

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 17, 2022

Final Decision Date Deadline: August 17, 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 July 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 July 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: August 17, 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 July 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)
1045 Trailside Drive (Tehseen Khan)	7-01-2022	Wrong Mailing Address	100% Waiver of Late Fees	\$240.50	\$240.50	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 her request, dated July 1, 2022, (Attachment 2) the property owner of 1045 Trailside Drive, Tehseen Khan, indicated that the reason for paying late was that she believed the property was exempt from the Richmond Rent Ordinance. At the time of her late fee waiver request, \$240.50 in late fees had accrued (Attachment 3- invoice with late fees). Upon investigating this claim, staff found the following (Attachment 4 - Email from Moises Serano, Rent Program Administrative Aide):

1045 Trailside Drive is a Single-Family Home built in 2001. On June 22, 2022, the Rent Program contacted Ms. Tehseen Khan after she had left the Rent Program a voice message inquiring about an old invoice she had discovered from the Rent Program. In a phone conversation with Rent Program staff, Ms. Khan mentioned that she had been unaware that her rental property was part of the Richmond Rent Program since it is located in El Sobrante, California. Ms. Khan believed that the invoice was sent in error because of her rental property's location which is why she didn't make any previous payments. Rent Program staff explained to Ms. Khan that certain parts of El Sobrante and San Pablo were incorporated within the City of Richmond. Afterwards, Rent Program staff give a quick overview of the of the Richmond Rent Ordinance and the steps she needed to take to be in compliance with the Ordinance.

Ms. Khan paid all the base fees due totaling \$616.08 on June 22, 2022 and submitted her Property Enrollment form shortly after on June 30, 2022.

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 1045 Trailside Drive 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 enroll their rental properties and pay the Residential Rental Housing Fee. Regulation 425 allows for a waiver of late fees due to "any other

circumstances relevant to the inquiry of Good Cause.” Ms. Khan’s circumstance is relevant to the inquiry of Good Cause, as Ms. Khan’s belief that 1045 Trailside Drive did not fall within the jurisdiction of the Richmond Rent Ordinance is reasonable since public records indicate as such.

Staff Recommendation

Ms. Khan’s claim that she had not paid previous invoices because she believed that her property was not incorporated within the City of Richmond seems valid. Public records as reflected in DataTree (Attachment 5) and ParcelQuest (Attachment 6) reports both list the rental property’s city as El Sobrante, California. This confusion is common with owners of rental property in El Sobrante and San Pablo that are incorporated within the City of Richmond. Staff recommends that Ms. Khan’s late fee waiver should be fully approved. Ms. Khan also showed good faith in getting her property into compliance, by completing a Property Enrollment form (Attachment 7) and paying the Residential Rental Housing Fee (Attachment 8) once Rent Program staff informed her that 1045 Trailside Drive was incorporated within the City of Richmond and therefore under the jurisdiction of the Richmond Rent Ordinance.

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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: TEHSEEN KHAN living Revocable Trust

FRJC #: RC435160069

Property Owner Phone Number or Email: tehseen22@gmail.com (25) 330-1607

The Property Owner has requested the removal of late fees on their account totaling \$ 302 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: T. Khan Date: 07 / 01 / 22

Printed Name: Tehseen Khan

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: June 21, 2021

Property Owner/Landlord Mailing Address

KHAN TEHSEEN TRE
 PO BOX 2021
 DANVILLE, CA 94526

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 435160069.

FRJC Registration#: RC435160069

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR	FY 2017-2018	145.00
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR	FY 2018-2019	100.00
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR	FY 2019-2020	112.00
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR	FY 2020-2021	124.00
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR	FY 2021-2022	123.00
RC17-38202 / 435-160-069-9 / 1045 TRAILSIDE DR / LATE FEES	PRIOR LATE FEE	240.50

AMOUNT DUE if paid by: July 26, 2021

844.50

AMOUNT DUE if paid after: July 26, 2021 : 844.50 + 12.30 10% Late Fee FY 21-22 FEES

856.80

AMOUNT DUE if paid after: August 25, 2021 : 844.50 + 30.75 25% Late Fee FY 21-22 FEES

875.25

AMOUNT DUE if paid after: September 24, 2021 : 844.50 + 61.50 50% Late Fee FY 21-22 FEES

906.00

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

Pay Online	Pay By Check
<p>(1) Visit https://etrakitti.richmond.ca.us</p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to 435160069</p> <p>Amount Due: \$844.50</p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC # RC435160069</p> <p>(3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804</p>

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

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Cynthia Shaw

From: Moises Serano
Sent: Monday, August 8, 2022 2:05 PM
To: Nicolas Traylor
Cc: Ramona Howell; Julie Mendoza; Cynthia Shaw
Subject: Late Fee Waiver Request - 1045 Trailside Dr.
Attachments: LFW - 007 - Khan Tehseen Tre.zip

Good Afternoon Nicolas,

This is the Late Fee Waiver Request that we received on July 1, 2022, for property 1045 Trailside Drive. The attached folder contains a ParcelQuest Report, Invoice, Receipt, and a Property Enrollment form submitted by the Owner, Tehseen Khan.

To give you a bit of background information on this property, it is a Single Family Home built in 2001. On June 22, 2022, our office contacted Ms. Tehseen Khan after she had left us a message inquiring about an old invoice she had discovered for our department. In our phone conversation, Ms. Khan mentioned that she had been unaware that her rental property was part of the Richmond Rent Program since it is located in El Sobrante, California. She believed that the invoice was sent in error because of her rental property's location so that is why she didn't make any previous payments. Ms. Khan was explained that certain parts of El Sobrante and San Pablo were actually incorporated within the City of Richmond. Afterwards, I explained a bit about the Richmond Rent Program and then proceeded to explain the compliance requirements that she had to complete.

Ms. Khan paid all the base fees due that same day we had our phone appointment (June 22, 2022) and submitted her Property Enrollment form shortly after on June 30, 2022.

Recommendation: Ms. Khan's claim that she had not paid previous invoices because she believed that her property was not incorporated within the City of Richmond seems valid. DataTree and ParcelQuest both list the rental property's city as El Sobrante, California, so I can see where the confusion comes from. This confusion also tends to be common with owners or rental property in El Sobrante and San Pablo that are incorporated within the City of Richmond. Because of this I believe that Ms. Khan's late fee waiver should be fully approved. Ms. Khan also showed good faith in getting her property into compliance once we clarified that her property was incorporated within the City of Richmond.

Please let me know if you require any other documentation or 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

BEWARE! WIRE FRAUD IS ON THE RISE Accepting wire & disbursement instructions via email can be dangerous, especially changes to those instructions. Always verify by calling the originator of the email!

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Property Detail Report

1045 Trailside Dr, El Sobrante, CA 94803-3636

APN: 435-160-069

ITEM F-4 ATTACHMENT 5

Reference ID: 435160069
Contra Costa County Data as of: 08/02/2022

Owner Information

Owner Name: Khan Tehseen Tre
Vesting:
Mailing Address: 504 Isabel Dr, Martinez, CA 94553-6615
Occupancy: Absentee Owner

Location Information

Legal Description: T8184 L62
APN: 435-160-069
Munic / Twnshp:
Subdivision: Subdivision 8184
Neighborhood:
Elementary School: Olinda Elementary
Latitude: 37.9524
County: Contra Costa, CA
Census Tract / Block: 361000 / 3006
Legal Lot / Block: 62 /
Legal Book / Page:
Tract #: 8184
School District: West Contra Costa Unified
Middle School: Crespi Junior High
Longitude: -122.27185
High School: De Anza High

Last Transfer / Conveyance - Current Owner

Transfer / Rec Date: 12/17/2015 / 04/15/2016
Buyer Name: Khan Tehseen Trust
Price: \$378,000 / Full Value
Seller Name: Khan Tehseen
Transfer Doc #: 2016.69408
Deed Type: Trustee's Deed (Transfer)

Last Market Sale

Sale / Rec Date: 02/10/2011 / 02/15/2011
Multi / Split Sale:
1st Mtg Amt / Type: \$302,400 / Conventional
2nd Mtg Amt / Type:
Seller Name: Ahmad, Rubina
Lender: Umpqua Bank
Sale Price / Type: \$378,000 / Full Value
Price / Sq. Ft.: \$189
1st Mtg Rate / Type: / Fixed
2nd Mtg Rate / Type:
Deed Type: Deed
New Construction:
1st Mtg Doc #: 2011.34707
Sale Doc #: 2011.34706
Title Company: Old Republic Title

Prior Sale Information

Sale / Rec Date: 03/13/2008 / 04/01/2008
1st Mtg Amt / Type: \$417,000 / Conventional
Prior Lender: J P Morgan Chase Bank
Sale Price / Type: \$545,000 / Full Value
1st Mtg Rate / Type: / Fix
Prior Deed Type: Deed
Prior Sale Doc #: 2008.69583

Property Characteristics

Gross Living Area: 2,003 Sq. Ft.
Living Area: 2,003 Sq. Ft.
Total Adj. Area:
Above Grade: 2,003 Sq. Ft.
Basement Area:
Style:
Foundation:
Quality:
Condition:
Total Rooms: 10
Bedrooms: 4
Baths (F / H): 3 /
Pool:
Fireplace:
Cooling: Central
Heating:
Exterior Wall:
Construction Type:
Year Built / Eff: 2001 / 2002
Stories: 2
Parking Type: Attached
Garage #: 2
Garage Area: 433 Sq. Ft.
Porch Type:
Patio Type:
Roof Type:
Roof Material:

Site Information

Land Use: SFR
State Use:
County Use: 19 - Single Family Detached, Cluster Homes
Site Influence:
Flood Zone Code: X
Community Name: City Of Richmond
Lot Area: 6,835 Sq. Ft.
Lot Width / Depth:
Usable Lot:
Acres: 0.157
Flood Map #: 06013C0234F
Flood Panel #: 0234F
Zoning:
of Buildings: 1
Res / Comm Units: 1 /
Water / Sewer Type:
Flood Map Date: 06/16/2009
Inside SFHA: False

Tax Information

Assessed Year: 2022
Tax Year: 2021
Tax Area: 08-003
Property Tax: \$8,575.96
Exemption:
Assessed Value: \$456,343
Land Value: \$248,997
Improvement Value: \$207,346
Improved %: 45.44%
Delinquent Year:
Market Total Value:
Market Land Value:
Market Imprv Value:
Market Imprv %:

ITEM F-4 ATTACHMENT 5

Disclaimer: This report: (i) is not an insured product or service or an abstract, legal opinion or a representation of the condition of title to real property, and (ii) is issued exclusively for the benefit of First American Data Tree LLC (Data Tree) customers and may not be used or relied upon by any other person. Estimated property values are: (i) based on available data; (ii) are not guaranteed or warranted; (iii) do not constitute an appraisal; and (iv) should not be relied upon in lieu of an appraisal. Data Tree does not represent or warrant that the information is complete or free from error, and expressly disclaims any liability to any person or entity for loss or damage caused by errors or omissions in the report. If the "verified" logo () is displayed, or a record is designated "verified," Data Tree's algorithm matched fields from two or more data sources to confirm source data.

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LIST 1
DETAIL

1 Property Address: 1045 TRAILSIDE DR EL SOBRANTE CA 94803-3636

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **435-160-069-9**
 Parcel Status:
 Owner Name: **KHAN TEHSEEN TRE**
 Mailing Address: **504 ISABEL DR MARTINEZ CA 94553-6615**
 Legal Description: **T8184 L62**

Assessment

Total Value: \$456,343	Use Code: 19	Use Type: RESID. SINGLE FAMILY
Land Value: \$248,997	Tax Rate Area: 008-003	County Zoning:
Impr Value: \$207,346	Year Assd: 2022	Census Tract: 3610.00/3
Other Value:	Property Tax:	Price/SqFt: \$188.72
% Improved: 45%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	02/15/2011	04/01/2008	03/13/2008	04/15/2016
Document Number:	34706	69583	54277	69408
Document Type:	GRANT DEED	GRANT DEED		
Transfer Amount:	\$378,000	\$545,000		
Seller (Grantor):				

Property Characteristics

Bedrooms: 4	Fireplace:	Units:
Baths (Full): 3	A/C: CENTRAL	Stories: 2.0
Baths (Half):	Heating:	Quality:
Total Rooms: 10	Pool:	Building Class:
Bldg/Liv Area: 2,003	Park Type: GARAGE	Condition: AVERAGE
Lot Acres: 0.156	Spaces: 2	Site Influence:
Lot SqFt: 6,835	Garage SqFt: 433	Timber Preserve:
Year Built: 2001		Ag Preserve:
Effective Year: 2002		

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

**ITEM F-4
ATTACHMENT 7**



This form may be completed online at 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 <i>(Required)</i>	Rental Property Street Address: <u>1045 Trailside Drive</u> City: <u>El Sobrante</u> State: <u>CA</u> ZIP: <u>94803</u> Parcel Number: <u>4 3 5 - 1 6 0 - 0 6 9</u> Does the person or entity to whom this mailing was addressed hold title to the property above? <input checked="" type="checkbox"/> YES → please complete Steps A-D <input type="checkbox"/> NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (<i>address located on the bottom left of this page</i>) <u>New Property Owner's Information</u> Name (first, last): _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____
A: Who holds title? <i>(Required)</i> ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners *Bus. = Business	<u>Owner 1 Information (Individual, Trust, LLC, etc.)</u> Name (first, last): <u>Tehseen Khan Living Revocable Trust</u> Ownership % : <u>100</u> Bus. Mailing Address: <u>PO Box 2021</u> City: <u>El Sobrante</u> State: <u>CA</u> ZIP: <u>94803</u> Bus. Phone Number: <u>(925) 330-1607</u> Bus. Email Address: <u>tehseen22@gmail.com</u> Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: <u>TehseenKhan</u> Title: <u>Trustee</u>
	<u>Owner 2 Information (Individual, Trust, LLC, etc.)</u> 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? <i>(Optional)</i>	<p align="center">AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> 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): _____

TURN TO PAGE 2 ↓

**ITEM F-4
ATTACHMENT 7**

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

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] 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: _____



CITY OF RICHMOND

ITEM F-4
ATTACHMENT 8
8/8/2022

CALIFORNIA
RECEIPT
Number: WEB38529
FEES PAID

Record Type	Record Number	Address Number	QTY	Description of Fee	Amount of Fee
PERMIT	RC17-38202	1045 TRAILSIDE DR	1	RENT PROG PARTIALLY COVERED & GOVT. S	\$123.00
PERMIT	RC17-38202	1045 TRAILSIDE DR	1	RENT PROGRAM FEE PARTIALLY COVERED P	\$100.00
PERMIT	RC17-38202	1045 TRAILSIDE DR	1	RENT PROG PARTIALLY COVERED & GOVT. S	\$124.00
PERMIT	RC17-38202	1045 TRAILSIDE DR	1	RENT PROGRAM FEE PARTIALLY COVERED P	\$112.00
PERMIT	RC17-38202	1045 TRAILSIDE DR	604	2% CREDIT CARD PROCESSING FEE	\$12.08
PERMIT	RC17-38202	1045 TRAILSIDE DR	1	RENT PROGRAM PER UNIT FEE	\$145.00

TOTAL PAID

\$616.08

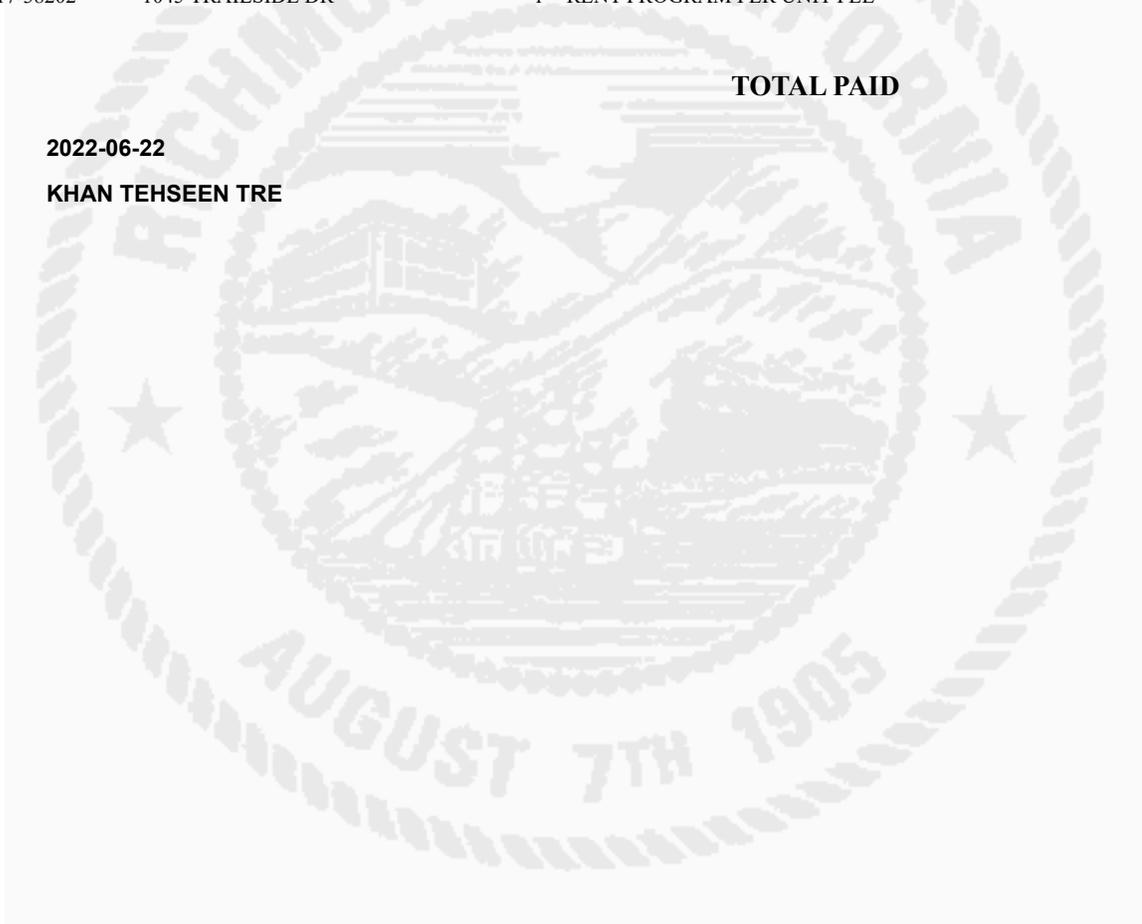
Date of Payment

2022-06-22

Paid By

KHAN TEHSEEN TRE

Method of Payment



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