

Late Fee Waiver Summary – October 2022 Regular Board Meeting

Property Street	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)
1 25 3 rd St.	Doreen Gomez of Evangeline P Gomez Tre	September 22, 2022	Owner mailed a check and paid invoice	Full waiver of late fees	\$61.50	\$61.50	None
2 45 Grove St.	Deena Love and Jon Stiles	August 25, 2022	Owner did not receive invoice	Full waiver of late fees	\$61.50	\$61.50	None
3 1510 Lincoln Ave.	Anna Phung	August 31, 2022	Owner did not receive invoice	Partial Waiver to the 10% penalty level	\$123.50	\$98.80	\$24.70
4 2834 Shane Dr.	Soo Wah Tong	August 17, 2022	Owner did not receive invoice	Full waiver of late fees	\$61.50	\$61.50	None
5 4221 Cutting Blvd. & 3812 Ohio Ave.	Herbert A. Brown Sr	September 19, 2022	Owner did not receive invoice	Partial Waiver to the 10% penalty level	\$247.00	\$197.60	\$49.40
6 5118 Garvin Ave.	Lawrene Lee and May Louie	September 6, 2022	Owner mailed a check and paid invoice	Full waiver of late fees	\$61.50	\$61.50	None

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To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Doreen Gomez of Evangeline P Gomez Tre	September 22, 2022	Owner mailed a check and paid 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 September 22, 2022, (Attachment 1) Doreen Gomez of Evangeline P Gomez Tre, the property owners at 25 3rd St., indicated that "previously submitted payment did not clear her bank and she was not aware it did not post to her account" (Attachment 2). A payment was made for current and prior fiscal year fees when it was discovered the check was not cashed (Attachment 3 - Registration Fee Payment Received).

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, Doreen Gomez of Evangeline P Gomez Tre 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.*

The Contra Costa County record indicates that 25 3rd St. is a Residential Single Family built in 1911. (Attachment 4 - Parcel Quest Report). Doreen Gomez of Evangeline P Gomez Tre paid the unpaid fees (minus late fees) on September 21, 2022 (Attachment 3 - Registration Fee Payment Received) and had enrolled the property with the Richmond Rent Program (Attachment 5 - Property Enrollment form). Doreen Gomez

claims “previously submitted payment did not clear her bank and she was not aware it did not post to her account” (Attachment 2). A payment was made for current and prior fiscal year fees when it was discovered the check was not cashed (Attachment 3 - Registration Fee Payment Received). Doreen Gomez of Evangeline P Gomez Tre has demonstrated a Good Cause that warrants a waiver of late fees with timely paid invoices during the last (4) four fiscal years.

Staff Recommendation

Doreen Gomez of Evangeline P Gomez Tre has shown good faith efforts to come into compliance by contacting the Rent Program to inquire about the invoices (Attachment 6), paying the unpaid Rental Housing Fees due, and submitted a Property Enrollment form. 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

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

Property Owner Name: GOMEZ EVANGELINA P TRE

FRJC #: _____

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: Payment for FY 2021-2022 made in good faith but CHECK #2960 dd 8-4-2021 appears to have never been processed.

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: 09 / 22 / 2022

Printed Name: Evangelina P. Gomez by D.E. Gomez

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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Fred Tran

From: Ramona Howell
Sent: Wednesday, October 5, 2022 4:04 PM
To: Mónica Bejarano; Fred Tran; Nicolas Traylor
Cc: Julie Mendoza; Moises Serano; Cynthia Shaw
Subject: LATE FEE WAIVER REQUEST - DOREEN GOMEZ (OF EVANGELINA P. GOMEZ TRE)
Attachments: LATE FEE WAIVER - EVANGILINE GOMEZ TRE. - RC538360021 9.22.22.zip

Good afternoon, everyone:

Attached is the Late fee Waiver Request dated September 21, 2022, that we have received Doreen Gomez of Evangeline P Gomez Tre., who is the Property Owner of **25 3rd Street**. Here are some of the details of the property:

1. 25 3rd Street is a Single-Family Dwelling with one dwelling unit built in 1911 and is part of a family trust.
2. A phone appointment was had with Ms. Doreen Gomez on September 21 , 2022.
 - In this appointment she stated that she had recently received our Residential Rental Housing Fee Invoice with FY21-22 fees with late fees attached to it and was under the impression that it was paid because she sent the payment in and did not realize it had not cleared her account.
 - She was told that the late fees could temporarily be removed so she could make the base payment, but that afterwards she would need to submit a late fee waiver request and make sure that the property remains in compliance.
3. On September 22, 2022, Ms. Gomez submitted the attached Late Fee Waiver Request and checked off that her reason for requesting a Late Fee Waiver was due to “previously submitted payment did not clear her bank and she was not aware it did not post to her account.”
 - In our system, we did not note receiving the check specified in the AEC record, but the check may have gone directly to the Finance Dept or been lost in transition to our offices.
4. Payment for the base Residential Rental Housing Fees for Fiscal Years 2021-2022, and 2022-2023 was mailed on the same day we spoke on 09/21 /22 was processed in our office and forwarded to Finance on 10/05/2022.
5. The Owner’s record in our system does show a fee for FY2020/2021 was paid with a late fee undisputed.

Recommendation: Taking in consideration that the owner has paid all previous fiscal year fees and has enrolled as required prior to this instance. The owner has recorded in her records the specific check number, amount, and date of sending a payment to us to make sure she did not have late fees again, I would recommend a late fee waiver request be granted.

In this email I have attached a compressed folder with the following documents:

1. Late Fee Waiver Request submitted September 22, 2022
2. Parcel Quest Report

3. Invoice with Late Fees
4. Post-dated envelope of payment made September 21, 2022
5. Trakit chronology note of receiving check in office and forwarding to Finance for FY22-23 fees.
6. Property Enrollment form submitted.

Please do not hesitate to contact me should you require any additional information. 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 / **[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!

ation #: RC538360021

ITEM F-5 -#1
ATTACHMENT 3

Information Registration #: RC538360021 Expiration: 12/31/2020

Name: GOMEZ EVANGELINA P TRE

Type: RENT CONTROL PROGRAM

Category: LANDLORD

Status: ENROLLED

SSN:

Address:

City, State, Zip:

Website:

Notes



AEC Record #: RC538360021
Owner: EVANGELINA GOMEZ
User ID: RH1
Type: PAYMENT RCVD
Staff: JULIE MENDOZA

New Notes:

Registration #: 40011264 Lic. Exp: 12/31/2021 2nd

Owner: EVANGELINAGOMEZ

Action Type	Staff Name	Action Date	Completion Date
PAYMENT RCVD	JULIE MENDOZA	10/05/2022	10/05/2022
RECEIVED	RAMONA HOWELL	09/22/2022	09/22/2022



LIST 1
DETAIL

1 Property Address: 25 3RD ST RICHMOND CA 94801-3563

Ownership

County: **CONTRA COSTA, CA**
Assessor: **GUS KRAMER, ASSESSOR**
Parcel # (APN): **538-360-021-9**
Parcel Status:
Owner Name: **GOMEZ EVANGELINA P TRE**
Mailing Address: [REDACTED]
Legal Description: **CITY OF RICHMOND LOT 13 POR LOT 12 BLK 9**

Assessment

Total Value: **\$19,474** Use Code: **14** Use Type: **RESID. SINGLE FAMILY**
Land Value: **\$10,624** Tax Rate Area: **008-133** County Zoning Code:
Impr Value: **\$8,850** Year Assd: **2022** Census Tract: **3770.00/4**
Other Value: Property Tax: Price/SqFt:
% Improved: **45%** Delinquent Yr:
Exempt Amt: HO Exempt: **N**

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	09/17/2007	05/15/1973	04/06/1973	09/17/2007
Document Number:	261774	6945-222	6908-168	261774
Document Type:				
Transfer Amount:				
Seller (Grantor):				

Property Characteristics

Bedrooms:	2	Fireplace:		Units:
Baths (Full):	1	A/C:		Stories:
Baths (Half):		Heating:		Quality:
Total Rooms:	6	Pool:		Building Class:
Bldg/Liv Area:	820	Park Type:	GARAGE	Condition:
Lot Acres:	0.104	Spaces:		Site Influence:
Lot SqFt:	4,560	Garage SqFt:	200	Timber Preserve:
Year Built:	1911			Ag Preserve:
Effective Year:	1901			

City of Richmond Rent Program FRJC Registration#: RC538360021
2018 INITIAL PROPERTY ENROLLMENT FORM
 Access a fillable PDF at richmondrent.org/enroll



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

Property Ownership Status (Required)	Rental Property Street Address: <u>25 3Rd St</u> ITEM F-5 -#1 City: <u>Richmond</u> State: <u>CA</u> ZIP: <u>94801-3563</u> ATTACHMENT 5 Parcel Number: <u>5 3 8 - 3 6 0 - 0 2 1</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 (address located on the bottom left of this page) <u>New Property Owner's Information</u> Name (first, last): _____ Mailing Address: _____ City: _____ State: _____
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A: Who holds title? (Required) <i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2</i> *Bus. = Business	<u>Owner 1 Information</u> Name (first, last): <u>Evangelina Gomez</u> Ownership % : <u>100</u> Bus. Mailing Address: [REDACTED] City: [REDACTED] Bus. Phone: [REDACTED] If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below. Name: <u>N/A</u> Title: <u>N/A</u> <u>Owner 2 Information</u> 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: _____
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B: Who do you authorize to sign Rent Program documents for you? (Optional):	<p align="center">AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself. Name (if any): _____ Company Agent Name: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Owner Signature (Required): <u>Evangelina Gomez</u>
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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:)

Refer to the table below for clarification on Unit Type and Status Code)

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: _____

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

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
-25 3rd Street	CR	

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] 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: Evangelina S Gomez Print: Evangelina P. Gomez

Date (mm/dd/yyyy): / /



RENTAL HOUSING FEE INVOICE

INVOICE DATE: August 22, 2022

Property Owner/Landlord Mailing Address

GOMEZ EVANGELINA P TRE



Pay today ONLINE!
 Visit etrakit.ci.richmond.ca.us
 Login using the *Contractor/Landlord* dropdown menu and finding the owner name printed above. Your password is set to 538360021.

FRJC Registration#: RC538360021

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-25883 / 538-360-021-9 / 25 3RD ST	FY 2021-2022	123.00
RC17-25883 / 538-360-021-9 / 25 3RD ST	FY 2022-2023	127.00
RC17-25883 / 538-360-021-9 / 25 3RD ST / 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 https://etrakit.ci.richmond.ca.us</p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set [REDACTED]</p> <p>Amount Due: \$311.50</p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC [REDACTED]</p> <p>(3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804</p>

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

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To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Deena Love and Jon Stiles	August 25, 2022	Owner 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 25, 2022, (Attachment 1) Deena Love, the property owner, at 45 Grove St., indicated that the reason for paying late was that the owner did not receive an invoice, current and prior Fiscal Year fees (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, Deena Love 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 45 Grove St. is a Residential Single Family built in 1941. (Attachment 3 - Parcel Quest Report). Deena Love 45 Grove St purchased 45 Grove St. in June 2010. Deena Love paid the unpaid fees (minus late fees) on September 13, 2022 (Attachment 4 - Receipt of Payment) and enrolled the property with the Richmond Rent Program on August 25, 2022 (Attachment 5 - Property Enrollment form). Based on the above-mentioned facts, Deena Love claims the invoice was not receive in prior year and therefore not able to pay the invoice. Deena Love has demonstrated a Good Cause that warrants a waiver of late fees with timely paid invoices during the last (4) four fiscal years.

Staff Recommendation

Deena Love has shown good faith efforts to come into compliance, by contacting the Rent Program to inquire about her 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: Deena Love
FRJC #: [REDACTED]
Property: [REDACTED]

ITEM F-5 #2
ATTACHMENT 1

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: _____

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: Deena Love Date: 8/25/2022

Printed Name: Deena Love

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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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: August 15, 2022

Property Owner/Landlord Mailing Address

LOVE DEENA
[REDACTED]
[REDACTED]

Pay today ONLINE!
Visit etrakit.ci.richmond.ca.us
Login using the *Contractor/Landlord* dropdown menu and finding the owner name printed above. Your password is set to 515370003.

FRJC Registration#: RC515370003

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APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-33562 / 515-370-003-3 / 45 GROVE ST	FY 2021-2022	123.00
RC17-33562 / 515-370-003-3 / 45 GROVE ST	FY 2022-2023	127.00
RC17-33562 / 515-370-003-3 / 45 GROVE ST / LATE FEES	PRIOR LATE FEE	61.50

AMOUNT DUE if paid by: September 19, 2022 311.50

AMOUNT DUE if paid after: September 19, 2022 :	311.50 + 12.70 10% Late Fee FY 22-23 FEES	324.20
AMOUNT DUE if paid after: October 19, 2022 :	311.50 + 31.75 25% Late Fee FY 22-23 FEES	343.25
AMOUNT DUE if paid after: November 18, 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
(1) Visit https://etrakit.ci.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to [REDACTED] Amount Due: \$311.50	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # [REDACTED] (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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

FRJC Registration#: [REDACTED]

COR_RC_FY_INVOICE.rpt

1 Property Address: 45 GROVE ST RICHMOND CA 94804-1917

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **515-370-003-3**
 Parcel Status:
 Owner Name: **LOVE DEENA STILES JON**
 Mailing Address: [REDACTED]
 Legal Description: **METROPOLITAN SQUARE LOT 294**

Assessment

Total Value: \$145,955	Use Code: 11	Use Type: RESID. SINGLE FAMILY
Land Value: \$97,305	Tax Rate Area: 008-133	County Zoning:
Impr Value: \$48,650	Year Assd: 2022	Census Tract: 3810.00/3
Other Value:	Property Tax:	Price/SqFt: \$40.04
% Improved: 33%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	07/16/2010	06/11/2010	04/20/2010	07/16/2010
Document Number:	142894	116946	77647	142894
Document Type:	GRANT DEED	GRANT DEED		
Transfer Amount:	\$40,000	\$120,000		
Seller (Grantor):				

Property Characteristics

Bedrooms:	2	Fireplace:		Units:	
Baths (Full):	1	A/C:		Stories:	
Baths (Half):		Heating:		Quality:	
Total Rooms:	5	Pool:		Building Class:	
Bldg/Liv Area:	999	Park Type:	GARAGE	Condition:	AVERAGE
Lot Acres:	0.094	Spaces:	2	Site Influence:	
Lot SqFt:	4,100	Garage SqFt:	456	Timber Preserve:	
Year Built:	1941			Ag Preserve:	
Effective Year:	1943				



CITY OF RICHMOND

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

Printed: October 03, 2022

Receipt Number: MULTI13451

Permit Number: [REDACTED]

Permit Type: RENT CONTROL / JUST CAUSE

Site Address: 45 GROVE ST

Applicant: LOVE DEENA

Owner: LOVE DEENA

Contractor:

Job Description: 45 GROVE ST

FEES PAID

11850065340445

1	RENT PROG PARTIALLY COVERED & GOV 11850065340445	\$127.00
1	RENT PROG PARTIALLY COVERED & GOV 11850065340445	\$123.00

Total Fees for Account 11850065340445: \$250.00

Total Fees Paid: \$250.00

Date Paid: Tuesday, September 13, 2022

Paid By: DEENA LOVE

Pay Method: CHECKS 5034

Received By: TRACY WALKER

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City of Richmond Rent Program
PROPERTY ENROLLMENT FORM

ITEM F-5 #2
ATTACHMENT 5



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

A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)

IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)

Property Ownership Status (Required)

Rental Property Street Address: 45 Grove Street
 City: Richmond State: CA ZIP: 94804
 Parcel Number: 515-370-003

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)

Owner 1 Information (Individual, Trust, LLC, etc.)

Name (first, last): Deena Love / Jon Stiles Ownership %: Joint
 Bus. Mailing Address: [REDACTED]
 City: [REDACTED]

ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners

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

Name: _____ Title: _____

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

Name (first, last): _____ Ownership % (if any): _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____

*Bus. = Business

Bus. Phone Number: _____ Bus. Email Address: _____
 Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.

Name: _____ Title: _____

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)

B: Who do you authorize to sign Rent Program documents for you? (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): _____

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

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

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started (mm/dd/yyyy)
<i>1234 Main Street (Example)</i>	CR	01/01/2018
45 Grove Street	CR	08/01/2010

* 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
 *[IRENT 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: Deena Love Print: Deena Love
 Date (mm/dd/yyyy): 8 125 2022



To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Anna Phung	August 31, 2022	Owner did not receive invoice	Partial Waiver to the 10% penalty level	\$123.50	\$98.80	\$24.70

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 31, 2022, (Attachment 1) Anna Phung, the property owner at 1510 Lincoln Ave., indicated that the reason for paying late was that the invoice (Attachment 2 – Rental Housing Fee Invoice) was sent to the wrong mailing address. Upon investigating this claim, staff found the following (Attachment 3 - Email from Moises Serano, Rent Program Administrative Aide):

- On September 1, 2022, Ms. Phung submitted the attached Late Fee Waiver Request (Attachment 1) and checked off that her reason for requesting a Late Fee Waiver was due to a “Wrong Mailing Address.”
 - The mailing address in the system was [REDACTED] (no Property Enrollment form was submitted indicating a different mailing address).
- On September 1, 2022, Ms. Phung submitted the attached Property Enrollment form (Attachment 4). Prior to this submission, it doesn’t appear that our offices received any other Property Enrollment form.
 - The Property Enrollment form updated the mailing address to 279 22nd Ave, San Francisco, CA 94121.
- The base Residential Rental Housing Fees for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 were all paid on September 20, 2022 (Attachment 5).
- Upon further research, in March 2020 a late fee waiver had been submitted to the Program and approved (Attachment 6). The reason for the submittal was also “Wrong Mailing Address.”

Payment History

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

In this case, timely payments were not made during the last two fiscal years, foreclosing the possibility of a ministerial waiver.

Evaluation of Owner’s Claim of Good Cause

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

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

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

Contra Costa County records show that 1510 Lincoln Ave. is a Residential Single Family built in 1947 (Attachment 7 - Parcel Quest Report) with the prior mailing address.

Staff Recommendation

Anna Phung did show good faith in her efforts to come into compliance, by contacting the Rent Program to inquire about the invoice, updating the mailing address with the Rent Program, and paying all past fees due (minus late fees). Staff recommends a partial waiver of the late fees pursuant to Rent Board Regulation 425 G (3). Regulation 425 G (3) requires that if there was one late fee waiver request granted in the prior three fiscal years, the late fee assessment shall be reduced to at least a 10% percent assessment. Since a late fee waiver was previously granted for 1510 Lincoln Ave. in fiscal year 2019-20 (Attachment 6 – Prior Fiscal Year Late Fee Waiver Approved), a 10% late fee penalty of \$24.70 should be assessed.

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Request to Remove Late Fees

ITEM F-5 #3 ATTACHMENT 1

Property Owner Name: Anna Phung
FRJC #: [Redacted]
Property Owner P [Redacted]

The Property Owner has requested the removal of late fees on their account totaling \$ 123.50 for the following reason:

- Wrong Mailing Address
Owner believed property was exempt from the Rent Ordinance
Financial hardship, caused by circumstances beyond the Landlord's control...
Hospitalizations or medical treatments of the Landlord or Landlord's family...
The landlord was billed for a fewer number of units because of errors in property records...
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...
The determination of whether or not the property was subject to the Ordinance required an analysis...
The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic...
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: Anna Phung Date: 8/31/2022
Printed Name: Anna Phung

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: / /



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: August 22, 2022

Property Owner/Landlord Mailing Address

PHUNG ANNA HUE MI
[REDACTED]

Pay today ONLINE!
Visit etrakit.ci.richmond.ca.us
Login using the *Contractor/Landlord* dropdown menu and finding the owner name printed above. Your password is set to 529030002.

FRJC Registration#: RC529030002

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE	FY 2020-2021	124.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE	FY 2021-2022	123.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE	FY 2022-2023	127.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE / LATE FEES	PRIOR LATE FEE	123.50

AMOUNT DUE if paid by: September 26, 2022 497.50

AMOUNT DUE if paid after: September 26, 2022 :	497.50 + 12.70 10% Late Fee FY 22-23 FEES	510.20
AMOUNT DUE if paid after: October 26, 2022 :	497.50 + 31.75 25% Late Fee FY 22-23 FEES	529.25
AMOUNT DUE if paid after: November 25, 2022 :	497.50 + 63.50 50% Late Fee FY 22-23 FEES	561.00

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

Pay Online	Pay By Check
(1) Visit https://etrakit.ci.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to [REDACTED] Amount Due: \$497.50	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # [REDACTED] (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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

FRJC Registration#: [REDACTED]

COR_RC_FY_INVOICE.rpt

Fred Tran

From: Moises Serano
Sent: Friday, September 30, 2022 5:52 PM
To: Nicolas Traylor; Fred Tran; Mónica Bejarano
Cc: Ramona Howell; Julie Mendoza
Subject: Late Fee Waiver Request - 1510 Lincoln Ave - RC529030002
Attachments: LFW - 012 - Anna Phung.zip

Good afternoon Everyone,

Attached is the Late fee Waiver Request dated August 31, 2022, that we have received from Anna Phung, who is the Property Owner of 1510 Lincoln Ave. Here are some of the details of the property:

- 1510 Lincoln Ave is a Single-Family Dwelling with one dwelling unit built in 1947
- A phone appointment was had with Ms. Phung on August 29, 2022.
 - In this appointment she stated that she had recently received our Residential Rental Housing Fee Invoice with late fees attached to it and wanted to see if it would be possible to have the late fees waived.
 - She was told that the late fees could temporarily be removed so she could make the base payment, but that afterwards she would need to submit a late fee waiver request and make sure that the property is in compliance (fees paid and property enrolled).
- On September 1, 2022, Ms. Phung submitted the attached Late Fee Waiver Request and checked off that her reason for requesting a Late Fee Waiver was due to a “Wrong Mailing Address.”
 - In our system, we had the mailing address listed as [REDACTED] because we did not have any Property Enrollment form listing a different mailing address.
- On September 1, 2022, Ms. Phung submitted the attached Property Enrollment form. Prior to this submission, it doesn’t appear that our offices received any other Property Enrollment form.
 - In this Property Enrollment form, the updated mailing address was listed as 279 22nd Ave, San Francisco, CA 94121
- The base Residential Rental Housing Fees for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 were all paid on September 20, 2022.
- I looked into this Owner’s record in our system and discovered that back in March 2020, a late fee waiver was also submitted and approved. The reason checked off on that late fee waiver also states, “Wrong Mailing Address.”

Recommendation: given that she had a late fee waiver request granted within the last three fiscal years, the late fees should be reduced to at least the 10% assessment as described in Chapter 4 of the Richmond Rent Board Regulations, Regulation 425(G). The reason why the Rent Program’s database did not have an updated mailing address was because a Property Enrollment form with the correct mailing address had not been filed with us until recently.

In this email I have attached a compressed folder with the following documents:

1. Late Fee Waiver Request submitted September 1, 2022
2. ParcelQuest Report
3. Invoice with Late Fees
4. Receipt for Payment made September 20, 2022
5. Property Enrollment form submitted
6. Approved Late Fee Waiver Request dated March 2, 2020

Please do not hesitate to contact me should you require any additional information. Thank you!

Best,

Moises Serano

Administrative Aide

Billing & Registration Unit

City of Richmond Rent Program

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

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

www.richmondrent.org

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

City of Richmond Rent Program
PROPERTY ENROLLMENT FORM

ITEM F-5 #3
ATTACHMENT 4



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

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

Property Ownership Status
(Required)

Rental Property Street Address: 1510 Lincoln
City: Richmond State: CA ZIP: _____
Parcel Number: _____

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)

Owner 1 Information (Individual, Trust, LLC, etc.)

Name (first, last): Anna Phung Ownership % : _____

Bus. Mailing

City: _____

Bus. Phone

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

Name: _____ Title: _____

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

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

Bus. Mailing Address: _____

City: _____ State: _____ ZIP: _____

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

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

Name: _____ Title: _____

B: Who do you authorize to sign Rent Program documents for you?
(Optional)

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)

Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.

Company Name (if any): _____ Agent Name: _____

Bus. Mailing Address: _____

City: _____ State: _____ ZIP: _____

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

Owner Signature (Required): _____

TURN TO PAGE 2 ↓

**ITEM F-5 #3
ATTACHMENT 4**

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)

Refer to the table below for clarification Unit Status Code

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

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

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: _____

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started <i>(mm/dd/yyyy)</i>
1234 Main Street (Example)	CR	01/01/2018
1510 Lincoln	CR	

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: Anna Phung Print: Anna Phung

Date (mm/dd/yyyy): 8 / 31 / 2022

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CITY OF RICHMOND

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

Printed: September 30, 2022

Receipt Number: MULTI13885

Permit Number: [REDACTED]

Permit Type: RENT CONTROL / JUST CAUSE

Site Address: 1510 LINCOLN AVE

Applicant: PHUNG ANNA HUE MI

Owner: PHUNG ANNA HUE MI

Contractor:

Job Description: 1510 LINCOLN AVE

FEES PAID

11850065340445

1	RENT PROG PARTIALLY COVERED & GOVT. SL 11850065340445	\$127.00
1	RENT PROG PARTIALLY COVERED & GOVT. SL 11850065340445	\$123.00
1	RENT PROG PARTIALLY COVERED & GOVT. SL 11850065340445	\$124.00

Total Fees for Account 11850065340445: \$374.00

Total Fees Paid: \$374.00

Date Paid: Tuesday, September 20, 2022

Paid By: ANNA PHUNG WONG

Pay Method: CHECKS 142985447

Received By: ILIANA NORZAGARAY

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CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804

(510) 234-RENT (7368) | www.RichmondRent.org | rent@ci.richmond.ca.us

Request to Remove Late Fees

Property Owner Name Phung Anna Hue M

FRJC # _____
Property _____

The Property Owner has requested the removal of late fees on their account totaling \$ 106.00
for the following reason:

- New owner, did not receive invoice
- Wrong mailing address
- Owner believed property was exempt from the Rent Ordinance
- OTHER: _____

Additional information:

Recently moved and did not receive invoice.
Please update mailing address.

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

[Signature]
Executive Director Signature / Staff Initials

03/02/2020
Date

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

RENTAL HOUSING FEE INVOICE

INVOICE DATE: March 02, 2020

Property Owner/Landlord Mailing Address

PHUNG ANNA HUE MI


FRJC Registration#: RC529030002

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE	FY 2018-2019	100.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE	FY 2019-2020	112.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE / LATE FEES	PRIOR YEARS	50.00
RC17-33633 / 529-030-002-8 / 1510 LINCOLN AVE / LATE FEES	FY 2019-2020	56.00
AMOUNT DUE:		318.00

PAYMENT must be made 30 Days from the receipt of this invoice. Failure to pay may incur late fees and penalties. See attached summary of fees for late fee schedule and other fees applicable to residential rentals in Richmond. If you have any questions or concerns about this invoice, please contact our office.

Pay Online	Pay By Check
(1) Visit www.etrakit.ci.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to  Amount Due: 318.00	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC  (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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



LIST 1
DETAIL

1 Property Address: 1510 LINCOLN AVE RICHMOND CA 94801-2438

Ownership

County: **CONTRA COSTA, CA**
Assessor: **GUS KRAMER, ASSESSOR**
Parcel # (APN): **529-030-002-8**
Parcel Status:
Owner Name: **PHUNG ANNA HUE MI**
Mailing Address: [REDACTED]
Legal Description: **ANDRADE PARK 3&4 3**

Assessment

Total Value: **\$158,727** Use Code: **11** Use Type: **RESID. SINGLE FAMILY**
Land Value: **\$55,340** Tax Rate Area: **008-001** County Zoning Code:
Impr Value: **\$103,387** Year Assd: **2022** Census Tract: **3730.00/2**
Other Value: Property Tax: Price/SqFt: **\$110.50**
% Improved: **65%** Delinquent Yr:
Exempt Amt: HO Exempt: **N**

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	05/04/2010	02/24/2010	01/10/1990	05/04/2010
Document Number:	89233	36727	15589-54	89233
Document Type:	QUIT CLAIM DEED	QUIT CLAIM DEED		
Transfer Amount:	\$130,500		\$137,500	
Seller (Grantor):				

Property Characteristics

Bedrooms:	4	Fireplace:		Units:	
Baths (Full):	1	A/C:		Stories:	2.0
Baths (Half):		Heating:		Quality:	
Total Rooms:	6	Pool:		Building Class:	
Bldg/Liv Area:	1,181	Park Type:	GARAGE	Condition:	AVERAGE
Lot Acres:	0.114	Spaces:	1	Site Influence:	
Lot SqFt:	5,000	Garage SqFt:	240	Timber Preserve:	
Year Built:	1943			Ag Preserve:	
Effective Year:	1947				

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To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Soo Wah Tong	August 17, 2022	Owner 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 17, 2022, (Attachment 1) Soo Tong, the property owner, at 2834 Shane Dr., indicated that the reason for paying late was that the owner did not receive an invoice, current and prior Fiscal Year fees (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, Soo Tong 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 2834 Shane Dr. is a Residential Single Family built in 1963. (Attachment 3 - Parcel Quest Report). Soo Tong purchased 2834 Shane Dr. in April 2017. Soo Tong paid the unpaid fees (minus late fees) on September 13, 2022 (Attachment 4 - Receipt of Payment) and enrolled the property with the Richmond Rent Program on April 7, 2019 (Attachment 5 - Property Enrollment form). Based on the above-mentioned facts, Soo Tong claims the invoice was not receive in prior year and therefore not able to pay the invoice. Soo Tong has demonstrated a Good Cause that warrants a waiver of late fees with timely paid invoices during the last (4) four fiscal years.

Staff Recommendation

Soo Tong has shown good faith efforts to come into compliance, by contacting the Rent Program to inquire about her 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: TONG SOO W

FRJC #: _____

Property C: _____

ITEM F-5 #4
ATTACHMENT 1

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: _____

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: *Soouah Z* Date: 8/17/22

Printed Name: TONG, SOO WAH

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: ____ / ____ / ____



RENTAL HOUSING FEE INVOICE

INVOICE DATE: August 08, 2022

Property Owner/Landlord Mailing Address

TONG SOO W
[REDACTED]
[REDACTED]

Pay today ONLINE!
 Visit etrakit.ci.richmond.ca.us
 Login using the *Contractor/Landlord* dropdown menu and finding the owner name printed above. Your password is set to 414261011.

FRJC Registration#: RC414261011

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-33460 / 414-261-011-4 / 2834 SHANE	FY 2021-2022	123.00
RC17-33460 / 414-261-011-4 / 2834 SHANE	FY 2022-2023	127.00
RC17-33460 / 414-261-011-4 / 2834 SHANE / LATE FEES	PRIOR LATE FEE	61.50

AMOUNT DUE if paid by: September 12, 2022 **311.50**

AMOUNT DUE if paid after: September 12, 2022 :	311.50 + 12.70 10% Late Fee FY 22-23 FEES	324.20
AMOUNT DUE if paid after: October 12, 2022 :	311.50 + 31.75 25% Late Fee FY 22-23 FEES	343.25
AMOUNT DUE if paid after: November 11, 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 https://etrakit.ci.richmond.ca.us</p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to [REDACTED]</p> <p>Amount Due: \$311.50</p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC [REDACTED]</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.

ITEM F-5 #4 ATTACHMENT 3



LIST 1
DETAIL

1 Property Address: 2834 SHANE DR RICHMOND CA 94806-2621

Ownership

County: **CONTRA COSTA, CA**
Assessor: **GUS KRAMER, ASSESSOR**
Parcel # (APN): **414-261-011-4**
Parcel Status:
Owner Name: **TONG SOO WAH TRE**
Mailing Address: [REDACTED]
Legal Description: **TRACT 2788 LOT 109 EX MR**

Assessment

Total Value: \$448,393	Use Code: 11	Use Type: RESID. SINGLE FAMILY
Land Value: \$300,752	Tax Rate Area: 008-009	County Zoning Code:
Impr Value: \$147,641	Year Assd: 2022	Census Tract: 3671.00/2
Other Value:	Property Tax:	Price/SqFt: \$244.92
% Improved: 32%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	04/17/2017			03/21/2018
Document Number:	66064			43275
Document Type:	GRANT DEED			
Transfer Amount:	\$410,000			
Seller (Grantor):				

Property Characteristics

Bedrooms: 3	Fireplace:	Units:
Baths (Full): 2	A/C:	Stories:
Baths (Half):	Heating: CENTRAL	Quality:
Total Rooms: 8	Pool:	Building Class:
Bldg/Liv Area: 1,674	Park Type: GARAGE	Condition: AVERAGE
Lot Acres: 0.137	Spaces: 2	Site Influence:
Lot SqFt: 6,000	Garage SqFt: 447	Timber Preserve:
Year Built: 1963		Ag Preserve:
Effective Year: 1963		



CITY OF RICHMOND

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

Printed: October 03, 2022

Receipt Number: MULTI13457

Permit Number: RC17-33460

Permit Type: RENT CONTROL / JUST CAUSE

Site Address: [REDACTED]

Applicant: TONG SOO W

Owner: RANDLE LEE ANNA EST OF

Contractor:

Job Description: 2834 SHANE DR

FEES PAID

11850065340445

1	RENT PROG PARTIALLY COVERED & GOVT. SL 11850065340445	\$127.00
1	RENT PROG PARTIALLY COVERED & GOVT. SL 11850065340445	\$123.00

Total Fees for Account 11850065340445: \$250.00

Total Fees Paid: \$250.00

Date Paid: Tuesday, September 13, 2022

Paid By: SOO WAH TONG

Pay Method: CHECKS 1180

Received By: SARAH SAMBATH

City of Richmond Rent Program
2018 INITIAL PROPERTY ENROLLMENT FORM

**ITEM F-5 #4
ATTACHMENT 5**



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

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

Property Ownership Status (Required)	Rental Property Street Address: <u>2834 Shane Dr</u> City: <u>Richmond</u> State: <u>CA</u> ZIP: _____ Parcel Number: <u>414-261-011</u> Does the person or entity to whom this mailing was addressed hold title to the property above? <input type="checkbox"/> YES → please complete Steps A-D <input type="checkbox"/> NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (<i>address located on the bottom left of this page</i>) <u>New Property Owner's Information</u> Name (first, last): _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____
---	--

A: Who holds title? (Required) <i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 Owners</i>	<u>Owner 1 Information</u> Name (first, last): <u>Souuah Tony</u> Ownership %: <u>100%</u> Bus. Ma [REDACTED] City: [REDACTED] Bus. Ph [REDACTED] 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: _____ <u>Owner 2 Information</u> 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)	<p align="center">AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself. Company Name (if any): _____ Agent Name: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Owner Signature (Required): _____
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TURN TO PAGE 2 ↓



To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Herbert A. Brown Sr	September 19, 2022	Owner did not receive invoice	Partial Waiver to the 10% penalty level	\$247.00	\$197.60	\$49.40

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 the request dated September 19, 2022, (Attachment 1) Herbert A. Brown Sr, the property owner at 3812 Ohio Ave. and 4211 Cutting Blvd., indicated that the reason for paying late was that the owner did not receive an invoice (Attachment 2 – Rental Housing Fee Invoice) and attempted to pay at the Rent Program office. Upon investigating this claim, staff found the following (Attachment 3 - Email from Ramona Howell, Rent Program Administrative Aide):

Herbert A. Brown Sr had complied with the Rent Program requirements of enrolling both properties on October 25, 2019 (Attachment 4A and 4B). Herbert A. Brown Sr attempted to pay his invoice directly at the Rent Program office instead of the Cashiers that accepts, and processes check payments for the City. He documented an attempt via a photo he had attached to an email that was sent to Ramona Howell on September 25, 2022. The base Residential Rental Housing Fees for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 were all paid on September 14, 2022 (Attachment 5).

Upon further research, in October 2019 a prior late fee waiver had been submitted to the Program and approved (Attachment 6). The reason for the submittal was due to a “Wrong Mailing Address.”

Payment History

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

In this case, timely payments were not made 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.*

The Contra Costa County records show that 3812 Ohio Ave. is a Residential Single Family built in 1915 (Attachment 7A - Parcel Quest Report).

The Contra Costa County records show that 4211 Cutting Blvd. is a Residential Single Family built in 1963 (Attachment 7B - Parcel Quest Report).

Staff Recommendation

Herbert A. Brown Sr did show good faith in his efforts to come into compliance, by contacting the Rent Program to inquire about the invoices, being enrolled with the Rent Program, and paying all past fees due (minus late fees). Herbert A. Brown Sr attempted to pay his invoice at the Rent Program office while he was in Richmond. Staff recommends a partial waiver of the late fees to at least a 10% percent assessment pursuant to Rent Board Regulation 425 G (3). Regulation 425 G (3) requires that if there was one late fee waiver request granted in the prior three fiscal years, the late fee assessment shall be reduced to at least a 10% percent assessment. Since a late fee waiver was previously granted for in October 2019 (Attachment 6), a 10% late fee penalty of \$49.40 should be assessed.

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Request to Remove Late Fees

Property Owner Name: Herbert A. Brown JR

FRJC #: [REDACTED]
Property [REDACTED]

The Property Owner has requested the removal of late fees on their account totaling \$ 247.00 for the following reason:

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

- 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: I hadn't received the invoice for 2020-2021, once I received the invoice for 2021-2022, I attempted to pay in person, the office was closed. I attempted to call, no answer. After speaking with Romony, I was told to pay at: 450 CCP.

Declaration & Signature: Herbert A. Brown Jr Date: 9/19/22

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.

Printed Name: Herbert A. Brown JR FEES PAID: MULTI 13543-9/14/22

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: August 15, 2022

Property Owner/Landlord Mailing Address

BROWN HERBERT A JR
[REDACTED]

Pay today ONLINE!
 Visit etrakit.ci.richmond.ca.us
 Login using the *Contractor/Landlord* dropdown menu and finding the owner name printed above. Your password is set to 513131021.

FRJC Registration#: RC513131021

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-38506 / 513-074-009-4 / 3812 OHIO	FY 2020-2021	124.00
RC17-38506 / 513-074-009-4 / 3812 OHIO	FY 2021-2022	123.00
RC17-38506 / 513-074-009-4 / 3812 OHIO	FY 2022-2023	127.00
RC17-38506 / 513-074-009-4 / 3812 OHIO / LATE FEES	PRIOR LATE FEE	123.50
RC17-22745 / 513-131-021-0 / 4221 CUTTING	FY 2020-2021	124.00
RC17-22745 / 513-131-021-0 / 4221 CUTTING	FY 2021-2022	123.00
RC17-22745 / 513-131-021-0 / 4221 CUTTING	FY 2022-2023	127.00
RC17-22745 / 513-131-021-0 / 4221 CUTTING / LATE FEES	PRIOR LATE FEE	123.50

AMOUNT DUE if paid by: September 19, 2022 **995.00**

AMOUNT DUE if paid after: September 19, 2022 :	995.00 + 25.40 10% Late Fee FY 22-23 FEES	1,020.40
AMOUNT DUE if paid after: October 19, 2022 :	995.00 + 63.50 25% Late Fee FY 22-23 FEES	1,058.50
AMOUNT DUE if paid after: November 18, 2022 :	995.00 + 127.00 50% Late Fee FY 22-23 FEES	1,122.00

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

Pay Online	Pay By Check
<p>(1) Visit https://etrakit.ci.richmond.ca.us</p> <p>(2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name</p> <p>(3) Your password is set to [REDACTED]</p> <p>Amount Due: \$995.00</p>	<p>(1) Make payable to "City of Richmond"</p> <p>(2) Write your FRJC Number in the memo line FRJC # [REDACTED]</p> <p>(3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804</p>

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

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Fred Tran

From: Ramona Howell
Sent: Thursday, October 6, 2022 10:01 AM
To: Fred Tran; Mónica Bejarano; Nicolas Traylor
Cc: Cynthia Shaw; Moises Serano; Julie Mendoza
Subject: LATE FEE WAIVER SUBMISSION- HERBERT BROWN JR.- RC513131021
Attachments: LATE FEE WAIVER RQST - H. BROWN RC513131021.zip
Importance: High

Hello everyone,

In this email I have attached the Late Fee Waiver Request dated September 19, 2022, which was submitted by property owner Herbert Brown Jr. The Late Fee Waiver Request is for properties located at 4221 Cutting and 3812 Ohio Ave. here are some details about the properties:

- **4221 Cutting** is a SFH built in 1963 & **3812 Ohio** is also a SFH built in 1915 with no additional dwelling units.
- Owner Herbert Brown has had both properties since before the Richmond Rent Ordinance began according to the Parcel Quest reports.
- On **September 13, 2022**, Mr. Brown and I had an appointment regarding a late fee invoice that he had received for this Fiscal Year (FY22-23) which includes past due fees for FY20/21 & FY21/22.
 - According to Mr. Brown, he came to our offices several times while he was in town in October of 2021, to pay the invoice and was not able to get in or get in contact with anyone. He in documented his attempts via a photo he attached to an email he sent to me on September 25, 2022.
 - Mr. Brown was told that the late fees could be temporarily removed so he could make the base payment but that afterwards, she would need to submit a Late Fee Waiver Request and would be informed of the decision by the Rent Board.
- The base Residential Rental Housing Fees for Fiscal Years 2020-2021, 2021-2022, and 2022-2023 were all paid on **September 14, 2022**.
- I looked into this Owner's record in our system and discovered that on 10/25/2019, a late fee waiver was also submitted and approved. The reason submitted was for the "Wrong Mailing Address."
- When asked why after the owner was not able to get in contact with someone from our department, why did he not just mail in a payment for the amount on the invoice for FY20/21 or FY21/22 the reason was due to unsure if the check would go to the right place because he assumed the offices were closed down.

Recommendation: given that Mr. Brown had a late fee waiver request granted within the last three fiscal years, the late fees should be reduced to at least the 10% assessment as described in Chapter 4 of the Richmond Rent Board Regulations, Regulation 425(G). The reason why the Rent Program offices were not open in October 2021 was due to the County safety requirements at that time but had Mr. Brown gone to the right address listed on the invoices he would have seen our contact information

sign on the doors. Therefore, he would have been able to make contact with staff. He was assured that the offices are indeed still in existence and mailed the payment in to deter additional late fees.

In this email I have attached a compressed folder with the following documents:

1. Late Fee Waiver Request submitted September 19, 2022
2. Parcel Quest Reports
3. Invoices with Late Fees
4. Receipt for Payment made September 14, 2022
5. Property Enrollment forms submitted
6. Approved Late Fee Waiver Request dated October 25, 2021
7. Email from Owner with documentation of office visit
8. Chronology notes explaining previous waiver request.

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 | [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
PROPERTY ENROLLMENT FORM

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

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

Property Ownership Status (Required)

Rental Property Street Address: 3812 Ohio
 City: Richmond State: CA ZIP: 94807
 Parcel Number: 513-074-009

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

New Property Owner's Information

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

A: Who holds title? (Required)

ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 Owners

**Bus. = Business*

Owner 1 Information (Individual, Trust, LLC, etc.)

Name (first, last): Herbert A. Brown Ownership % : 100
 Bus. Mailing Address: _____
 City: _____
 Bus. Phone Number: _____
 Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.
 Name: _____ Title: _____

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

Name (first, last): _____ Ownership % (if any): _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____
 Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.
 Name: _____ Title: _____

B: Who do you authorize to sign Rent Program documents for you? (Optional)

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)

Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.

Company Name (if any): _____ Agent Name: _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____

Owner Signature (Required): _____

TURN TO PAGE 2 ↓

RICHMOND RENT PROGRAM
OCT 25 2019 10:00

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

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

Unit Address	Unit Status Code LIST ALL THAT APPLY See Codes Below	Date Tenancy Started (mm/dd/yyyy)
3812 Main Street (Example)	CR	01/01/2018
3812 OHIO AVE	SECTIONS 8	2017

Unit Status Codes

[SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)
 [LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)
 [GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify*: _____
 [BMR] Owner/developer entered into a regulatory agreement w/ a Governmental Agency that restricts the amount of Rent that may be charged
 [CR] Unit is Currently Rented
 [AFR] Unit is Available for Rent but is not rented
 [NAR] Unit is Not Available for Rent; Will not be on the Rental Market at any period between July 1, 2019 - June 30, 2020
 [OWN OCCPD] Unit is occupied by an Owner of record.
 [RENT FREE] Unit is occupied by a Tenant under an agreement in which no rent or anything else given in lieu of rent is collected for the use and occupancy of the Rental Unit
 [OTHER] Specify: _____

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: Herbert A Brown Print: Herbert Brown

Date (mm/dd/yyyy): 10/25/19



City of Richmond Rent Program
PROPERTY ENROLLMENT FORM

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

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

Property Ownership Status (Required)

Rental Property Street Address: 4221 Cutting Blvd
 City: Richmond State: CA ZIP: 94807
 Parcel Number: 513-131-021

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): Herbert Brown Phone Number: [REDACTED]
 Mailing [REDACTED]
 City: [REDACTED]

A: Who holds title? (Required)

ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 Owners

**Bus. = Business*

Owner 1 Information (Individual, Trust, LLC, etc.)

Name (first, last): _____ Ownership % : 100
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____

Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.
 Name: _____ Title: _____

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

Name (first, last): _____ Ownership % (if any): _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____

Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.
 Name: _____ Title: _____

B: Who do you authorize to sign Rent Program documents for you? (Optional)

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)

Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.

Company Name (if any): _____ Agent Name: _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____

Owner Signature (Required): _____

TURN TO PAGE 2 ↓

RICHMOND RENT PROGRAM
06 25 2019

**ITEM F-5 #5
ATTACHMENT 4B**

C: Rent Program Mail	Where would you like us to send Rent Program notifications and statements? (Check ONE) <input checked="" type="checkbox"/> Owner 1 Business Mailing Address <input type="checkbox"/> Owner 2 Business Mailing Address <input type="checkbox"/> Authorized Agent or Property Manager Business Mailing Address Would you like to have your email added to our Rent Program Listserv? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
D: What is the Status of each Rental Unit? <i>(Required)</i> <i>Refer to the table below for clarification on Unit Status Code</i> <i>List all the units on the parcel. If more space is needed, complete Section D (Part 2)</i>	Total # of Dwelling Units: <u>1</u> Indicate your Property Type (CHECK ONE) <input type="checkbox"/> Multi-unit (2+ units) constructed BEFORE February 1, 1995 <input type="checkbox"/> Multi-unit (2+ units) constructed AFTER February 1, 1995 <input checked="" type="checkbox"/> Single-Family Home or Condominium <input type="checkbox"/> Rooming and Boarding House or SRO (Single Room Occupancy) Building Rental Property <input type="checkbox"/> Any permitted small, second housing unit built in compliance with the Small, Second Unit Ordinance of the City of Richmond (RMC 15.04.810). <input type="checkbox"/> Other: _____		
	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>	<i>CR</i>	<i>01/01/2018</i>
	<i>4221 COTTING Blvd</i>	<i>Section 8</i>	
	<i>Richmond CA</i>		<i>2017</i>
	<i>94809</i>		
	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 <i>specify:</i> _____ [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 <u>not</u> be on the Rental Market at any period between July 1, 2019 - June 30, 2020 [OWN OCCPD] Unit is occupied by an Owner of record. [RENT FREE] Unit is occupied by a Tenant under an agreement in which no rent or anything else given in lieu of rent is collected for the use and occupancy of the Rental Unit [OTHER] Specify: _____		
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): <input checked="" type="checkbox"/> Owner on Title <input type="checkbox"/> Property Manager / Authorized Agent Signature: <u>Herbert Brown</u> Print: <u>Herbert Brown</u> Date (mm/dd/yyyy): <u>10 1 2019</u>		



**CITY OF RICHMOND
CALIFORNIA**

10/5/2022
**ITEM F-5 #5
ATTACHMENT 5**

RECEIPT

Number: MULTI13544

FEES PAID

Record Type	Record Number	QTY	Description of Fee	Account Number	Amount of Fee
PERMIT	RC17-38506	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$123.00
PERMIT	RC17-22745	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$127.00
PERMIT	RC17-38506	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$127.00
PERMIT	RC17-22745	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$123.00
PERMIT	RC17-38506	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$124.00
PERMIT	RC17-22745	1	RENT PROG PARTIALLY COVERED & GOVT.	S11850065340445	\$124.00

TOTAL PAID \$748.00

Date of Payment **9/14/2022**
Paid By **HERBERT A. BROWN**
Method of Payment **CHECKS 5453**

CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804

(510) 234-RENT (7368) | www.RichmondRent.org | rent@ci.richmond.ca.us

**ITEM F-5 #5
ATTACHMENT 6**

Richmond
City of



Request to Remove Late Fees

Property Owner Name Brown Herbert A

FRJC # ██████████

Property Owner Phone Number ████████████████████

The Property Owner has requested the removal of late fees on their account totaling \$ 100 for the following reason:

- New owner, did not receive invoice
- Wrong mailing address
- Owner believed property was exempt from the Rent Ordinance
- OTHER: _____

Additional information:

This request has been conditionally granted by the Rent Program, provided the owner pays the Rental Housing Fee before 11/25/19.

(10 business days unless new owner or incorrect mailing address – then 30 days)



Executive Director Signature / Staff Initials

10/25/19

Date



LIST 1
DETAIL

1 Property Address: 3812 OHIO AVE RICHMOND CA 94804-3325

Ownership

County: **CONTRA COSTA, CA**
 Assessor: **GUS KRAMER, ASSESSOR**
 Parcel # (APN): **513-074-009-4**
 Parcel Status:
 Owner Name: **BROWN HERBERT A JR**
 Mailing Address: [REDACTED]
 Legal Description: **WALLS ADDN LOT 17 POR LOT 18 BLK 170**

Assessment

Total Value: \$93,471	Use Code: 11	Use Type: RESID. SINGLE FAMILY
Land Value: \$39,190	Tax Rate Area: 008-133	County Zoning Code:
Impr Value: \$54,281	Year Assd: 2022	Census Tract: 3810.00/1
Other Value:	Property Tax:	Price/SqFt:
% Improved: 58%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	09/26/2002	11/30/1984	11/14/1980	09/26/2002
Document Number:	344847	12086-40	10091-705	344847
Document Type:				
Transfer Amount:				
Seller (Grantor):				

Property Characteristics

Bedrooms: 2	Fireplace:	Units:
Baths (Full): 2	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms: 6	Pool:	Building Class:
Bldg/Liv Area: 1,014	Park Type:	Condition:
Lot Acres: 0.084	Spaces:	Site Influence:
Lot SqFt: 3,700	Garage SqFt:	Timber Preserve:
Year Built: 1915		Ag Preserve:
Effective Year: 1930		



LIST 1
DETAIL

1 Property Address: 4221 CUTTING BLVD RICHMOND CA 94804-3370

Ownership

County: **CONTRA COSTA, CA**
Assessor: **GUS KRAMER, ASSESSOR**
Parcel # (APN): **513-131-021-0**
Parcel Status:
Owner Name: **BROWN HERBERT A JR**
Mailing Address: [REDACTED]
Legal Description: **TRACT 2972 LOT 17 BLK 11**

Assessment

Total Value: **\$58,498** Use Code: **14** Use Type: **RESID. SINGLE FAMILY**
Land Value: **\$15,209** Tax Rate Area: **008-084** County Zoning Code:
Impr Value: **\$43,289** Year Assd: **2022** Census Tract: **3810.00/2**
Other Value: Property Tax: Price/SqFt:
% Improved: **74%** Delinquent Yr:
Exempt Amt: HO Exempt: **N**

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	02/13/1992	11/24/1976	12/08/1972	02/13/1992
Document Number:	17223-530	8105-436	6817-680	17223-530
Document Type:				
Transfer Amount:				
Seller (Grantor):				

Property Characteristics

Bedrooms:	3	Fireplace:		Units:	
Baths (Full):	2	A/C:		Stories:	
Baths (Half):		Heating:		Quality:	
Total Rooms:	7	Pool:		Building Class:	
Bldg/Liv Area:	1,363	Park Type:	GARAGE	Condition:	
Lot Acres:	0.120	Spaces:		Site Influence:	
Lot SqFt:	5,250	Garage SqFt:	267	Timber Preserve:	
Year Built:	1963			Ag Preserve:	
Effective Year:	1963				



To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation

Date: October 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or 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 October 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)
Lawrene Lee and May Louie	September 6, 2022	Owner mailed a check and paid 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 September 6, 2022, (Attachment 1) Lawrence Lee and May Louie, the property owners at 5118 Garvin Ave., indicated that a check was mailed out on July 1, 2021, for prior fiscal year's invoice. A payment was made for current and prior fiscal year fees when they discovered the check was not cashed (Attachment 2 and 3 – Rental Housing Fee Invoice and Receipts).

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, Lawrence Lee and May Louie 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 5118 Garvin Ave. is a Residential Single Family built in 1931. (Attachment 4 - Parcel Quest Report). Lawrence Lee and May Louie purchased 5118 Garvin Ave. in August 2014. Lawrence Lee and May Louie paid the unpaid fees (minus late fees) on August 16, 2022 (Attachment 3 - Receipt of Payment) and enrolled the property with the Richmond Rent Program on August 16, 2022 (Attachment 5 - Property Enrollment form). Lawrence Lee and May Louie claim that a

check was mailed out on July 1, 2021, for prior fiscal year's invoice. A payment was made for current and prior fiscal year fees when they discovered the check was not cashed. Lawrence Lee and May Louie have demonstrated a Good Cause that warrants a waiver of late fees with timely paid invoices during the last (4) four fiscal years.

Staff Recommendation

Lawrence Lee and May Louie have shown good faith efforts to come into compliance, by contacting the Rent Program to inquire about their invoices, 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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Revised 9/1/22



Request to Remove Late Fees

Property Owner Name: Lee Lawrence & May Louie (Trust)

FRJC #: [Redacted]

Property Owner Phone Number or Email: [Redacted]

The Property Owner has requested the removal of late fees on their account totaling \$ 161.50 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: Your department did not cash our check #110 dated 7/1/21 \$123. We mailed the check on 7/1/2021. Please waive the late fee. We have issued another payment again and paid in full.

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: 9/16/22

Printed Name: Lawrence H. Lee

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: ___/___/___



RENTAL HOUSING FEE INVOICE

INVOICE DATE: August 15, 2022

Property Owner/Landlord Mailing Address

LEE LAWRENCE H & MAY LOUIE TRE
 [REDACTED]
 [REDACTED]

Pay today ONLINE!
 Visit etrakit.ci.richmond.ca.us
 Login using the *Contractor/Landlord*
 dropdown menu and finding the owner
 name printed above. Your password is set
 to 523043003.

FRJC Registration#: RC523043003

Page 1 of 1

APN/Situs Address	Applicable Fiscal Year	Amount Due
RC17-43693 / 523-043-003-4 / 5118 GARVIN AVE	FY 2021-2022	123.00
RC17-43693 / 523-043-003-4 / 5118 GARVIN AVE	FY 2022-2023	127.00
RC17-43693 / 523-043-003-4 / 5118 GARVIN AVE / LATE FEES	PRIOR LATE FEE	61.50

AMOUNT DUE if paid by: September 19, 2022 **311.50**

AMOUNT DUE if paid after: September 19, 2022 :	311.50 + 12.70 10% Late Fee FY 22-23 FEES	324.20
AMOUNT DUE if paid after: October 19, 2022 :	311.50 + 31.75 25% Late Fee FY 22-23 FEES	343.25
AMOUNT DUE if paid after: November 18, 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
(1) Visit https://etrakit.ci.richmond.ca.us (2) Login using the <i>Contractor/Landlord</i> dropdown menu and finding your name (3) Your password is set to [REDACTED] Amount Due: \$311.50	(1) Make payable to "City of Richmond" (2) Write your FRJC Number in the memo line FRJC # [REDACTED] (3) Remit to: City of Richmond c/o Finance Department 450 Civic Center Plaza Richmond, CA 94804

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



CITY OF RICHMOND

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

Printed: September 12, 2022

Receipt Number: WEB40064

Permit Number: RC17-43693

Permit Type: RENT CONTROL / JUST CAUSE

Site Address: 5118 GARVIN AVE

Applicant: LEE LAWRENCE H & MAY LOUIE TRE

Owner: LEE LAWRENCE H & MAY LOUIE TRE

Contractor:

Job Description: 5118 GARVIN AVE

FEES PAID

01917090340445

250	2% CREDIT CARD PROCESSING FEE	01917090340445	\$5.00
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Total Fees for Account 01917090340445:			\$5.00
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11850065340445

1	RENT PROG PARTIALLY COVERED & GOV	11850065340445	\$127.00
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1	RENT PROG PARTIALLY COVERED & GOV	11850065340445	\$123.00
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Total Fees for Account 11850065340445:			\$250.00
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Total Fees Paid:			\$255.00
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Date Paid: Tuesday, August 16, 2022

Paid By: LEE LAWRENCE H & MAY LOUIE TRE

Pay Method:

Received By: eTRAKIT CONTRACTOR

1 Property Address: 5118 GARVIN AVE RICHMOND CA 94805-1435

Ownership

County: **CONTRA COSTA, CA**
Assessor: **GUS KRAMER, ASSESSOR**
Parcel # (APN): **523-043-003-4**
Parcel Status:
Owner Name: **LEE LAWRENCE H & MAY LOUIE TRE**
Mailing Address: [REDACTED]
Legal Description:

Assessment

Total Value: \$361,270	Use Code: 11	Use Type: RESID. SINGLE FAMILY
Land Value: \$276,221	Tax Rate Area: 008-001	County Zoning:
Impr Value: \$85,049	Year Assd: 2022	Census Tract: 3710.00/2
Other Value:	Property Tax:	Price/SqFt: \$215.25
% Improved: 23%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	08/29/2014			03/15/2016
Document Number:	146467			44418
Document Type:	GRANT DEED			
Transfer Amount:	\$319,000			
Seller (Grantor):				

Property Characteristics

Bedrooms:	3	Fireplace:		Units:	
Baths (Full):	1	A/C:		Stories:	
Baths (Half):		Heating:	CENTRAL	Quality:	
Total Rooms:	7	Pool:		Building Class:	
Bldg/Liv Area:	1,482	Park Type:	GARAGE	Condition:	AVERAGE
Lot Acres:	0.110	Spaces:	2	Site Influence:	
Lot SqFt:	4,800	Garage SqFt:	536	Timber Preserve:	
Year Built:	1931			Ag Preserve:	
Effective Year:	1940				

Revised -

City of Richmond Rent Program
PROPERTY ENROLLMENT FORM



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

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

<p>Property Ownership Status (Required)</p>	<p>Rental Property Street Address: <u>5118 Garvin Ave</u></p> <p>City: <u>Richmond</u> State: <u>CA</u> ZIP: <u>94805</u></p> <p>Parcel Number: <u>523-043-003</u></p> <p>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 (address located on the bottom left of this page)</p> <p>New Property Owner's Information</p> <p>Name (first, last): _____ Phone Number: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p>
<p>A: Who holds title? (Required)</p> <p><i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners</i></p> <p><i>*Bus. = Business</i></p>	<p>Owner 1 Information (Individual, Trust, LLC, etc.)</p> <p>Name (first, last): <u>Lee Lawrence / May Lee (TRUST)</u> ^{LL} Ownership %: <u>100</u></p> <p>Bus. Mail: [REDACTED]</p> <p>City: [REDACTED]</p> <p>Bus. Phone: [REDACTED]</p> <p>Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.</p> <p>Name: <u>Lawrence Lee</u> Title: <u>Owner</u></p> <p>Owner 2 Information (Individual, Trust, LLC, etc.)</p> <p>Name (first, last): _____ Ownership % (if any): _____</p> <p>Bus. Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Bus. Phone Number: _____ Bus. Email Address: _____</p> <p>Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.</p> <p>Name: _____ Title: _____</p>
<p>B: Who do you authorize to sign Rent Program documents for you? (Optional)</p>	<p>AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> <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.</p> <p>Company Name (if any): _____ Agent Name: _____</p> <p>Bus. Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Bus. Phone Number: _____ Bus. Email Address: _____</p> <p>Owner Signature (Required): _____</p>

TURN TO PAGE 2 ↓

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

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

STAFF USE ONLY:
Date: _____ Initials: _____

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

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

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started (mm/dd/yyyy)
5118 Mc Garvin Ave Richmond, CA 94805	CR	5/1/2022

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

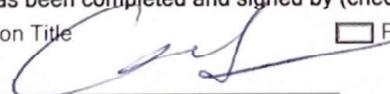
- Unit Status Codes**
- [SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)
 - [LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)
 - [GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify:*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

Date (mm/dd/yyyy): 8/16/2022