

Overview of Budget Requirements and Process

Nicolas Traylor-Executive Director

April 17, 2024

Item K-1

CITY OF RICHMOND RENT PROGRAM



Statement of the Issue

In accordance with Section 11.100.060(I) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year. To that end, staff members have prepared a presentation overviewing budget requirements and the budget process/timeline for the Board's consideration and comment.

Fiscal Impact

- **There is no fiscal impact related to this item**

Staff Budget Development Process/Timeline

- **January-February 2024:** Pre-budget Discussions: Executive Director and Deputy Director meet with all Rent Program staff to discuss Program needs, including:
 - Staffing needs
 - Non-staff resources (e.g. translation/interpretation, outreach materials, mailings, etc.)
- **February- March 2024:** Staff review and prepare Program statistics (e.g., number of petitions filed, number of Hearings held, number of counseling sessions, etc.) to support staff's budget recommendations
- **February 27 Regular Board Meeting:** Staff present Budget Overview and Process to the Board – *Cancelled and moved to March 20 Regular Board Meeting*
- **March 20 Regular Board Meeting:** Staff present Budget Overview and Process to the Board for feedback and direction -*Cancelled and moved to the April 9 Special Board meeting due to lack of quorum*
- **April 9 Special Board Meeting:** Staff present Budget Overview and Process to the Board for feedback, input and direction (Meeting Cancelled- item oved to the April 17 meeting)
- **April 17 Regular Board meeting:** Staff present Budget Overview and Process to the Board for feedback, input and direction. Staff present high-level budget recommendations associated with budget requirements.
- **April 29-** Possible Special Meeting if quorum. Staff bring draft budget recommendations and options to the Board for feedback, input, and direction.
- **May 7 Special Board Meetings:** Staff bring Draft Budget to the Board for additional feedback and direction.
- **May 15 Regular Board Meeting:** Staff present Final Draft Budget and Fee Study for the Board consideration.
- **June 11:** PUBLIC HEARING HELD, and staff present Budget and Fee Study for possible adoption. Newspaper Announcement is sent to be published in via newspaper at least 10 days prior to the Public Hearing.
- **Mid-Late June City Council meeting:** Staff go before the City Council for approval of Rent Program fees.
- **Late June:** Rent Program staff notify Finance Department of adopted fee for inclusion in the City's Master Fee Schedule

“Necessary and Reasonable”

All budgeted items must:

- Be NECESSARY to effectuate the purpose of the Rent Ordinance
- Enable the Rent Program to fulfill its mission at a REASONABLE cost

Program Based Line-Item Budgeting

- The Rent Program budget is best described as “Program Based Line-Item Budgeting”
 - “Program Based Line-Item Budgeting” is based on first establishing agency goals and objectives and then developing programs or activities to effectuate those goals. Line-Items to fund those programs/activities are designed to keep spending within the limits set by the governing body

Purpose of Rent Ordinance and Mission of Rent Program

- **The purpose of the Rent Ordinance is to promote neighborhood and community stability, healthy housing, and affordability for renters in the City of Richmond by controlling excessive rent increases and arbitrary evictions to the greatest extent allowable under California law, while ensuring Landlords a fair and reasonable return on their investment and protecting homeowners.**
- **The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a Fair Return.**

Key Activities To Administer and Enforce the Rent Ordinance

- **Accurate Rental Housing Data and Collection of the Rental Housing Fee to Fund Program**
- **Outreach and Community Education (includes Legal Service referrals)**
- **The Rent Adjustment Petition and Appeals process**
- **Policy development and governance**

Important Note: Approximately 85% of the Rent Program's activities and services are funded through staffing/salaries and fringe benefits. The other 15% is for contracts, supplies/materials, office expense, supplemental insurance, Civic Center rent, advertising/promotion, administrative expenses, professional services (IT- database, translation and interpretation) and training/travel)

Accurate Rental Housing Data and Collection of the Rental Housing Fee

Key Program Activity	Status of Activity
Updating Property Enrollment/Tenancy Registration	Percentage of rental properties enrolled, and tenancies registered continues to increase, but activity is leveling off as more landlords come into compliance
Billing and Collection Rental Housing Fee (includes Late Fee waivers requests)	<ul style="list-style-type: none">• Backlog of 147 Late Fee Waivers• Collection rate of Rental Housing Fee has decrease over the last two fiscal years• 2,900 Rental Units that still owe FY 2023-24• 5,520 delinquent accounts for all FYs
Determining the status of rental properties	Backlog of 172 Admin. Determinations (Exemption or inapplicability claims)

Outreach and Community Education

Key Program Activity	Status of Activity Compared to last Fiscal Year
Housing Counseling and Mediation and Legal Service Referrals	<ul style="list-style-type: none"> • 11% increase in counseling sessions • 37% increase in Spanish counseling sessions • 39% decrease in mediations • 57% increase in Legal Service referrals
Compliance Related Outreach	<ul style="list-style-type: none"> • 3.5% increase in courtesy compliance letters • 57% increase in rent increase notices filed • 34.5% increase in termination of tenancy notices filed
Workshops/Webinars	<ul style="list-style-type: none"> • 2022-23 – 8 workshops/English and Spanish • 2023-24- 5 workshops English and Spanish (to date)
Engagement at Community Events	<ul style="list-style-type: none"> • 2022-23 – None in 2022 • 2023-24- 3 events plus weekly tabling (Presentation to East Bay Rental Housing Association, Tabling at Richmond’s Farmer’s Market on Fridays and Sisters of Solidarity event)
Mass Mailings and Outreach	<ul style="list-style-type: none"> • Landlord Annual Billing Packet • Notice of the Annual General Adjustment • Guide to Rent Control to go out in May-June 2024 • Listserve Announcements
Interpretation and Translation Services	<ul style="list-style-type: none"> • All Rent Board meetings are bilingual in FY 2023-24 • Interpretation and Translation budget increased by 134% in 2023-24.

Rent Adjustment Petitions and Appeals

Key Program Activity	Status of Activity Compared to Last Fiscal Year
Tenant rent reduction petitions	388% increase
Landlord rent increase petitions	40% decrease Note: In 2022, one landlord filed 10 separate fair return petitions compared to 7 separate landlord petitions in 2023.
Temporary and Permanent Relocation Petitions	275% increase
Appeals to the Rent Board	50% increase

Review of Last Fiscal Year's Budget Priorities

Last FY Budget Priorities	Progress Towards Achievement
Enhance Community Outreach through Comprehensive Outreach Plan	Comprehensive Outreach Plan developed. Implementation is ongoing.
Add staffing to support the Public Information and Enrollment Unit (PIE) and Hearings Unit	One Office Assistant was recently hired and begun training. Staff are in the recruitment process and interviewing for the second Office Assistant position.
Enhance translation and interpretation services	Finding consistently reliable in-person interpretation has been challenging. Staff recommend the Board budget for additional interpretation services through an RFP (Request for Proposals). Staff also recommends additional funding for translation of hearings and appeal documents due to the significant increase in petitions filed.
Legal Services for Richmond Landlords and Tenants	After conducting a Request for Proposals (RFP) the Rent Program is in negotiations with a potential vendor.

Internal (Staff) Budget Development Process

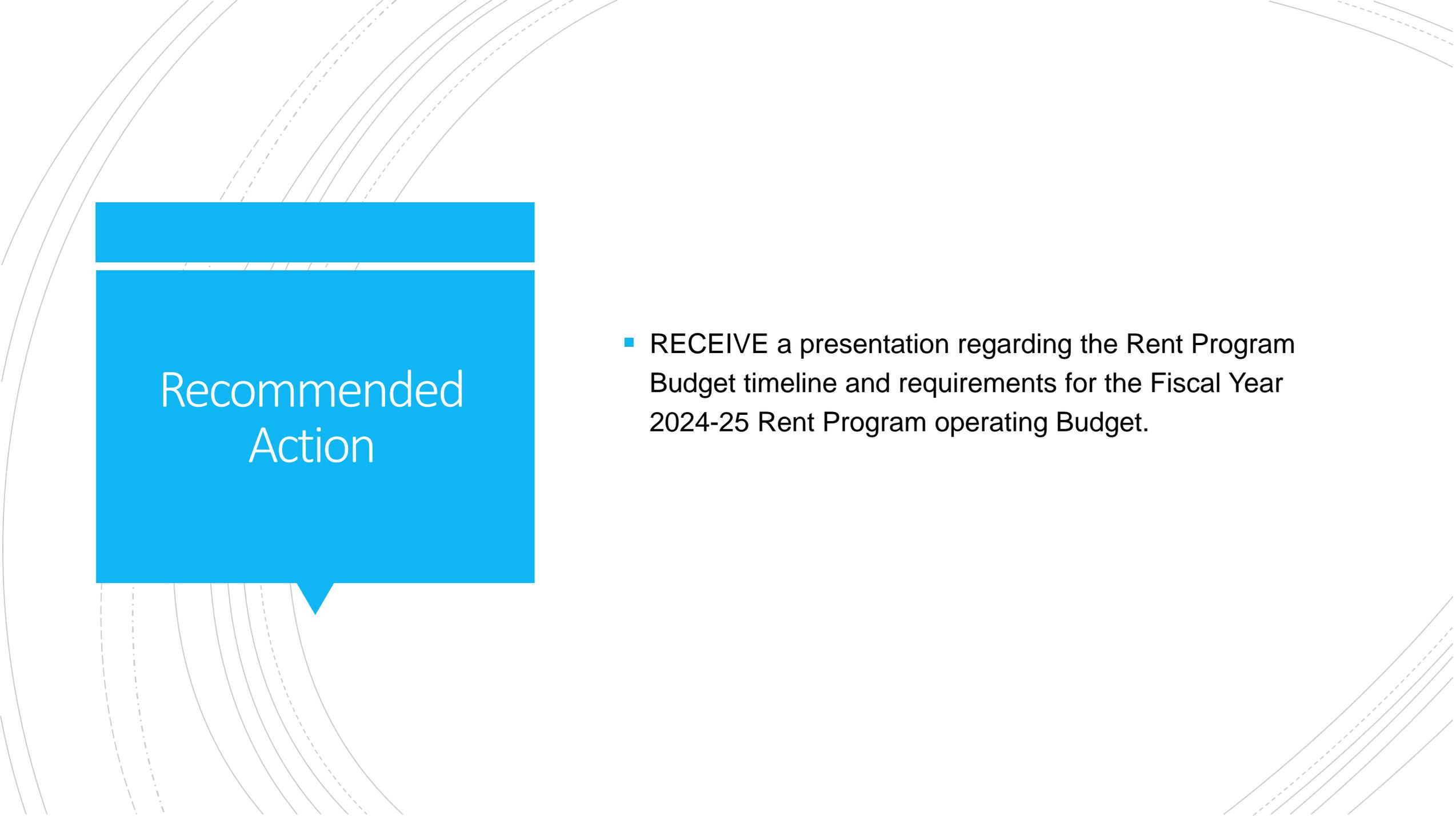
- **Pre-budget Discussions:** Executive Director and Deputy Director meet with all Rent Program staff to discuss Program needs, such as:
 - Staffing
 - Non-staff resources (e.g. translation/interpretation, outreach materials, mailings, etc.)
- Staff review and prepare Program statistics to determine the needs of the agency and support related recommendations
- Staff bring budget recommendations to the Board for Board's feedback, input, and direction

Staff Budget Presentations to the Board

- To facilitate feedback, input and direction from the Board, staff from each of the agency's Unit will provide the Board with a presentation on its activities, priorities and recommendations for FY 2024-25 budget

Initial Staff Budget Recommendations

- **Management Unit (Board related)**
 - Increased resources for interpretation and translation. Increased resources would be in the form of a new RFP for interpretation services, to bolster the reliability of in-person interpretation.
- **Public Information and Enrollment**
 - Additional resources to increase collection and compliance (resources to related to collection of delinquent fees, rental property discovery, investigating and determining status of suspected or claim of exemption/inapplicability)
 - Additional resources in counseling, outreach and education to continue development and expansion of the Comprehensive Outreach Plan
 - Conduct at least 2 Mass Mailings for all Tenants and Landlords
- **Hearings**
 - A steady rise in petitions filed and enhancement of outreach activities requires additional journey level clerical support for Hearings, Board and Appeal related work.

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Recommended Action

- RECEIVE a presentation regarding the Rent Program Budget timeline and requirements for the Fiscal Year 2024-25 Rent Program operating Budget.



KNOW YOUR RIGHTS

A Richmond Rent Program Guide for Tenants and Landlords



City of Richmond- Rent Program
440 Civic Center Plaza, Suite 200, Richmond, CA 94804
(510) 234-RENT(7368) | rent@ci.richmond.ca.us
www.richmondrent.org



CONOZCA SUS DERECHOS

Guía Para Inquilinos y Propietarios



Ciudad de Richmond- Rent Program
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ANNOUNCING THE 2023 ANNUAL GENERAL ADJUSTMENT (AGA)



3.0%

Applies to Richmond Rent-Controlled
Units Only

What Richmond Landlords and Tenants Need to Know

- Rent increases for the 2023 AGA may take effect until September 01, 2023.
- 30-Day or 90-Day notice of rent increase required, per CA Civil Code 827. Templates available at www.richmondrent.org/RentIncrease

What is the Annual General Adjustment (AGA)?

The Annual General Adjustment (AGA) is the maximum percentage increase in rent for rental units permitted by the Richmond Fair Rent Protection Ordinance ("Richmond Rent Ordinance"). The AGA is equal to 3% or 60% of the Consumer Price Index (CPI) for San Francisco, Oakland, and San Jose, whichever is lower.

Not all residential rental properties are subject to Rent Control. You may visit our website at www.richmondrent.org to speak with a staff member to learn more.

Contact the Richmond Rent Program at

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

ANUNCIO DEL AJUSTE GENERAL ANUAL 2023 (AGA)



3.0%

Sólo se aplica a las unidades de renta
controlada de Richmond.

Lo Que Deben Saber los Propietarios e Inquilinos de Richmond

- Los aumentos de Renta para la AGA 2023 **no podrán** entrar en vigor hasta el 01 de Septiembre de 2023.
- Se requiere una notificación de aumento de Renta de 30 ó 90 días, según el Código Civil 827 de California. Plantillas disponibles en www.richmondrent.org/RentIncrease
- Se aplica a los arrendamientos iniciados antes del 1 de Septiembre de 2022.
- Los Propietarios deben presentar una notificación de aumento de Renta con una Prueba de Servicio ante la Junta de Renta dentro de los **diez (10) días hábiles** siguientes a la notificación al Inquilino de acuerdo con la **Regulación 603**.

¿Qué es el Ajuste General Anual?

El Ajuste General Anual (AGA) es un aumento anual de Renta para Unidades de Renta Controlada permitido por la Richmond Fair Rent, Just Cause for Desalojos, y Homeowner Protection Ordinance ("Richmond Ordenanza de Renta"). El Ajuste General Anual es igual al 3% o al 60% del Índice de Precios al Consumidor (tasa de inflación) del Área de la Bahía (San Francisco, Oakland y San José), el que sea menor.

No todas las propiedades residenciales de alquiler en la Ciudad de Richmond están sujetas al Control de Rentas. Usted puede visitar nuestro sitio web en www.richmondrent.org o póngase en contacto con nuestra oficina para hablar con un miembro del personal para aprender cómo una propiedad de alquiler está sujeta a la Richmond Ordenanza de Renta.

Póngase en Contacto con el Programa de Renta de Richmond

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- 30-Day or 90-Day notice of rent increase required, per CA Civil Code 827. Templates available at www.richmondrent.org/RentIncrease
- Applies to tenancies that began before September 01, 2022.
- Landlords must file a notice of rent increase with a Proof of Service with the Rent Board within **ten (10) business** days after service on the Tenant in accordance with [Regulation 603](#).

What is the Annual General Adjustment?

The Annual General Adjustment (AGA) is an annual rent increase for Controlled Rental Units permitted by the Richmond Fair Rent, Just Cause for Evictions, and Homeowner Protection Ordinance ("Richmond Rent Ordinance"). The Annual General Adjustment equals 3% or 60% of the Consumer Price Index (inflation rate) of the Bay Area (San Francisco, Oakland, and San Jose), whichever is less.

Not all residential rental properties in the City of Richmond are subject to Rent Control. You may visit our website at www.richmondrent.org or contact our office to speak with a staff member to learn how a rental property is subject to the Richmond Rent Ordinance.

Contact the Richmond Rent Program



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rent@ci.richmond.ca.us



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CIUDAD DE RICHMOND

AÑO FISCAL 2023-2024 CUOTAS APLICABLES A PROPIEDADES RESIDENCIALES DE RENTA



PROGRAMA (DEPARTAMENTO)	CANTIDAD	SE VENCE	EXENCIONES	CÓDIGO DE CAPÍTULO
Impuesto por Licencia de Negocio (Departamento de Finanzas) (510) 620-5555	Si es propietario de 1-4 unidades ingresos netos totales del año calendario anterior × 1.081% o 2.880% para 5+ unidades + \$4.00 dólares de cuota de acuerdo con del SB 1186	1 de Marzo	Por favor, póngase en contacto con la División de Impuestos de Negocios en 510-620-5555 measure_u_info@ci.richmond.ca.us para posibles exenciones o créditos.	RMC 7.04
Programa de Inspección Residencial de Renta (RRIP, por sus siglas en inglés) (Departamento de Desarrollo Comunitario, División de Construcción) (510) 690-8260	Registración/Procesamiento \$97.00 Anual para propietarios de 3 o más unidades; cada 3 años para propietarios de 1-2 unidades + Cuota de inspección inicial (por unidad, cada 3 años): \$194.00 Tasa de Re-inspección (por unidad): \$83.00	Varia	Viviendas de alquiler subvencionadas por el gobierno federal, estatal o local Unidades residenciales de alquiler de nueva construcción durante un período de cinco años a partir de la fecha de construcción	RMC 6.40
Cuota por Servicios de Prevención de Incendios (Departamento de Bomberos) (510) 307-8031	Cuota anual de Inspección de Incendios: 3-5 unidades: \$156 6-14 unidades: \$253 15-99 unidades: \$368 100-249 unidades: \$744 250-499 unidades: \$1,180 500+ unidades: \$3,375	Dentro de 30 días de la facturación	Viviendas unifamiliares y dúplex	Calendario de Cuotas de Prevención de Incendios
Cuota para Viviendas de Alquiler Residencial Control de la Renta/Causa Justa de Desalojo (Programa de Renta) 510-234-RENT (7368)	Unidades de Renta Totalmente Cubiertas: \$220 por unidad Unidades de Renta Parcialmente Cubiertas y Subvencionadas por el Gobierno: \$125 por unidad (hasta el 06/30/24)	Dentro de los 35 días de la facturación Cargos por pagos atrasados agregados después de 30 días: 1-30 días de retraso: 10% 31-60 días de retraso: 25% >60 días de retraso: 50%	Pequeñas unidades residenciales secundarias permitidas donde el propietario vive en la unidad unifamiliar principal más grande Viviendas de alquiler en las que el propietario vive con los inquilinos como residencia principal y comparte la cocina o el baño con ellos Hogares sin fines de lucro para personas mayores (Pueden aplicarse otras exenciones - Vea RMC 11.100.030(d))	RMC 11.100

Este documento está destinado a ser un recurso para los propietarios de viviendas de alquiler. Por favor, tenga en cuenta que estas cuotas son actuales a partir de julio de 2023 y están sujetas a cambios sin previo aviso.

Actualizado: 13 de julio de 2023

CITY OF RICHMOND

FY 2023-2024 FEES APPLICABLE TO RESIDENTIAL RENTAL PROPERTIES



PROGRAM (DEPARTMENT)	AMOUNT	DUE	EXEMPTIONS	CODE CHAPTER
Business License Tax (Finance Department) (510) 620-5555	If own 1-4 units, previous calendar year total gross receipts × 1.081% or 2.880% for 5+ units + \$4.00 fee pursuant to SB 1186	March 1	Please contact Business Tax Division at 510-620-5555 / measure_u_info@ci.richmond.ca.us for possible exemptions or credits.	RMC 7.04
Residential Rental Inspection Program (RRIP) (Community Development Department, Building Division) (510) 690-8260	Registration/Processing Fee \$97.00 Annual for owners of 3 or more units; every 3 yrs. for owners of 1-2 units + Initial Inspection Fee (per unit, every 3yrs): \$194.00 Re-inspection Fee (per unit) \$83.00	Varies	Rental housing units that are subsidized by federal, state, or local government. Newly constructed residential rental units for a period of five years from the date of construction	RMC 6.40
Fire Prevention Services Fee (Fire Department) (510) 307-8031	Annual Fire Inspection Fee: 3-5 units: \$156 6-15 units: \$253 16-99 units: \$368 100-249 units: \$744 250-499 units: \$1,180 500+ units: \$3,375	Within 30 days of billing	Single family homes and duplexes	Fire Prevention Master Fee Schedule
Residential Rental Housing Fee Rent Control/Just Cause for Eviction (Rent Program) 510-234-RENT (7368)	Fully Covered Rental Units \$220 per unit Partially Covered & Governmentally Subsidized Rental Units \$125 per unit (Through 06/30/2024)	Within 35 days of billing Escalating late fees added after 30 days: 1-30 days late: 10% 31-60 days late: 25% > 60 days late: 50%	Permitted small second dwelling units where property owner lives in first, larger, single-family home. Rental properties where landlord lives with tenants as primary residence and shares kitchen or bathroom with tenants. Nonprofit homes for Seniors (Additional exemptions may apply – See RMC 11.100.030(d))	RMC 11.100

This document is intended to be a resource for residential rental property owners. Please note these fees are approved as of July 2023 and are subject to change without notice.

updated: July 13, 2023



Residential Rental Housing Fee: Frequently Asked Questions

Which properties are subject to the Rental Housing Fee?

Any property with a Rental Unit, as defined in Section 11.100.030 of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, is subject to the Rental Housing Fee. This includes units exempt from rent control but subject to just cause for eviction requirements, such as properties with one dwelling unit on one parcel, condominiums, and new construction.

How can I pay the Rental Housing Fee?

Landlords are encouraged to pay the Rental Housing Fee online at <https://etrakit.ci.richmond.ca.us>. Under the "Permits" heading, click, "Pay Fees." Select your name from the "Contractor/Landlord Login." Your password is the highest APN (parcel) number of all rental properties you own in the City of Richmond (first nine digits, no dashes.) Alternatively, Landlords may send a check to the City of Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804. Please include your FRJC# and phone number on the check.

When is the Rental Housing Fee due?

Payment of the Rental Housing Fee is due (postmarked) within thirty-five (35) days of the date printed on the top of the invoice.

Are there penalties for late or nonpayment of the Rental Housing Fee?

Yes. Failure to pay the Rental Housing Fee before the filing of an Unlawful Detainer (eviction) lawsuit is a complete defense to an unlawful detainer (RMC 11.100.060(s)(3)). In addition, the City Council adopted monetary penalties for late payment of the Rental Housing Fee, equal to 10% of the Fee for payments made 1-30 days late, 25% of the Fee for payments made 31-60 days late, and 50% of the Fee for payments made more than 60 days late. The City Council is also authorized to assess a lien on property where there are outstanding Rental Housing Fees (see Ordinance No. 16-17). Furthermore, Landlords with delinquent Rental Housing Fees may be referred to collections.

I recently purchased a rental property. Whose responsibility is it to pay the Rental Housing Fee?

The Rental Housing Fee is assessed to a Rental Unit, not the Landlord. The Rent Ordinance requires that all Landlords pay the Rental Housing Fee, and defines Landlords as including all successors of interest. As such, the owner on the property title, as recorded by the Contra Costa County Assessor, is responsible for paying the Rental Housing Fee, irrespective of when the property title was transferred.

Why is the Rental Housing Fee necessary?

The Rent Program is designed to be a cost-recovery department, meaning its operations will not require assistance from the City's General Fund. Instead, the Rent Program will rely on the Rental Housing Fee to generate the funds necessary to provide services to landlords, tenants, and community members:

- Counseling for Landlords, Tenants, and other community members in our office, over the phone, and by email - we are available Monday-Friday to answer any questions
- Monthly Community Workshops provide education to Landlords and Tenants about the requirements of the Rent Ordinance, Relocation Ordinance, and related policies and regulations
- Print materials: Presentations, notice templates, resource guides, fact sheets, etc.
- Legal services referrals to community services agencies
- A hearings and petition process (at no additional cost)
- A mediation program (at no additional cost)



Tasa de Vivienda Residencial: Preguntas Frecuentes

¿Qué propiedades están sujetas a la Cuota de Vivienda Residencial?

Cualquier propiedad con una unidad de arriendo según lo definido en la sección 11.100.030 de la Ordenanza para la Renta Justa, Causa Justa para el Desalojo y Protección del Propietario, está sujeta a la Cuota de Vivienda Residencial. Esto incluye unidades exentas del control de renta que están sujetas a causa justa para requisitos de desalojo, como las propiedades con un domicilio en una parcela, los condominios y las construcciones nuevas.

¿Cómo puedo pagar la Cuota de Vivienda Residencial?

Se sugiere que los propietarios paguen la Cuota de Vivienda Residencial en línea en <https://etrakit.ci.richmond.ca.us>. Bajo el título de "Permits" (Permisos), haga clic en "Pay Fees" (Pagar tasas). Seleccione su nombre en la sección "Contractor/Landlord Login" (Inicio de sesión para Contratistas/Propietarios). Su contraseña es el número de APN (parcela) más alto de todas las propiedades que posee en la ciudad de Richmond (primeros nueve dígitos, sin guiones). Otra alternativa es que los propietarios pueden enviarle un cheque al Programa de Renta de la Ciudad de Richmond, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804. Por favor, incluya su número FRJC y su número de teléfono en el cheque.

¿Cuándo se debe pagar la Cuota de Vivienda Residencial?

El pago de la Cuota de Vivienda Residencial se debe realizar (con el matasello) dentro de treinta y cinco (35) días de la fecha impresa en la parte superior de la factura.

¿Hay penalizaciones por pagar la Cuota de Vivienda Residencial de forma atrasada o por no pagarla?

Sí. La falta de pagar la Cuota de Vivienda Residencial antes de que se presente una demanda de Retención Ilícita (desalojo) es una defensa completa a una retención ilícita (RMC 11.100.060(s)(3)). Además, el Ayuntamiento adoptó penalizaciones monetarias por el retraso en el pago de la Cuota de Vivienda Residencial, las cuales son iguales al 10% de la cuota por los pagos hechos de 1 a 30 días tarde, 25% de la cuota por pagos hechos de 31 a 60 días tarde y 50% de la cuota por pagos hechos más de 60 días tarde. El Ayuntamiento también está autorizado para aplicar un gravamen sobre la propiedad cuando haya Cuotas de Vivienda Residencial que no se hayan pagado (vea la Ordenanza No. 16-17). Además, los propietarios que no hayan pagado las Cuotas de Vivienda Residencial pueden ser referidos a agencias de cobros.

Compré recientemente una propiedad para arrendar. ¿Quién es responsable de pagar la Cuota de Vivienda Residencial?

La Cuota de Vivienda Residencial es aplicada a la unidad de renta, no al propietario. La Ordenanza de Renta requiere que todos los propietarios paguen la Cuota de Vivienda Residencial y define a los propietarios como todos los sucesores de intereses. Por lo tanto, el dueño del título de propiedad, según lo registrado por el Tasador del Condado de Contra Costa, es responsable de pagar la Cuota de Vivienda Residencial, independiente de cuándo se transfirió el título de propiedad.

¿Por qué es necesario pagar la Cuota de Vivienda Residencial?

El Programa de Renta está diseñado para ser un departamento de recuperación de costos lo cual significa que sus operaciones no requieren la asistencia del Fondo General de la Ciudad. En lugar de eso, el Programa de Renta dependerá de la Cuota de Vivienda Residencial para generar los fondos necesarios para proporcionar servicios para los propietarios, inquilinos y miembros de la comunidad:

- Asesoramiento para los propietarios, inquilinos y otros miembros de la comunidad en nuestra oficina, por teléfono y por email. Estamos disponibles de lunes a viernes para responder cualquier pregunta.
- Los talleres comunitarios mensuales ofrecen capacitación para los propietarios e inquilinos sobre los requisitos de la Ordenanza de Renta, la Ordenanza de Reubicación y las políticas y regulaciones relacionadas.
- Materiales impresos: presentaciones, plantillas de avisos, guías de recursos, hojas de datos, etc.
- Referencias de servicios legales a agencias de servicios comunitarios.
- Un proceso de audiencias y peticiones (sin costo adicional)
- Un programa de mediación (sin costo adicional)



Greetings all Landlords and Property Managers:
HAS YOUR UNIT STATUS CHANGED?

PLEASE READ

THE FOLLOWING INFORMATION MAY AFFECT YOUR INVOICE!

**ANNOUNCING THE RICHMOND RENT PROGRAM
FY 2023-2024 RENTAL HOUSING FEE**

Do you believe your unit/property may be exempt or inapplicable to the Richmond Rent Ordinance? If so please visit [Claim an Exempt or Inapplicable Status | Richmond, CA - Official Website](#).

City of Richmond Rent Board Regulations, require "**Enrollment and Registration**" with the Richmond Rent Program. If this is your first time enrolling your unit/property or should you need to **amend (make changes)** your initial "**Enrollment Form**"; please ensure your compliance by accessing the required forms by visiting our webpage located at [Enrollment and Registration | Richmond, CA - Official Website](#).

You may request your invoice annually each fiscal year by sending an email to rent@ci.richmond.ca.us. Please include in the Email subject line the following, "FRJC# or Rental Unit Address- INVOICE REQUEST."

Questions? Contact Richmond Rent Program staff by phone at (510) 234-RENT(7368) or send an email to rent@ci.richmond.ca.us

THANK YOU FOR YOUR ATTENTION AND COOPERATION

Rent Program Billing & Registration Unit



Saludos a todos los Propietarios y Administradores de Viviendas:

¿HA CAMBIADO EL ESTADO DE SU UNIDAD?

¡POR FAVOR, LEA LA SIGUIENTE INFORMACIÓN PORQUE

¡PUEDE AFECTAR SU FACTURA!

**ANUNCIANDO LA CUOTA POR VIVIENDA DE ALQUILER DEL PROGRAMA
DE RENTA DE RICHMOND AÑO FISCAL 2023-2024**

¿Cree que su unidad/propiedad puede estar exenta o ser inaplicable a la Ordenanza de Renta de Richmond? Si es así, por favor visite [Reclamar un Estado Exento o Inaplicable | Richmond, CA - Sitio Web Oficial](#)

Las Regulaciones de la Junta de Renta de la Ciudad de Richmond, requieren "**Inscripción y Registro**" con el Programa de Renta de Richmond. Si esta es la primera vez que inscribe su unidad/propiedad o si necesita **modificar (hacer cambios)** a su "**Formulario de Inscripción**" inicial; por favor asegure su cumplimiento accediendo los formularios requeridos visitando nuestra página web localizada en [Inscripción y Registro | Richmond, CA - Sitio Web Oficial](#)

Puede solicitar su factura cada año fiscal enviando un correo electrónico a rent@ci.richmond.ca.us. Por favor, incluya en el asunto del correo electrónico lo siguiente, "FRJC# o Dirección de la Unidad de Alquiler-SOLICITUD DE FACTURA".

¿Preguntas? Póngase en contacto con el personal del Programa de Renta de Richmond por teléfono al (510) 234-RENT(7368) o envíe un correo electrónico a rent@ci.richmond.ca.us

GRACIAS POR SU ATENCIÓN Y COOPERACIÓN

Unidad de Facturación y Registro del Programa de Renta

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