

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 21, 2022

Final Decision Date Deadline: September 21, 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 August 2022 pursuant for Regulation 425 - Rent Program (Nicolas Traylor/510-620-6564).

AGENDA ITEM NO:

**F-5.**

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To: Members of the Richmond Rent Board

From: Monica Bejarano, Senior Management Analyst

Re: Late Fee Waiver Recommendation

Date: September 21, 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 September 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)
Megan Holbrook	August 08, 2022	New Owner, did not receive invoice	Full waiver of late fees	\$1,284.00	\$1,284.00	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 August 8, 2022, (Attachment 2) Carlos Valero, agent for the property owner, Megan Holbrook, at 351 S 42<sup>nd</sup>., indicated that the reason for paying late was that Megan Holbrook was a new owner, had not received an invoice, and was

unaware of the unpaid Fiscal Year fees by the previous owner. (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, Ms. Holbrook had not yet had an opportunity to make timely payments on behalf of 351 S. 42<sup>nd</sup> Street, 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 351 S. 42<sup>nd</sup> Street. is a Triplex built in 1965. (Attachment 4- Data Tree Report). Megan Holbrook purchased 351 S. 42<sup>nd</sup> St. in August 2021, inheriting the unpaid fees for fiscal years 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023. (Attachment 5- Invoice with Late Fees). Carlos Valero (Property Manager) paid the unpaid fees (minus late fees) on August 23, 2022 (Attachment 6-Receipt of Payment) and enrolled the property and registered the tenancies at 351 S. 42<sup>nd</sup> St. with the Richmond Rent Program on July 31, 2022 (Attachment 7- Property Enrollment and Tenancy Registration forms). Based on the above-mentioned facts, Megan Holbrook 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

Megan Holbrook 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, staff recommend that a full waiver of late fees, in the amount of \$1,284.00 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: \_\_\_\_\_

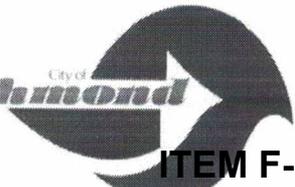
**Rent Program Staff Use Only:**

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: MEGAN HOLBROOK

FRJC #: RC22-513133022

Property Owner Phone Number or Email: \_\_\_\_\_

The Property Owner has requested the removal of late fees on their account totaling \$ 1284- 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: NEW OWNER WAS UNAWARE THAT PREVIOUS OWNER WAS DELINQUENT ON FEES

**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: Carlos Valero Date: 8/8/22

Printed Name: CARLOS VALERO

**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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**Mónica Bejarano**

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**From:** Moises Serano  
**Sent:** Thursday, September 8, 2022 7:26 PM  
**To:** Fred Tran; Mónica Bejarano  
**Cc:** Nicolas Traylor; Ramona Howell; Julie Mendoza  
**Subject:** Late Fee Waiver Request - 351 S. 42nd Street - RC22-513133022  
**Attachments:** LFW - 009 - Megan Holbrook.zip

Good Evening Everyone,

Attached is the Late Fee Waiver Request that we received on August 8, 2022, for the units at 351 S.42<sup>nd</sup> St. The Late Fee Waiver was submitted by Property Manager Carlos Valero on behalf of the New Owner Megan Holbrook.

Here are some details of the property:

- Property 351 S. 42<sup>nd</sup> St. is a Triplex built in 1965 and all three units are rented out making them each Fully Covered under the Rent Ordinance
- Ms. Holbrook purchased the property in August 2021 (According to DataTree)
- The units contained unpaid Rental Housing Fees from the previous owner
- On July 31, 2022, Property Manager Carlos Valero submitted a Property Enrollment form and Tenancy Registration forms by way of email for the units at 351 S. 42<sup>nd</sup> St.
- On August 23, 2022, a payment was made by Mr. Valero (Property Manager) by way of check for the base fees of the following Fiscal Years – FY 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023

**Recommendation** – Since Ms. Holbrook was unaware of the unpaid Fiscal Year fees by the previous Owner, it is recommended that the Late Fee Waiver Request be fully granted. Additionally, Ms. Holbrook and her Property Manager Carlos Valero have acted in good faith by paying the unpaid Rental Housing Fees, enrolling the property, and registering the units with the Rent Program.

Attached to this email, please find a compressed folder containing the following documents:

1. Property Enrollment form for 351 S. 42<sup>nd</sup> St.
2. Tenancy Registration forms for 351 S. 42<sup>nd</sup> St
3. DataTree Report for 351 S. 42<sup>nd</sup> St
4. Invoice with Late Fees
5. Invoice without Late Fees
6. Receipt for Payment made on August 23, 2022

Please do not hesitate to contact me should you have any questions or require additional information.

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)

**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

351-355 S 42nd St, Richmond, CA 94804

APN: 513-133-022

# ITEM F-5 #1 ATTACHMENT 4

Reference ID: 513133022  
Contra Costa County Data as of: 09/01/2022

## Owner Information

Owner Name:	Holbrook Megan	Occupancy:	Absentee Owner
Vesting:	Unmarried Woman		
Mailing Address:	675 Trumbull Ave, Novato, CA 94947-3746		

## Location Information

Legal Description:	Tract 2972 Lot 31 Blk 3	County:	Contra Costa, CA
APN:	513-133-022	Alternate APN:	5131330226
Munic / Twnshp:		Twtnshp-Rng-Sec:	
Subdivision:	Amended Map Of The City Of Richmond	Tract #:	2972
Neighborhood:	Central / Richmond	School District:	West Contra Costa Unified School District
Elementary School:	Stege Elementary S...	Middle School:	Fred T. Korematsu...
Latitude:	37.92694	Longitude:	-122.33002
		Census Tract / Block:	382000 / 2002
		Legal Lot / Block:	31 / 3
		Legal Book / Page:	
		High School:	Kennedy High Schoo...

## Last Transfer / Conveyance - Current Owner

Transfer / Rec Date:	08/09/2021 / 08/10/2021	Price:	\$565,000	Transfer Doc #:	2021.222991
Buyer Name:	Holbrook Megan	Seller Name:	Cochrane Chris	Deed Type:	Grant Deed

## Last Market Sale

Sale / Rec Date:	08/09/2021 / 08/10/2021	Sale Price / Type:	\$565,000 / Full Value	Deed Type:	Grant Deed
Multi / Split Sale:		Price / Sq. Ft.:	\$251	New Construction:	
1st Mtg Amt / Type:	\$305,000 /	1st Mtg Rate / Type:	3.0 / Estimated	1st Mtg Doc #:	2021.222992
2nd Mtg Amt / Type:		2nd Mtg Rate / Type:		Sale Doc #:	2021.222991
Seller Name:	Cochrane Chris			Title Company:	Old Republic Title
Lender:	Intercap Lending Inc				

## Prior Sale Information

Sale / Rec Date:	08/20/2009 / 09/11/2009	Sale Price / Type:	\$221,000 / Full Value	Prior Deed Type:	Deed
1st Mtg Amt / Type:		1st Mtg Rate / Type:		Prior Sale Doc #:	2009.216937
Prior Lender:					

## Property Characteristics

Gross Living Area:	2,253 Sq. Ft.	Total Rooms:	3	Year Built / Eff:	1965 / 1965
Living Area:	2,253 Sq. Ft.	Bedrooms:		Stories:	1
Total Adj. Area:		Baths (F / H):		Parking Type:	Carport
Above Grade:	2,253 Sq. Ft.	Pool:		Garage #:	3
Basement Area:		Fireplace:		Garage Area:	
Style:		Cooling:		Porch Type:	
Foundation:		Heating:		Patio Type:	
Quality:		Exterior Wall:		Roof Type:	
Condition:		Construction Type:		Roof Material:	

## Site Information

Land Use:	Triplex	Lot Area:	7,500 Sq. Ft.	Zoning:	
State Use:		Lot Width / Depth:		# of Buildings:	1
County Use:	22 - Triplex	Usable Lot:		Res / Comm Units:	3 /
Site Influence:		Acres:	0.172	Water / Sewer Type:	
Flood Zone Code:	X	Flood Map #:	06013C0237G	Flood Map Date:	09/30/2015
Community Name:	City Of Richmond	Flood Panel #:	0237G	Inside SFHA:	False

## Tax Information

Assessed Year:	2022	Assessed Value:	\$700,000	Market Total Value:	
Tax Year:	2021	Land Value:	\$225,000	Market Land Value:	
Tax Area:	08-084	Improvement Value:	\$475,000	Market Imprv Value:	
Property Tax:	\$6,961.34	Improved %:	67.86%	Market Imprv %:	
Exemption:		Delinquent Year:			

# ITEM F-5 #1 ATTACHMENT 4

**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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# RENTAL HOUSING FEE INVOICE

**INVOICE DATE:** August 08, 2022

Property Owner/Landlord Mailing Address

HOLBROOK MEGAN



**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 513133022.

FRJC Registration#: RC22-513133022

Page 1 of 2

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-22763 / 513-133-022-6 / 351 S 42ND ST	FY 2018-2019	207.00
RC17-22763 / 513-133-022-6 / 351 S 42ND ST	FY 2019-2020	212.00
RC17-22763 / 513-133-022-6 / 351 S 42ND ST	FY 2020-2021	219.00
RC17-22763 / 513-133-022-6 / 351 S 42ND ST	FY 2021-2022	218.00
RC17-22763 / 513-133-022-6 / 351 S 42ND ST	FY 2022-2023	226.00
RC17-22763 / 513-133-022-6 / 351 S 42ND ST / LATE FEES	PRIOR LATE FEE	428.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST	FY 2018-2019	207.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST	FY 2019-2020	212.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST	FY 2020-2021	219.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST	FY 2021-2022	218.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST	FY 2022-2023	226.00
RC17-44114 / 513-133-022-6 / 353 S 42ND ST / LATE FEES	PRIOR LATE FEE	428.00
RC17-44115 / 513-133-022-6 / 355 S 42ND ST	FY 2019-2020	212.00
RC17-44115 / 513-133-022-6 / 355 S 42ND ST	FY 2020-2021	219.00

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 <a href="https://etrakit.ci.richmond.ca.us">https://etrakit.ci.richmond.ca.us</a></p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to <span style="background-color: black; color: black;">XXXXXXXXXX</span></p> <p><b>Amount Due: \$4,530.00</b></p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC # RC22-513133022</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

**AMOUNT DUE if paid by: September 12, 2022**

**ATTACHMENT 5**

**4,530.00**

AMOUNT DUE if paid after: September 12, 2022 :	4,530.00 + 67.80 10% Late Fee FY 22-23 FEES	4,597.80
AMOUNT DUE if paid after: October 12, 2022 :	4,530.00 + 169.50 25% Late Fee FY 22-23 FEES	4,699.50
AMOUNT DUE if paid after: November 11, 2022 :	4,530.00 + 339.00 50% Late Fee FY 22-23 FEES	4,869.00

**FRJC Registration#: RC22-513133022**

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-44115 / 513-133-022-6 / 355 S 42ND ST	FY 2021-2022	218.00
RC17-44115 / 513-133-022-6 / 355 S 42ND ST	FY 2022-2023	226.00
RC17-44115 / 513-133-022-6 / 355 S 42ND ST / LATE FEES	PRIOR LATE FEE	428.00
RC17-44115 / 513-133-022-6 / 355 S 42ND ST	FY 2018-2019	207.00

**AMOUNT DUE if paid by: September 12, 2022**

**\$4,530.00**

AMOUNT DUE if paid after: September 12, 2022 :	4,530.00 + 67.80 10% Late Fee FY 22-23 FEES	4,597.80
AMOUNT DUE if paid after: October 12, 2022 :	4,530.00 + 169.50 25% Late Fee FY 22-23 FEES	4,699.50
AMOUNT DUE if paid after: November 11, 2022 :	4,530.00 + 339.00 50% Late Fee FY 22-23 FEES	4,869.00



CITY OF RICHMOND

ITEM F-5 #1  
ATTACHMENT 6  
9/8/2022

CALIFORNIA  
RECEIPT

Number: MULT112824

FEES PAID

Record Type	Record Number	Address Number	QTY	Description of Fee	Amount of Fee
PERMIT	RC17-44115	355 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$226.00
PERMIT	RC17-44115	355 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-44115	355 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$207.00
PERMIT	RC17-44115	355 S 42ND ST	1	RENT PROGRAM FEE CONTROLLED UNIT FY:	\$212.00
PERMIT	RC17-44115	355 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-44114	353 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-44114	353 S 42ND ST	1	RENT PROGRAM FEE CONTROLLED UNIT FY:	\$212.00
PERMIT	RC17-44114	353 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$207.00
PERMIT	RC17-44114	353 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00
PERMIT	RC17-44114	353 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$226.00
PERMIT	RC17-22763	351 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$219.00
PERMIT	RC17-22763	351 S 42ND ST	1	RENT PROGRAM FEE CONTROLLED UNIT FY:	\$212.00
PERMIT	RC17-22763	351 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$207.00
PERMIT	RC17-22763	351 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$226.00
PERMIT	RC17-22763	351 S 42ND ST	1	RENT PROGRAM FEE FULLY COVERED PER U	\$218.00

**TOTAL PAID**

**\$3,246.00**

Date of Payment **2022-08-23**

Paid By **VALERO PROPERTY MANAGEMENT**

Method of Payment **CHECKS 1500**

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City of Richmond Rent Program  
2018 INITIAL PROPERTY ENROLLMENT FORM

This form may be completed online at [www.richmondrent.org/enroll](http://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: 351 - 355 South 42nd St

City: Richmond State: CA ZIP: 94804

Parcel Number: 5 1 3 - 1 3 3 - 0 2 2

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)

Owner 1 Information

Name (first, last): Megan Holbrook Ownership % : 100

Bus. Mailing Address: 675 Trumbull Ave

City: Novato State: CA ZIP: 94947

Bus. Phone Number: (415) 378-3781 Bus. Email Address: megan.holbrook@comcast.net

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: \_\_\_\_\_

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): Valero Property Management Agent Name: Carlos Valero

Bus. Mailing Address: 4980 Appian Way

City: El Sobrante State: CA ZIP: 94803

Bus. Phone Number: (510) 685-6002 Bus. Email Address: valeropropman@icloud.com

*Megan Holbrook*

TURN TO PAGE 2 ↓



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: 351 South 42nd St.  
 Unit #: \_\_\_\_\_ # of Bedrooms: 1

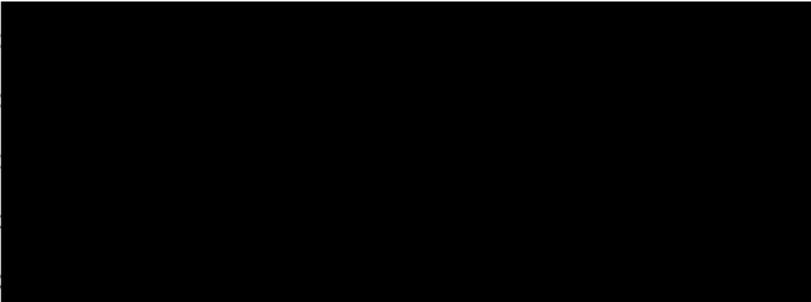
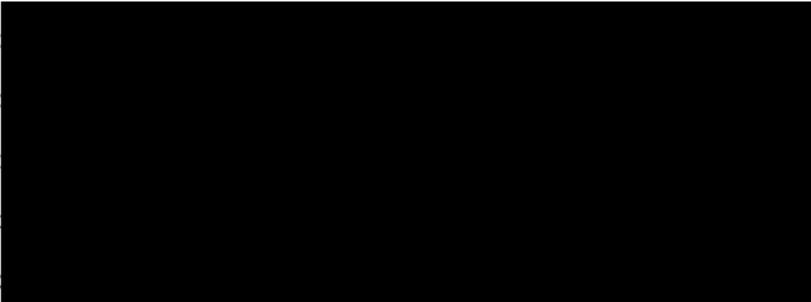
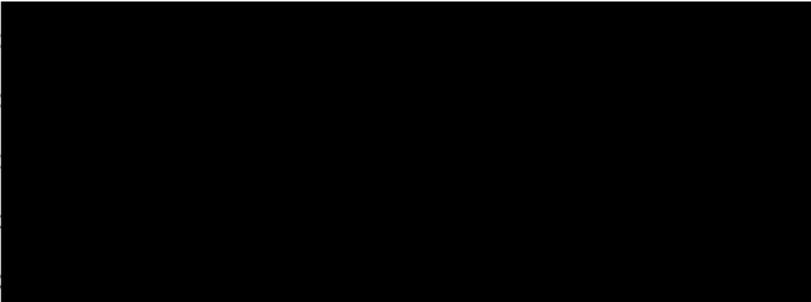
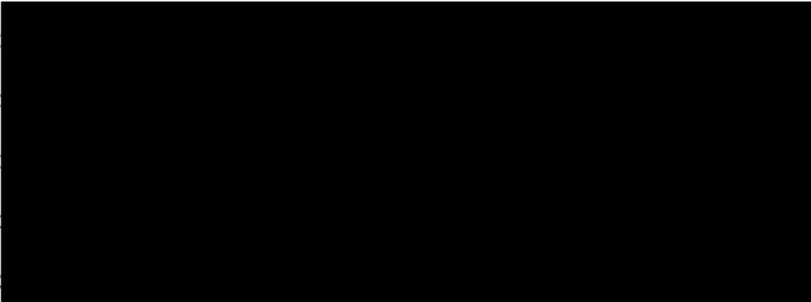
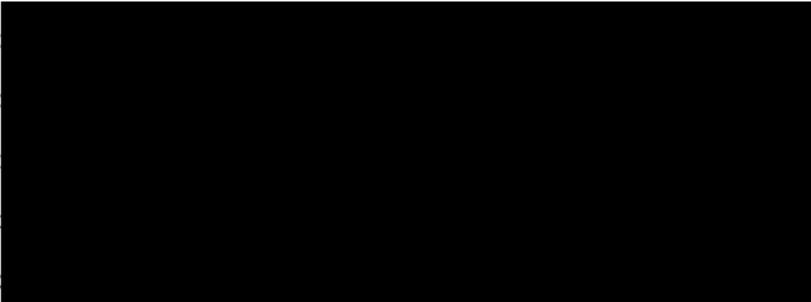
**B: Enter Tenancy Information**  
*(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)*  
 PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in 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): [REDACTED]

**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) : [REDACTED]  
 Check the box that applies:  
 [REDACTED]  
 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.  
 [REDACTED] (BASE RENT)  
 [REDACTED] (RENT) [REDACTED] (ANY ADDITIONAL FEES / SURCHARGES)

TURN TO PAGE 2 ↓

<p>(continued)</p>	<p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: <span style="background-color: black; color: black;">[REDACTED]</span></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>
<p><b>D: Indicate Housing Services Included in the Rent</b></p>	<p>Check the box next to the Housing Services paid by the Landlord or included in the Rent. <i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <div style="background-color: black; width: 100%; height: 40px;"></div>
<p><b>E: Provide Details on the Previous Tenancy (if known)</b></p>	<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</p> <p><input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease</p> <p><input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs</p> <p><input type="checkbox"/> Other (e.g. abandonment) specify: _____</p> <p>Final Rent charged to prior Tenant (if known): \$_____ per month</p>
<p><b>Declaration and Signature</b></p> <p><small>*Bus. = Business</small></p>	<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 type="checkbox"/> Owner on Title      <input checked="" type="checkbox"/> Property Manager / Authorized Agent</p> <p>Signature: <u>Carlos Valero</u>      Print: <u>Carlos VALero</u></p> <p>Bus. Phone Number: <u>(510) 685-6002</u>      Bus. Email: <u>valeropropman@icloud.com</u></p> <p>Date (mm/dd/yyyy): <u>07 / 28 / 2022</u></p>

City of Richmond Rent Program  
**TENANCY REGISTRATION FORM**  
 Complete this form online at [www.richmondrent.org/enroll](http://www.richmondrent.org/enroll)

<b>REQUIREMENT TO REGISTER</b>	<p>Landlords <b>MUST FILE</b> this form for <b>EACH EXISTING TENANCY</b> 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 ROOMMATES 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>
<b>A: Enter Basic Rental Unit Information</b>	<p>Rental Property Street Address: <u>355 South 42nd St.</u></p> <p>Unit #: _____ # of Bedrooms: <u>1</u></p>
<b>B: Enter Tenancy Information</b> <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><i>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.</i></p> <p>Tenant Name (first, last): </p> <p>Tenant Name (first, last): </p> <p>Tenant Name (first, last): </p> <p>Tenant Name (first, last): </p> <p>Tenant Name (first, last): </p>
<b>C: Enter Base Rent and Security Deposit Information</b> <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>Beginning date of this tenancy (mm/dd/yyyy) :  # of Tenants: </p> <p>Check the box that applies:</p> <p><input type="checkbox"/> Month-to-month Agreement</p> <p><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? (<i>check one</i>)</p> <p><input checked="" type="checkbox"/> If NO, continue to the Base Rent section below</p> <p><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> (BASE RENT)</p> <p>(RENT) (ANY ADDITIONAL FEES / SURCHARGES)</p>

TURN TO PAGE 2 ↓



City of Richmond Rent Program  
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 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 ROOMMATES 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: 353 South 42nd St.  
 Unit #: \_\_\_\_\_ # 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): [REDACTED]

**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) : [REDACTED] # of Tenants: [REDACTED]

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.

[REDACTED] (BASE RENT)  
 [REDACTED] (RENT) [REDACTED] (ANY ADDITIONAL FEES / SURCHARGES)

TURN TO PAGE 2 ↓

<i>(continued)</i>	<p><b>Security Deposit</b></p> <p>Total amount of Security Deposit Collected: \$ <span style="background-color: black; color: black;">[REDACTED]</span></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: 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. <i>Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))</i></p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div>
<b>E: 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</p> <p><input type="checkbox"/> Tenant moved out due to nonpayment of rent, nuisance, or breach of lease</p> <p><input type="checkbox"/> Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs</p> <p><input type="checkbox"/> Other (e.g. abandonment) specify: _____</p> <p>Final Rent charged to prior Tenant (if known): \$ _____ 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 type="checkbox"/> Owner on Title                      <input checked="" type="checkbox"/> Property Manager / Authorized Agent</p> <p>Signature: _____                      Print: Carlos Valero</p> <p>Bus. Phone Number: (510) 685-6002                      Bus. Email: valeropropman@icloud.com</p> <p>Date (mm/dd/yyyy): 07 / 28 / 2022</p>

\*Bus. = Business



To: Members of the Richmond Rent Board

From: Monica Bejarano, Senior Management Analyst

Re: Late Fee Waiver Recommendation

Date: September 21, 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 September 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)
Mia Baldwin	August 23, 2022	Wrong mailing address	Full waiver of late fees	\$61.50	\$61.50	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 August 23, 2022, (Attachment 2- Late Fee Waiver Request Form Submission) property owner of 2510 Humphrey Avenue (single-family home), Mia Baldwin, indicated that the reason for paying late was that the United States Post Office did not have the correct mailing address on file and therefore did not receive an invoice.

Upon investigating this claim, staff found the following (Attachment 3- Email from Ramona Howell, Rent Program Administrative Aide):

- 1) On October 14, 2021, the Fiscal Year 2021-2022 invoice was returned to our office as “undeliverable” (Attachment 4- Returned Mail/Invoice Copy).
- 2) On August 23, 2022, a phone call was had with Ms. Baldwin where she inquired about the Rental Housing Fee invoice, she had not yet received a statement from our office. Staff confirmed the mailing address on file while on the call.
- 3) According to the Owner, the invoice for FY 2021-2022, was not received at the P.O. Box/ mailing address in our records. The mailing address in our records is correct, however, the Post Office did not have the correct name attached to the mailbox, therefore, did not deliver the mail to Ms. Baldwin (Attachment 5- Contra Costa County Assessor, Change of Address Form and Late Fee Waiver).

### 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, Ms. Baldwin had not yet had an opportunity to make timely payments on behalf of 2510 Humphrey Avenue 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 2510 Humphrey Avenue is a Single-Family Home built in 1947 (Attachment 6- Parcel Quest Report). The property is owned by

Justin Baldwin Trust, where Mia Baldwin is the Trustee/Owner and had enrolled the property with the Rent Program since April 2019 (Attachment 7- Property Enrollment Form). On August 24, 2022, Ms. Baldwin submitted payment by check for Fiscal Years 2021-2022 and 2022-2023 (Attachment 8- Rental Housing Fee Invoice and Payment Pending to Finance). Based on the above-mentioned facts, Mia Baldwin is a successor in interest who did not receive an invoice and therefore has demonstrated a Good Cause that warrant a waiver of fees.

Staff Recommendation

Mia Baldwin 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 for the property. Considering the owner has been diligent on communication with Rent Program staff and has not been in default of payment or compliance actions in the past, staff recommend that a full waiver of late fees, in the amount of \$61.50 be granted.

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**ITEM F-5 #2  
ATTACHMENT 1**

## 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: Mia Baldwin  
FRJC #: RL528020007  
Property Owner Phone Number or Email: \_\_\_\_\_

The Property Owner has requested the removal of late fees on their account totaling \$ 61.50  
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: Post office had wrong name on box. Mail was not delivered to Box. I am using a new box - see change of address.

**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: 8/23/2022  
Printed Name: Mia Baldwin

**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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**Mónica Bejarano**

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**From:** Ramona Howell  
**Sent:** Tuesday, September 13, 2022 3:14 PM  
**To:** Nicolas Traylor; Mónica Bejarano; Fred Tran  
**Subject:** LATE FEE WAIVER REQUEST AUGUST 2022 SUBMISSION - M. BALDWIN  
**Attachments:** LATE FEE WAIVER - M. BALDWIN-RC528020007 (2).zip

**Importance:** High

Good afternoon, Nicolas,

Attached is the Late Fee Waiver Request that we received on **August 23, 2022**, for property **2510 Humphrey Ave.** The Late Fee Waiver Request was submitted by the Owner Mia Baldwin.

Here are some details about the property:

- Property 2510 Humphrey Ave. is a Single-Family Dwelling with just one unit on the parcel.
- The Property is owned by Justin Baldwin Trust according to Parcel Quest and has been enrolled since April 2019.
- October 14, 2021, the FY2021-2022 invoice was returned to our office – as undeliverable (copy attached).
- On August 23, 2022, a phone call was had with Ms. Baldwin where she inquired about the Rental Housing Fee Invoice since she had not yet received anything from our office staff confirmed the mailing address on file.
- According to the Owner, the invoice for FY2021-2022 was not received at the P.O. Box on file.
- Apparently, the P.O. Box on file was correct but there was an issue with the Post Office having the incorrect name attached to the mailbox therefore did not deliver the mail (see statement on late fee waiver)
- On August 24, 2022, Ms. Baldwin submitted payment by check for FY 2021-2022 & 2022-2023 Rental Housing Fees for 2510 Humphrey Ave.

Considering the owner has been diligent on communication with our office and has not been in default of payment or compliance actions in the past it is my recommendation that these late fees be fully waived for this fiscal year.

I have included a compressed folder including the following documents:

1. Late Fee Waiver Request
2. Property Enrollment form
3. Parcel Quest Report
4. Invoice without Late Fees
5. Picture of payment device received by Finance and pending processing.

Please feel free to contact me should you have any questions or concerns. Thank you!

*Sincere Appreciation,*

***Ramona Howell***  
*Administrative Aide*

*Billing & Registration Unit*

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

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

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

[www.richmondrent.org](http://www.richmondrent.org) | [Subscribe to the Rent Program Listserv](#)

The Rent Program is now on [Facebook](#) and [Instagram](#) - follow us to stay in touch!

**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!



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: June 28, 2021

Property Owner/Landlord Mailing Address

BALDWIN MIA  
P.O. BOX 5022  
BERKELEY, CA 94705

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 528020007.

FRJC Registration#: RC528020007

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-39289 / 528-020-007-1 / 2510 HUMPHREY AVE	FY 2021-2022	123.00
	AMOUNT DUE if paid by: August 02, 2021	123.00
	AMOUNT DUE if paid after: August 02, 2021 : 123.00 + 12.30 10% Late Fee FY 21-22 FEES	135.30
	AMOUNT DUE if paid after: September 01, 2021 : 123.00 + 30.75 25% Late Fee FY 21-22 FEES	153.75
	AMOUNT DUE if paid after: October 01, 2021 : 123.00 + 61.50 50% Late Fee FY 21-22 FEES	184.50

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> (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to [REDACTED]	(1) Make payable to "City of Richmond" (2) Write your <b>FRJC Number</b> in the memo line <b>FRJC # RC528020007</b> (3) <b>Remit to:</b> City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804
<b>Amount Due: \$123.00</b>	

In accordance with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, Section 11.100.060(I)(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.



Rent Program  
440 Civic Center Plaza, Suite 200  
Richmond, CA 94804



U.S. POSTAGE PITNEY BOWES



ZIP 94804 \$ 000.51<sup>0</sup>  
02 4W  
0000356789 JUN 28 2021

Property Owner/Landlord Mailing Address

BALDWIN MIA  
P.O. BOX 5022  
BERKELEY, CA 94705

NIXIE 958 FE 1 0007/18/21

RETURN TO SENDER  
ATTEMPTED - NOT KNOWN  
UNABLE TO FORWARD

FIMDK  
94705-0022 BOX

94804163040 \*0505-02210-28-38





**GUS S. KRAMER**  
**CONTRA COSTA COUNTY ASSESSOR**

**CHANGE OF ADDRESS FORM**

*Please Type or Print*

Property valuation information and tax bills are mailed to the address contained in Assessor's Office records. It is important that we have your current mailing address to avoid unnecessary delays in delivery.

It is the owner's responsibility to advise the Assessor when the mailing address has changed. Please use this form to report a change in address. If you have any questions regarding your mailing address, please call (925) 313-7400.

**ASSESSOR PARCEL NUMBER (APN):** 528-020-006-3

**OR BUSINESS ACCOUNT NUMBER:** \_\_\_\_\_

**PROPERTY LOCATION:** 2510 Humphrey Ave Richmond  
*Street Address* *City*

**PROPERTY OWNER:** Baldwin Mia  
*Last Name* *First Name* *Middle Initial*

**HAVE YOU MOVED FROM THE PROPERTY LOCATION?** no  
*Yes or No* *Date Moved*

**NEW MAILING ADDRESS:**

Mia Baldwin  
*Care of Name (If Applicable)*

\_\_\_\_\_  
*Street Address* *City* *State* *Zip Code + 4*

**OWNER REQUESTING CHANGE:** Baldwin Mia  
*Last Name* *First Name* *Middle*

 8/23/2022 \_\_\_\_\_  
*Signature of Owner Requesting Change* *Date* *Daytime Telephone (Required)*

**OLD MAILING ADDRESS:**

PO Box 5022 Berkeley Ca 94705  
*Street Address* *City* *State* *Zip Code*

**EFFECTIVE DATE OF ADDRESS CHANGE:** 08/23/2022  
*Month / Day / Year*

**MAIL, EMAIL OR FAX  
COMPLETED FORM TO:**

**Gus S. Kramer, Contra Costa County Assessor**  
**Attn: Public Service**  
**2530 Arnold Drive, Suite 100**  
**Martinez, CA 94553-4359**  
**Email: customerservice@assr.cccounty.us**

**Fax: (925) 313-7488**

Request to Remove Late Fees

Property Owner Name: Mia Baldwin

FRJC #: RL528020007

Property Owner Phone Number or Email: [REDACTED]

The Property Owner has requested the removal of late fees on their account totaling \$ 61.50 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: Post office had wrong name on box. Mail was not delivered to Box. I am using a new box - see change of address.

**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: 8/23/2022

Printed Name: Mia Baldwin

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_



LIST 1  
DETAIL

1 Property Address 2510 HUMPHREY AVE RICHMOND CA 94804 1275

**Ownership**

County **CONTRA COSTA, CA**  
 Assessor: **GUS KRAMER, ASSESSOR**  
 Parcel # (APN) **528 020 007 1**  
 Parcel Status:  
 Owner Name **BALDWIN JUSTIN TRE**  
 Mailing Address: **27 EUCALYPTUS PATH BERKELEY CA 94705-1500**  
 Legal Description **ANDRADE BLVD LOTS 13 & 14 BLK C**

**Assessment**

Total Value: <b>\$178,365</b>	Use Code: <b>11</b>	Use Type: <b>RESID. SINGLE FAMILY</b>
Land Value <b>\$85,602</b>	Tax Rate Area <b>008 001</b>	County Zoning
Impr Value: <b>\$92,763</b>	Year Assd: <b>2022</b>	Census Tract: <b>3720.00/6</b>
Other Value	Property Tax	Price/ qFt <b>\$137 59</b>
% Improved: <b>52%</b>	Delinquent Yr:	
Exempt Amt	HO Exempt <b>N</b>	

**Sale History**

	Sale 1	Sale 2	Sale 3	Transfer
Document Date	<b>07/20/1990</b>			<b>01/21/2022</b>
Document Number:	<b>15997-633</b>			<b>12820</b>
Document Type	<b>GRANT DEED</b>			
Transfer Amount:	<b>\$147,500</b>			
eller (Grantor)				

**Property Characteristics**

Bedrooms: <b>2</b>	Fireplace:	Units:
Baths (Full) <b>1</b>	A/C	tories
Baths (Half):	Heating:	Quality:
Total Rooms <b>5</b>	Pool	Building Class
Bldg/Liv Area: <b>1,072</b>	Park Type: <b>GARAGE</b>	Condition:
Lot Acres <b>0 114</b>	paces	ite Influence
Lot SqFt: <b>5,000</b>	Garage SqFt: <b>235</b>	Timber Preserve:
Year Built <b>1947</b>		Ag Preserve
Effective Year: <b>1947</b>		

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**ITEM F-5 #2  
ATTACHMENT 7**



**City of Richmond Rent Program  
2018 INITIAL PROPERTY ENROLLMENT FORM**  
This form may be completed online at [www.richmondrent.org/enroll](http://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: 2510 Humphrey Ave.

City: Richmond State: CA ZIP: 94804

Parcel Number: 5 2 8 - 0 2 0 - 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): MIA BALDWIN Ownership %: 100%

Bus. Mailing Address: P.O. BOX 5022

City: BERKELEY State: CA ZIP: 94705

Bus. Phone Number: 510 333 7954 Bus. Email Address: miabaldwin@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: \_\_\_\_\_ Title: \_\_\_\_\_

**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: \_\_\_\_\_

Bus. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Bus. Email Address: \_\_\_\_\_

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

RICHMOND RENT PROGRAM  
APR 15 2019 AM 11:54

TURN TO PAGE 2 ↓

**ITEM F-5 #2  
ATTACHMENT 7**

**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: 1

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
[REDACTED]	[REDACTED]	[REDACTED]

**Unit Status Codes**

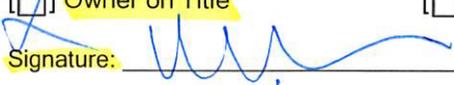
[SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)  
[LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)  
[GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify:* \_\_\_\_\_  
[BMR] Owner/developer 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: Mia Baldwin

Date (mm/dd/yyyy): 4 / 10 / 19



# RENTAL HOUSING FEE INVOICE

**INVOICE DATE:** August 22, 2022

Property Owner/Landlord Mailing Address

BALDWIN MIA  
 P.O. BOX ██████████  
 BERKELEY, CA 94705

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 528020007.

FRJC Registration#: RC528020007

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-39289 / 528-020-007-1 / 2510 HUMPHREY AVE	FY 2021-2022	123.00
RC17-39289 / 528-020-007-1 / 2510 HUMPHREY AVE	FY 2022-2023	127.00
RC17-39289 / 528-020-007-1 / 2510 HUMPHREY AVE / LATE FEES	PRIOR LATE FEE	61.50

**AMOUNT DUE if paid by: September 26, 2022** 311.50

AMOUNT DUE if paid after: September 26, 2022 :	311.50 + 12.70 10% Late Fee FY 22-23 FEES	324.20
AMOUNT DUE if paid after: October 26, 2022 :	311.50 + 31.75 25% Late Fee FY 22-23 FEES	343.25
AMOUNT DUE if paid after: November 25, 2022 :	311.50 + 63.50 50% Late Fee FY 22-23 FEES	375.00

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 <a href="https://etrakit.ci.richmond.ca.us">https://etrakit.ci.richmond.ca.us</a></p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to ██████████</p> <p><b>Amount Due: \$311.50</b></p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC # RC528020007</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.

Company Information Registration #: RC528020007 Expiration: 03/02/2021

Company Name:  

Type:

Subtype:

Status:

Applied:

Issued:

Expires:

PIN #:

FEIN or SSN:

Address:

City, State, Zip:

Website:

Phone:

Fax:

Cell:

Pager:

E-Mail:

License Registration #: 40054505 Lic. Exp: 03/02/2022 2nd Registration #: 10931 2nd Lic. Exp: N/A

Insurances

Contacts (1) Owner: SCHEMMERLING KRYSSA

Chronology (8)

			Action Type	Staff Name	Action Date	Completion Date
			PAYMENT RCVD	RAMONA HOWELL	09/07/2022	09/07/2022
			PHONE CALL	MONICA BEJARANO	08/23/2022	08/23/2022

Notes



AEC Record #: RC528020007  
 Owner: SCHEMMERLING KRYSSA  
 User ID: RH1  
 Type: PAYMENT RCVD  
 Staff: RAMONA HOWELL

Existing Notes:  
 (9/7/2022 10:24:00 PM RH1) Action Created (RH1)  
 RCVD CK# 488 DATED 08/24/2022 FOR \$250.00. FY2022-23 FEES - FWD TO FINANCE.



To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: September 21, 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 September 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)
Norman B Schmitz	August 03, 2022	Owner & property manager, did not receive invoice	Full waiver of late fees	\$61.50	\$61.50	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 August 3, 2022, (Attachment 1) Paul Yap, agent for the property owner, Norman B Schmitz, at 3093 Keith Dr., indicated that the reason for paying late fees was that the owner and property manager did not receive an invoice, unpaid Fiscal Year fees by the previous owner. (Attachment 2 – Rental Housing Fee Invoice):

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, Norman B Schmitz had paid timely during the last (4) four fiscal years.

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 3093 Keith Dr. is a Residential Single Family built in 1956. (Attachment 3- Parcel Quest Report). Norman B Schmitz purchased 3093 Keith Dr. in June 2014. Paul Yap (Property Manager) paid the unpaid fees (minus late fees) on August 5, 2022 (Attachment 4 - Receipt of Payment) and enrolled and authorized agent for the property with the Richmond Rent Program on August 3, 2022 (Attachment 5 - Property Enrollment and Tenancy Registration forms). Based on the above-mentioned facts, Norman B Schmitz claims the invoice was not receive in prior year by him or the property manager and therefore not able to pay the invoice. Norman B Schmitz has demonstrated a Good Cause that warrants a waiver of late fees with his timely paid invoices during the last (4) four fiscal years.

Staff Recommendation

Norman B Schmitz 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 for the property. Considering these factors, staff recommend that a full waiver of late fees, in the amount of \$61.50 be granted.

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### Request to Remove Late Fees

Property Owner Name: Norman B Schmitz

FRJC #: RC431155020

Property Owner Phone Number or Email: [REDACTED]

The Property Owner has requested the removal of late fees on their account totaling \$ 61.50 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: Existing owner. Both owner and property manager did not receive invoice

**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: 08 / 03 / 2022

Printed Name: Paul Yap

**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 29, 2022

Property Owner/Landlord Mailing Address

SCHMITZ NORMAN B

[REDACTED]  
 [REDACTED] 94803

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 lordrol2k2RHF.

FRJC Registration#: RC431155020

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-43539 / 431-155-020-8 / 3093 KEITH DR	FY 2021-2022	123.00
RC17-43539 / 431-155-020-8 / 3093 KEITH DR	FY 2022-2023	127.00

**AMOUNT DUE if paid by: September 02, 2022** 250.00

AMOUNT DUE if paid after: September 02, 2022 :	250.00 + 12.70 10% Late Fee FY 22-23 FEES	262.70
AMOUNT DUE if paid after: October 02, 2022 :	250.00 + 31.75 25% Late Fee FY 22-23 FEES	281.75
AMOUNT DUE if paid after: November 01, 2022 :	250.00 + 63.50 50% Late Fee FY 22-23 FEES	313.50

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://etrakit.ci.richmond.ca.us">https://etrakit.ci.richmond.ca.us</a> (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to [REDACTED]  <b>Amount Due: \$250.00</b>	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # RC431155020 (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

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LIST 1  
DETAIL

1 Property Address 3093 KEITH DR RICHMOND CA 94803 2332

**Ownership**

County **CONTRA COSTA, CA**  
 Assessor: **GUS KRAMER, ASSESSOR**  
 Parcel # (APN) **431 155 020 8**  
 Parcel Status:  
 Owner Name **NG GUAT TOH TRE SCHMITZ NORMAN B**  
 Mailing Address: **2436 CHERRY HILLS DR LAFAYETTE CA 94549-1704**  
 Legal Description **TRACT 2203 LOT 239**

**Assessment**

Total Value: <b>\$458,579</b>	Use Code: <b>11</b>	Use Type: <b>RESID. SINGLE FAMILY</b>
Land Value <b>\$288,786</b>	Tax Rate Area <b>008 003</b>	County Zoning
Impr Value: <b>\$169,793</b>	Year Assd: <b>2022</b>	Census Tract: <b>3602.00/1</b>
Other Value	Property Tax	Price/ qFt <b>\$206 63</b>
% Improved: <b>37%</b>	Delinquent Yr:	
Exempt Amt	HO Exempt <b>N</b>	

**Sale History**

	Sale 1	Sale 2	Sale 3	Transfer
Document Date	<b>06/03/2014</b>	<b>04/03/1998</b>		<b>03/21/2017</b>
Document Number:	<b>89874</b>	<b>70821</b>		<b>48295</b>
Document Type	<b>GRANT DEED</b>			
Transfer Amount:	<b>\$268,000</b>	<b>\$172,500</b>		
eller (Grantor)				

**Property Characteristics**

Bedrooms: <b>3</b>	Fireplace:	Units:
Baths (Full) <b>2</b>	A/C	tories
Baths (Half):	Heating: <b>CENTRAL</b>	Quality:
Total Rooms <b>6</b>	Pool	Building Class
Bldg/Liv Area: <b>1,297</b>	Park Type: <b>GARAGE</b>	Condition: <b>AVERAGE</b>
Lot Acres <b>0 137</b>	paces <b>2</b>	ite Influence
Lot SqFt: <b>6,000</b>	Garage SqFt: <b>462</b>	Timber Preserve:
Year Built <b>1956</b>		Ag Preserve
Effective Year: <b>1956</b>		

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**CITY OF RICHMOND**

450 CIVIC CENTER PLAZA • RICHMOND, CA 94804  
(510) 620-6868

Printed: September 12, 2022

**Receipt Number: WEB39653**

**Permit Number: RC17-43539**

**Permit Type: RENT CONTROL / JUST CAUSE**

**Site Address: 3093 KEITH DR**

**Applicant: SCHMITZ NORMAN B**

**Owner: SCHMITZ NORMAN B**

**Contractor:**

**Job Description: 3093 KEITH DR**

**FEES PAID**

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**01917090340445**

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250	2% CREDIT CARD PROCESSING FEE	01917090340445	\$5.00
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<b>Total Fees for Account 01917090340445:</b>			<b>\$5.00</b>
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**11850065340445**

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1	RENT PROG PARTIALLY COVERED & GOVT. SL	11850065340445	\$127.00
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1	RENT PROG PARTIALLY COVERED & GOVT. SL	11850065340445	\$123.00
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<b>Total Fees for Account 11850065340445:</b>			<b>\$250.00</b>
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<b>Total Fees Paid:</b>			<b>\$255.00</b>
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Date Paid: Friday, August 5, 2022

Paid By: SCHMITZ NORMAN B

Pay Method:

Received By: eTRAKIT CONTRACTOR

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

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)**

<b>Property Ownership Status</b> <i>(Required)</i>	Rental Property Street Address: <u>3093 Keith Dr</u> City: <u>Richmond</u> State: <u>CA</u> ZIP: <u>94803</u> Parcel Number: <u>4 3 1 - 1 5 5 - 0 2 0</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><b>New Property Owner's Information</b></u> Name (first, last): _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____
<b>A: Who holds title?</b> <i>(Required)</i>  <i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners</i>	<u><b>Owner 1 Information (Individual, Trust, LLC, etc.)</b></u> Name (first, last): <u>Norman B Schmitz</u> Ownership % : <u>50%</u> Bus. Mailing Address: <u>2436 Cherry Hills Dr</u> City: <u>Lafayette</u> State: <u>CA</u> ZIP: <u>94549</u> Bus. Phone Number: <u>(510) 823-9695</u> 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: _____
<i>*Bus. = Business</i>	<u><b>Owner 2 Information (Individual, Trust, LLC, etc.)</b></u> Name (first, last): <u>Guat T Ng</u> Ownership % (if any): <u>50%</u> Bus. Mailing Address: <u>2436 Cherry Hills Dr</u> City: <u>Lafayette</u> State: <u>CA</u> ZIP: <u>94549</u> Bus. Phone Number: <u>(510) 965-7745</u> 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>B: Who do you authorize to sign Rent Program documents for you?</b> <i>(Optional)</i>	<p align="center"><b>AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</b></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: <u>Paul Yap</u> Bus. Mailing Address: <u>3606 May Rd</u> City: <u>Richmond</u> State: <u>CA</u> ZIP: <u>94803</u> Bus. Phone Number: <u>(510) 685-3776</u> Bus. Email Address: <u>pauilyap2k@gmail.com</u> Owner Signature (Required): <u></u>

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: 1

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*

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

*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 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

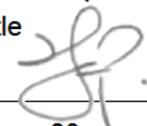
[OTHER] Specify: \_\_\_\_\_

**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: Paul Yap

Date (mm/dd/yyyy): 08 / 03 / 2022



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

**Unit Status Codes**

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**[OTHER]** Specify: \_\_\_\_\_