_\_\_\_\_ Initials: \_\_\_\_\_

City of Richmond Rent Program  
TENANCY REGISTRATION FORM

Complete this form online at [www.richmondrent.org/enroll](http://www.richmondrent.org/enroll)

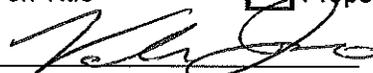
**REQUIREMENT TO REGISTER**  
Landlords **MUST FILE** this form for **EACH EXISTING TENANCY** and re-submitted for new tenancies or complete turnover of **Original Occupants\***. DO NOT COMPLETE THIS FORM FOR GOVERNMENTALLY SUBSIDIZED, SINGLE-FAMILY HOME/ CONDO, AND NEW CONSTRUCTION TENANCIES OR DUE TO THE ADDITION OF ROOMATES TO AN EXISTING TENANCY.  
  
*\*Per The Regulations of the Richmond Rent Board Chapter 7, original occupant includes any Tenant in the Rental Unit, with the Landlord's knowledge, that was residing in the unit on or before July 21, 2015, or when the Landlord last established an initial rent for the unit.*

**A: Enter Basic Rental Unit Information**  
Rental Property Street Address: 613 S.24th Street, Richmond, CA 94804  
Unit #: [REDACTED] # of Bedrooms: 2

**B: Enter Tenancy Information**  
*(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)*  
**PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with Civil Code 1947.7(g) and Richmond Rent Board Regulation 402, Tenant names must be provided.**  
Tenant Name (first, last): [REDACTED]  
Tenant Name (first, last): \_\_\_\_\_  
Tenant Name (first, last): \_\_\_\_\_  
Tenant Name (first, last): \_\_\_\_\_  
Tenant Name (first, last): \_\_\_\_\_

**C: Enter Base Rent and Security Deposit Information**  
*(The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent amount the Tenant paid after July 21, 2015)*  
Beginning date of this tenancy (mm/dd/yyyy) : 02 / 17 / 2022 # of Tenants: 1  
Check the box that applies:  
 Month-to-month Agreement  
 Fixed Term Lease (indicate the length of the lease: e.g. 6 months, 1 year): \_\_\_\_\_  
Was a discount provided (a) within the first 12 months of a month-to-month agreement OR (b) within the first term of the fixed-term lease? (check one)  
 If NO, continue to the Base Rent section below  
 If YES, how much total rent was discounted over that period? \$ \_\_\_\_\_  
*Per The Regulations of the Richmond Rent Board Chapter 7, where the rental agreement includes periods for which the Tenant pays reduced, discounted or "free" rent, the Maximum Allowable Rent is calculated as the average of the monthly payments made during the initial term of the agreement or, in the case of a month-to-month tenancy, during the first twelve months of the tenancy.*  
The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent the Tenant paid after July 21, 2015.  
\$ 1,000.00 (RENT) per month + \$ 0.00 (ANY ADDITIONAL FEES / SURCHARGES) = \$ 1,000.00 (BASE RENT)

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| <i>(continued)</i>   | <p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: \$ <u>1,000.00</u></p> <p><i>Note: Security deposit means any money collected other than the first month's rent and application fee. Last month's rent, cleaning, and pet deposits are considered part of the security deposit.</i></p>   |
| <b>D:<br/>Indicate Housing Services Included in the Rent</b>     | <p>Check the box next to the Housing Services paid by the Landlord or included in the Rent.<br/><i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <p> <input type="checkbox"/> Water    <input checked="" type="checkbox"/> Garbage    <input type="checkbox"/> Parking    <input type="checkbox"/> Laundry    <input type="checkbox"/> Gas    <input type="checkbox"/> Electricity<br/> <input type="checkbox"/> Storage    <input type="checkbox"/> Other: _____         </p>  |
| <b>E:<br/>Provide Details on the Previous Tenancy (if known)</b> | <p>Ending date of prior tenancy (if known)[mm/dd/yyyy]: _____ / _____ / _____</p> <p>Reason prior Tenant/s moved out (check one):</p> <p> <input type="checkbox"/> Tenant moved out voluntarily<br/> <input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease<br/> <input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs<br/> <input checked="" type="checkbox"/> Other (e.g. abandonment) specify: <u>Landlord lost home in foreclosure, Richmond LAND is the new owner.</u> </p> <p>Final Rent charged to prior Tenant (if known): \$ <u>900.00</u> per month</p>  |
| <b>Declaration and Signature</b>                                 | <p>The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>This form has been completed and signed by (check one):</p> <p> <input checked="" type="checkbox"/> Owner on Title    <input type="checkbox"/> Property Manager / Authorized Agent         </p> <p>Signature: <u></u>    Print: <u>Valerie Jameson</u></p> <p>*Bus. = Business    Bus. Phone Number: <u>(510) 409-2051</u>    Bus. Email: <u>stewardship@richmondland.org</u></p> <p>Date (mm/dd/yyyy): <u>06 / 05 / 2022</u></p> |

City of Richmond Rent Program  
TENANCY REGISTRATION FORM

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|   |   |
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| <p><b>REQUIREMENT TO REGISTER</b></p>   | <p>Landlords <b>MUST FILE</b> this form for <b>EACH EXISTING TENANCY</b> and re-submitted for new tenancies or complete turnover of <b>Original Occupants*</b>. DO NOT COMPLETE THIS FORM FOR GOVERNMENTALLY SUBSIDIZED, SINGLE-FAMILY HOME/ CONDO, AND NEW CONSTRUCTION TENANCIES OR DUE TO THE ADDITION OF ROOMATES TO AN EXISTING TENANCY.</p> <p><i>*Per The Regulations of the Richmond Rent Board Chapter 7, original occupant includes any Tenant in the Rental Unit, with the Landlord's knowledge, that was residing in the unit on or before July 21, 2015, or when the Landlord last established an initial rent for the unit.</i></p>   |
| <p><b>A:<br/>Enter Basic Rental Unit Information</b></p>  | <p>Rental Property Street Address: <u>613 S.24th Street</u></p> <p>Unit # <u>[REDACTED]</u> # of Bedrooms: <u>3</u></p>   |
| <p><b>B:<br/>Enter Tenancy Information</b><br/><i>(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)</i></p>                               | <p><b>PLEASE NOTE:</b> Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with Civil Code 1947.7(g) and Richmond Rent Board Regulation 402, <b>Tenant names must be provided.</b></p> <p>Tenant Name (first, last): <u>[REDACTED]</u></p> <p>Tenant Name (first, last): <u>[REDACTED]</u></p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p> <p>Tenant Name (first, last): _____</p>   |
| <p><b>C:<br/>Enter Base Rent and Security Deposit Information</b><br/><i>(The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent amount the Tenant paid after July 21, 2015)</i></p> | <p>Beginning date of this tenancy (mm/dd/yyyy) : <u>02 / 17 / 2022</u> # of Tenants: <u>1</u></p> <p>Check the box that applies:<br/> <input checked="" type="checkbox"/> Month-to-month Agreement<br/> <input type="checkbox"/> Fixed Term Lease (indicate the length of the lease: e.g. 6 months, 1 year): _____</p> <p>Was a discount provided (a) within the first 12 months of a month-to-month agreement OR (b) within the first term of the fixed-term lease? (check one)<br/> <input checked="" type="checkbox"/> If NO, continue to the Base Rent section below<br/> <input type="checkbox"/> If YES, how much total rent was discounted over that period? \$ _____</p> <p><i>Per The Regulations of the Richmond Rent Board Chapter 7, where the rental agreement includes periods for which the Tenant pays reduced, discounted or "free" rent, the Maximum Allowable Rent is calculated as the average of the monthly payments made during the initial term of the agreement or, in the case of a month-to-month tenancy, during the first twelve months of the tenancy.</i></p> <p>The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent the Tenant paid after July 21, 2015.</p> <p><u>\$900.00</u> per month + <u>\$0.00</u> = <u>\$900.00</u> (BASE RENT)<br/> <small>(RENT) (ANY ADDITIONAL FEES / SURCHARGES)</small></p> |

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| <i>(continued)</i>   | <p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: \$ <u>900.00</u></p> <p><i>Note: Security deposit means any money collected other than the first month's rent and application fee. Last month's rent, cleaning, and pet deposits are considered part of the security deposit.</i></p>   |
| <b>D:<br/>Indicate Housing Services Included in the Rent</b>     | <p>Check the box next to the Housing Services paid by the Landlord or Included in the Rent.<br/><i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <p> <input type="checkbox"/> Water    <input checked="" type="checkbox"/> Garbage    <input type="checkbox"/> Parking    <input type="checkbox"/> Laundry    <input type="checkbox"/> Gas    <input type="checkbox"/> Electricity<br/> <input type="checkbox"/> Storage    <input type="checkbox"/> Other: _____         </p>  |
| <b>E:<br/>Provide Details on the Previous Tenancy (if known)</b> | <p>Ending date of prior tenancy (if known)[mm/dd/yyyy]: _____ / _____ / _____</p> <p>Reason prior Tenant/s moved out (check one):</p> <p> <input type="checkbox"/> Tenant moved out voluntarily<br/> <input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease<br/> <input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs<br/> <input checked="" type="checkbox"/> Other (e.g. abandonment) specify: <u>Previous landlord of the building.</u> </p> <p>Final Rent charged to prior Tenant (if known): \$ _____ per month</p>  |
| <b>Declaration and Signature</b>                                 | <p><b>The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</b></p> <p><b>This form has been completed and signed by (check one):</b></p> <p> <input checked="" type="checkbox"/> Owner on Title    <input type="checkbox"/> Property Manager / Authorized Agent         </p> <p>Signature: <u></u>    Print: <u>Valerie Jameson</u></p> <p>*Bus. = Business    Bus. Phone Number: <u>(510) 409-2051</u>    Bus. Email: <u>stewardship@richmondland.org</u></p> <p>Date (mm/dd/yyyy): <u>06 / 05 / 2022</u></p> |



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| <i>(continued)</i>   | <p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: \$ <u>1,000.00</u></p> <p><i>Note: Security deposit means any money collected other than the first month's rent and application fee. Last month's rent, cleaning, and pet deposits are considered part of the security deposit.</i></p>  |
| <b>D:<br/>Indicate<br/>Housing<br/>Services<br/>Included in the<br/>Rent</b>     | <p>Check the box next to the Housing Services paid by the Landlord or included in the Rent.<br/><i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <p> <input type="checkbox"/> Water    <input checked="" type="checkbox"/> Garbage    <input type="checkbox"/> Parking    <input type="checkbox"/> Laundry    <input type="checkbox"/> Gas    <input type="checkbox"/> Electricity<br/> <input type="checkbox"/> Storage    <input type="checkbox"/> Other: _____         </p>   |
| <b>E:<br/>Provide Details<br/>on the<br/>Previous<br/>Tenancy<br/>(if known)</b> | <p>Ending date of prior tenancy (if known) [mm/dd/yyyy]: _____ / _____ / _____</p> <p>Reason prior Tenant/s moved out (check one):</p> <p> <input type="checkbox"/> Tenant moved out voluntarily<br/> <input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease<br/> <input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs<br/> <input checked="" type="checkbox"/> Other (e.g. abandonment) specify: <u>Landlord lost home in foreclosure, Richmond LAND became new owners</u> </p> <p>Final Rent charged to prior Tenant (if known): \$ <u>900.00</u> per month</p>    |
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