

CITY OF RICHMOND RENT PROGRAM- NOTICE OF RENT INCREASE

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us



Rent Increase Noticing & Filing Check List:

- Step 1:** Ensure compliance with the Richmond Rent Ordinance, which includes, Property Enrollment, Tenancy Registration for each Rental Unit, payment of the Residential Rental Housing Fee, and an active Rental Business License (contact Business License Department- 510-620-5555). If a landlord fails to comply with the Rent Ordinance, the rent increase shall be deemed **null and void**. Access the [Enrollment & Registration](#) website for more information.
- Step 2:** Complete the [Maximum Allowable Rent Calculator](#). Base Rent and the most recent increase applied to the Rental Unit needed. If assistance is required to determine the Maximum Allowable Rent for the Rental Unit, please contact Richmond Rent Program staff at (510) 234-RENT (7368) or send an email to rent@ci.richmond.ca.us.
- Step 3:** Make copies of the completed Notice(s) of Rent Increase and [Proof of Service](#) for each Rental Unit.
- Step 4:** Serve Tenant(s) Notice of Rent Increase (30 or 90 days written notice). Template available on the Rent Program website at www.richmondrent.org.
- Step 5:** File a copy of the Notice of Rent Increase and [Proof of Service](#) with the Richmond Rent Program within 10 business days. A landlord may file by one of the following methods:
 - In-Person Delivery: Rent Program office, 440 Civic Center Plaza, Second Floor, Richmond, CA 94804
 - Online Submission: Complete the online Form Center on the Rent Program website at the following link: [File a Rent Increase Notice](#)
 - Mail: Send a copy to the Rent Program by mail at, Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804
- Step 6:** Keep a copy of the Rent Increase Notice(s) for yourself.

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Lista de Comprobación de Notificación y Presentación de Aumentos de Alquiler:

- Paso 1:** Asegurar el cumplimiento de la Ordenanza de Renta de Richmond, que incluye, Inscripción de la Propiedad, Registro de Arrendamiento para cada Unidad de Alquiler, pago de la Tasa de Vivienda de Alquiler Residencial, y una Licencia de Negocio de Alquiler activa (póngase en contacto con el Departamento de Licencias de Negocio - 510-620-5555). Si un propietario no cumple con la Ordenanza de Renta, el aumento de alquiler se considerará **nulo y sin efecto**. Acceda al sitio web de [Inscripción y Registro](#) para obtener más información.
- Paso 2:** Complete la Calculadora de Renta Máxima Permitida. Renta Base y el aumento más reciente aplicado a la Unidad de Alquiler necesaria. Si necesita ayuda para determinar el Alquiler Máximo Permitido para la Unidad de Alquiler, por favor póngase en contacto con el personal del Programa de Renta de Richmond al (510) 234-RENT (7368) o envíe un correo electrónico a rent@ci.richmond.ca.us.
- Paso 3:** Haga copias de la(s) Notificación(es) del Aumento del Alquiler completadas y de la [Prueba de Servicio](#) para cada Unidad de Alquiler.
- Paso 4:** Notificar al Inquilino o Inquilinos el aumento del alquiler (notificación por escrito con 30 o 90 días de antelación). Plantilla disponible en el sitio web del Programa de Renta: www.richmondrent.org.
- Paso 5:** Presentar una copia de la Notificación de Aumento de Alquiler y [Prueba de Servicio](#) con el Programa de Renta de Richmond dentro de 10 días hábiles. Un propietario puede presentar por uno de los siguientes métodos:
 - Entrega en Persona: Oficina del Programa de Renta, 440 Civic Center Plaza, Segundo Piso, Richmond, CA 94804
 - Presentación en Línea: Rellene el Centro de Formularios en línea en el sitio web del Programa de Renta en el siguiente enlace: [Presentar un Aviso de Aumento del Alquiler](#)
 - Por Correo: Envíe una copia al Programa de Renta por correo a, Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804
- Paso 6:** Guarda una copia de los Aviso(s) de Aumento de Renta para ti.

Maximum Allowable Rent and Rent Increase Calculators

Key Terms:

Base Rent: The Base Rent is the rent charged to tenants when they first move-in (often found in the lease). If the tenancy started before July 21st, 2015, the Base Rent will be the rent collected on July 21st, 2015.

Maximum Allowable Rent (MAR): The maximum rent a Landlord may collect. It is the Base Rent plus each year's Annual General Adjustment (AGA). The rent collected may *never* exceed the MAR.

Annual General Adjustment (AGA): The Annual General Adjustment (AGA) is the annual rent increase allowed in Rent Controlled units. The AGA equals 3% or 60% of the Consumer Price Index (inflation rate) of the Bay Area, whichever is less.

Maximum Allowable Rent (MAR) Calculator

Instructions: Enter the **Base Rent** into the yellow box next to the correct tenancy start date. Press Enter. This will calculate the **MAR** for the unit.

When did the tenancy start?	Enter the Base Rent Next to the Tenancy Start Date	AGA Percentage	Rent Increase Amount by Year	New Potential Rent by Year
Before September 1, 2015 (Base Rent for any time prior will be the rent from July 21st, 2015)		2016 AGA is 3.0%		
Before September 1, 2016		2017 AGA is 3.4%		
Before September 1, 2017		2018 AGA is 3.6%		
Before September 1, 2018		2019 AGA is 3.5%		
Before September 1, 2019		2020 AGA is 2.9%		
Before September 1, 2020		2021 AGA is 1.6%		
Before September 1, 2021		2022 AGA is 3.0%		
Before September 1, 2022		2023 AGA is 3.0%		
Before September 1, 2023		2024 AGA is 1.4%		

(Continued on the next page . The AGA box for 2025 and the final MAR calculation are on the next page.)

Please Note: These calculators are provided as a courtesy. The responsibility of implementing rent increases according to the Rent Ordinance is ultimately the Landlord's.

Contact: 510-234-RENT (7368) or at rent@ci.richmond.ca.us

Maximum Allowable Rent and Rent Increase Calculators

Before September 1, 2024		2025 AGA is 1.62%		
		Maximum Allowable Rent <i>(the rent may <u>never</u> exceed this amount)</i>		

Rent Increase Calculator

Key Terms:
Banking: Landlords are entitled to deferred or untaken past rent increases. Landlords may take the current AGA of 1.62% plus up to 5% of deferred rent increases in a 12-month period. This means that between September 1st, 2025, and August 31st, 2026, Landlords, who have 'banked rents' may take up to a maximum 6.62% rent increase. With no previous Annual General Adjustments to bank, Landlords are limited to a 1.62% rent increase.

Instructions:
Step 1: Enter the CURRENT RENT COLLECTED into the yellow-labeled box. Press Enter.
Step 2: Enter the proposed rent increase % amount. This may NOT exceed 6.62%. Press Enter.
Step 3: Compare the "New Rent" to the MAR from the calculator above. If the New Rent is below the MAR, you may take this rent increase. If the New Rent is above the MAR, then you may NOT take this rent increase; repeat Step 2 with a lower % of rent increase.
 (The green box labeled "% of Bank available BEFORE proposed rent increase" may help in determining the allowable "% of rent increase.")

Enter the Current Rent		Enter % of Rent Increase (May NOT exceed 6.62%)	x	=	Rent Increase in Dollars	New Rent
						% of Bank available BEFORE the proposed rent increase
						% of Bank available AFTER the proposed rent increase

Please Note: These calculators are provided as a courtesy. The responsibility of implementing rent increases according to the Rent Ordinance is ultimately the Landlord's.
 Contact: 510-234-RENT (7368) or at rent@ci.richmond.ca.us

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30- DAY NOTICE OF ANNUAL GENERAL ADJUSTMENT

(RENT INCREASE NOTICE FOR RENT-CONTROLLED UNITS ONLY)

Tenancies that began on or after September 1, 2024, are NOT eligible for the 2025 Annual General Adjustment Rent Increase.

DISCLAIMER: *The attached form is a template example Landlords may, but are not required to, use to notify Tenants of the Annual General Adjustment (AGA) rent increase as required by law. Please visit www.richmondrent.org or call (510) 234-RENT (7368) for information concerning Landlord and Tenant rights and responsibilities.*

PURPOSE: This form may be used by a Landlord to notify the Tenant of the Annual General Adjustment Rent Increase. Pursuant to RMC 11.100.060(s)(1), a Proof of Service shall be included with this notice and filed with the Rent Program within ten (10) business days after service on the Tenant.



2025 Annual General Adjustment is **1.62%**. Landlords may apply the rent increase on or after September 1, 2025.

TO: _____
(Tenant(s) in possession)

Address: _____ Unit # _____, Richmond, CA _____
(Zip Code)

YOU ARE HEREBY NOTIFIED, that thirty days after serving you with this notice (*but not before September 1, 2025*), the monthly rent for the unit you occupy is effective _____ (Month/Day/Year).

Your rent will increase by \$ _____ for a total of \$ _____ per month.

Declaration: I certify that this property is in compliance with all provisions of the City of Richmond’s Fair Rent, Just Cause Eviction, and Homeowner Protection Ordinance, and the City of Richmond Relocation Ordinance including, but not limited to, payment of all applicable fees and penalties.

Landlord/Agent Signature: _____ Date: _____

Landlord/Agent Name: _____

Email: _____ Phone: _____

Per California Civil Code 827 (b), a notice to increase rent by 10% (during any 12-month period) or less requires a 30-Day written notice of rent increase. A notice to increase rent by more than 10%, either by itself or combined with any other rent increase in the 12 months prior to the effective date of the increase, requires a 90-day written notice of rent increase. If a rent increase notice is served by mail, the required notice period must be extended by an additional five days.

CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
(510) 861-1111 | www.RichmondRent.org | rent@ci.richmond.ca.us



PROOF OF SERVICE

I am a resident of _____ County. I am and was, at the time of service, over eighteen (18) years of age. On _____ (DATE), at _____ (TIME), I served one copy of the attached documents:

(identify documents being served)

BY: (Check appropriate box)

PERSONAL SERVICE: Delivering the documents in person to the following individual(s): [PRINT NAME OF EACH PARTY SERVED]

MAIL: Placing the documents, enclosed in a sealed envelope with first-class postage fully paid, into a US Postal Service Mailbox, addressed as follows: [PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY]

Declaration: I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct.

Signature: _____ Date: _____

Name: _____

First

M.I.

Last

Address: _____

E-mail: _____ Phone: _____

For More Information

www.richmondrent.org/

To Enroll Rental Properties and Register Tenancies:

www.richmondrent.org/enroll

To Pay Rental Housing Fees Online:

ims.ci.richmond.ca.us

To File a Termination of Tenancy Notice:

www.richmondrent.org/termination

To File a Rent Increase Notice:

www.richmondrent.org/increase

Community Workshop

The Rent Program holds free monthly educational workshops for landlords, tenants, and other community members.

To view Rent Program workshop materials, visit:

www.richmondrent.org/workshops

Attend a Rent Board Meeting

The Rent Program is overseen by a five-member Rent Board, appointed by the Mayor and approved by City Council.

Regular Rent Board meetings are held the third Wednesday of every month at 5:00 pm in the City Council Chambers (440 Civic Center Plaza).

Join the Listserv

To learn about new Rent Board regulations, upcoming community workshops, and other important updates, visit www.richmondrent.org/listserv

Published June 2020

RESOURCES

This list is intended to guide Richmond residents and property owners to relevant information for landlords and tenants regarding their legal rights, but is no way an endorsement or representative list. Visit our website or give us a call for more information.

Bay Area Legal Housing Rights Clinic

Mondays 9:30 am - 12:00 pm ONLY

1025 Macdonald Avenue, Richmond, CA 94804

Eviction Defense Center

350 Frank Ogawa Plaza, Suite 703, Oakland CA 94612

(510) 452-4541

<https://www.evictiondefensecenteroakland.org/>

Bay Area Legal Aid

1025 Macdonald Avenue, Richmond, CA 94804

(888) 551-0068 - *Legal Advice Line*

Website:

<https://www.baylegal.org/>

Contra Costa Senior Legal Services

(925) 609-7900

www.ccsls.org/

Contra Costa Bar Association Lawyer Referral Service

(925) 825-5700

<http://www.cccbba.org/community/find-a-lawyer/>

Contra Costa Superior Court Self-Help Center

Thursdays 8:00 am - 2:00 pm ONLY

100 37th St, Rm. 202, Richmond, CA 94805

Richmond Rental Inspection Program

(510) 690-8260

EMAIL: RichmondRRIP@ci.richmond.ca.us

**QUESTIONS ABOUT RENT CONTROL
OR EVICTION PROTECTIONS?**

510-234-RENT (7368)



RICHMOND RENT PROGRAM

www.richmondrent.org
rent@ci.richmond.ca.us

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

**Monday - Friday
9:00 am - 12:00 pm
1:00 pm - 4:00 pm**

This Brochure must be provided to all Tenants at the beginning of tenancy and with all rent increase notices (RMC 11.100.060(g)).



The **Rent Program** administers the *Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance* (also known as “The Rent Ordinance”), which went into effect December 30, 2016.

Find out whether and how the Rent Ordinance covers your rental unit using the guide below:

FULLY-COVERED RENTALS Rent Control & Just Cause for Eviction apply
Covers: multi-unit properties built with permits prior to 1995 (including boardinghouses)
Administrative Requirements: Landlords must enroll the property, register each new tenancy, and pay the full Rental Housing Fee
PARTIALLY-COVERED RENTALS Just Cause for Eviction applies
Covers: <ul style="list-style-type: none"> » Properties with one dwelling unit » Units built after 1995 » Government-subsidized units (incl. Section 8) » Permitted accessory dwelling units (ADUs)
Administrative Requirements: Landlords must enroll the property and pay the partial Rental Housing Fee
EXEMPT RENTALS No Rent Control or Just Cause for Eviction
Covers: <ul style="list-style-type: none"> » Permitted ADUs where the owner is the primary resident of the main house » Room rentals in the landlord’s primary residence with shared kitchen or bath » Non-profit homes for the aged » Short-term rentals (less than 14 days)
Administrative Requirements: No enrollment, registration or fee requirements

JUST CAUSE FOR EVICTION PROTECTIONS

A landlord may terminate tenancy only for the following “just cause” reasons:

- 1) Failure to Pay Rent
- 2) Breach of the Lease*
- 3) Nuisance*
- 4) Failure to Give Access*
- 5) Substantial Repairs (temporary)
- 6) Owner Move-In
- 7) Withdrawal from the Rental Market (“Ellis Act”)
- 8) Temporary Tenancy (only applies to owner-occupied, single-unit properties)

** Requires written warning notice to tenant prior to serving termination notice*

Sale of property, lease expiration, and expiration of a Section 8 HAP contract are NOT just causes to terminate tenancy.

All termination notices must be filed with the Rent Program within **2 business days** along with a Proof of Service form.

Relocation Payments

Landlords are required to make relocation payments (either temporary or permanent) when terminating tenancy for the following Just Causes:

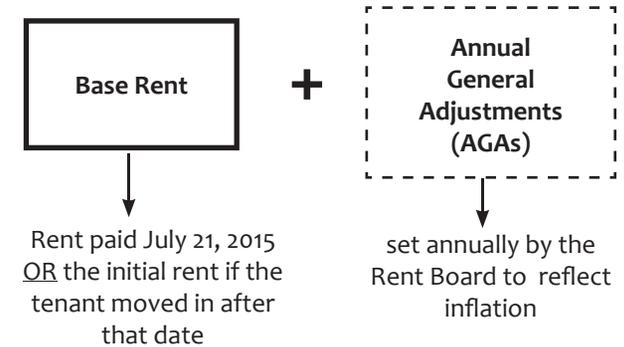
- » Substantial Repairs
- » Owner Move-In
- » Withdrawal from the Rental Market
- » Government Order to Vacate or serious Health and Safety conditions

Fee amounts can be found at richmondrent.org/fees

RENT CONTROL

Rent control limits annual rent increases and allows landlords and tenants to petition to adjust the **Maximum Allowable Rent (MAR)**.

Calculating your Maximum Allowable Rent



In order for a landlord to apply the AGA for a given year, the tenant must have resided in the unit before September 1 of the prior year.

A landlord may not increase the rent more than the current year’s AGA plus 5% of any rent increases they did not take previously.

All rent increase notices for rent-controlled units must be filed with the Rent Program within **10 business days** along with a Proof of Service form.

Petitions

Landlords may petition for a MAR increase:

- » Decreases in net operating income, including due to capital improvements
- » Increases in occupants, space, or services

Tenants may petition for a MAR decrease:

- » Excess rent payments and security deposits
- » Decreases in occupants, space or services
- » Habitability issues
- » Relocation benefits

Para más información

www.richmondrent.org/

Para inscribir propiedades en alquiler y registrar alquileres:

www.richmondrent.org/enroll

Para pagar tarifas de viviendas de alquiler en línea:

ims.ci.richmond.ca.us

Para presentar un aviso de terminación de alquiler:

www.richmondrent.org/termination

Para presentar un aviso de aumento de alquiler:

www.richmondrent.org/increase

Taller Comunitario

El Programa de Renta ofrece talleres educativos para propietarios, inquilinos y otros miembros de la comunidad.

Para ver talleres y materiales anteriores, visite:

www.richmondrent.org/workshops

Asistencia a una reunión de la Junta del Control de Renta

El Programa de Renta es supervisado por una Junta del Control de Renta de cinco miembros, nombrada por el Alcalde y aprobada por el Concilio de la Ciudad.

Las reuniones regulares de la Junta del Control de Renta se llevan a cabo el tercer miércoles de cada mes a las 5:00 de la tarde en las Cámaras del Concilio de la Ciudad (440 Civic Center Plaza).T

Únete a Listserv

Para conocer las nuevas regulaciones de la Junta del Control de Renta, los próximos talleres comunitarios y otras actualizaciones importantes, visite www.richmondrent.org/listserv

Publicado en junio del 2020

RECURSOS

Esta lista está destinada a guiar a los residentes y dueños de propiedades de la Ciudad de Richmond a obtener información relevante para propietarios e inquilinos sobre sus derechos legales, pero de ninguna manera es un respaldo o una lista representativa. Visite nuestro sitio web o llámenos para obtener más información.

Bay Area Legal Aid Clínica de Vivienda

(Clínica de Derechos de Vivienda de la Ciudad de Richmond)

Lunes de 9:30 de la mañana a 12:00 de la tarde ÚNICAMENTE

1025 Macdonald Avenue, Richmond, CA 94804

Eviction Defense Center

(Centro de Defensa contra Desalojo)

350 Frank Ogawa Plaza, Suite 703, Oakland CA 94612

(510) 452-4541

<https://www.evictiondefensecenteroakland.org/>

Bay Area Legal Aid (Ayuda Legal del Área de la Bahía)

1025 Macdonald Avenue, Richmond, CA 94804

(888) 551-0068- Línea de Asesoría Legal

Sitio Web:

<https://www.baylegal.org/>

Contra Costa Senior Legal Services

(Servicios Legales Superiores de Contra Costa)

(925) 609-7900 www.ccsls.org/

Contra Costa Bar Association Lawyer Referral

Service (Servicio de Recomendación de Abogados del Colegio de Abogados de Contra Costa) (925) 825-5700

<http://www.cccbba.org/community/find-alawyer/>

Contra Costa Superior Court Self-Help Center

(Centro de Autoayuda de la Corte Superior de Contra Costa)

Jueves de 8:00 de la mañana a 2:00 de la tarde ÚNICAMENTE

100 37th St, Rm. 202, Richmond, CA 94805

Richmond Rental Inspection Program (Programa de Inspección de Alquiler de la Ciudad de Richmond)

(510) 690-8260

CORREO ELECTRÓNICO: RichmondRRIP@ci.richmond.ca.us

¿PREGUNTAS SOBRE CONTROL DE RENTA O PROTECCIONES CONTRA DESALOJO?

510-234-RENT (7368)



PROGRAMA DE RENTA DE LA CIUDAD DE RICHMOND

www.richmondrent.org
rent@ci.richmond.ca.us

440 Civic Center Plaza, Suite 200
Richmond, CA 94804

Lunes a Viernes
9:00 de la mañana - 12:00 de la tarde
1:00 a 4:00 de la tarde

Este folleto se debe proporcionar a todos los inquilinos al comienzo del alquiler y con todos los avisos de aumento de alquiler (RMC 11.100.060 (g)).



El Programa de Renta administra la Ordenanza de Renta Justa, Causa Justa para el Desalojo y Protección del Propietario de la Ciudad de Richmond (también conocida como “La Ordenanza de Renta”), que entró en vigencia el 30 de diciembre de 2016.

Descubra si y cómo la Ordenanza de Renta cubre su unidad de alquiler utilizando la siguiente guía:

ALQUILERES TOTALMENTE CUBIERTOS Aplica Control de Renta y Causa Justa para el Desalojo
Cubre: propiedades de unidades múltiples construidas con permisos antes de 1995 (incluyendo casas de huéspedes)
Requisitos Administrativos: los propietarios deben inscribir la propiedad, registrar cada nuevo alquiler y pagar la Tarifa de Vivienda de Alquiler completa
ALQUILERES PARCIALMENTE CUBIERTOS Aplica la Causa Justa para el Desalojo
Cubre: <ul style="list-style-type: none"> » PPropiedades con una Unidad de vivienda » Unidades construidas después de 1995 » Unidades subsidiadas por el gobierno (incluyendo Sección 8) » Unidades de vivienda accesorias permitidas (ADUs, por sus siglas en inglés)
Requisitos Administrativos: los propietarios deben inscribir la propiedad y pagar la Tarifa de Vivienda de Alquiler parcial
ALQUILERES EXENTOS Sin Control de Renta y Causa Justa para el Desalojo
Cubre: <ul style="list-style-type: none"> » ADUs permitidos donde el propietario es el residente primario de la casa principal » Alquiler de habitaciones en la residencia principal del propietario con baño o cocina compartidos » Hogares sin fines de lucro para ancianos » Alquileres a corto plazo (menos de 14 días)
Requisitos Administrativos: Sin requisitos de inscripción, registro o tarifas

PROTECCIONES DE CAUSA JUSTA PARA EL DESALOJO

Un propietario podrá terminar con el alquiler solo por los siguientes motivos de “causa justa”:

- 1) Falta de pago del alquiler
- 2) Incumplimiento del contrato de arrendamiento*
- 3) Molestias*
- 4) No dar acceso*
- 5) Reparaciones sustanciales (temporalmente)
- 6) Mudanza de propietario
- 7) Retiro del Mercado de Alquiler (“Ley Ellis”)
- 8) Alquiler Temporal (solo se aplica a propiedades de una sola unidad ocupadas por el dueño)

* Requiere un aviso de advertencia por escrito al inquilino antes de presentar el aviso de terminación

La venta de bienes, el vencimiento del contrato de arrendamiento y el vencimiento de un contrato HAP de Sección 8 NO son causas justas para terminar el alquiler.

Todos los avisos de terminación deben presentarse al Programa de Renta dentro de los **2 días hábiles** junto con un formulario de Prueba de Servicio.

Pagos por Reubicación

Los propietarios están obligados a realizar pagos de reubicación (ya sea temporal o permanente) al finalizar el alquiler por las siguientes Causas Justas:

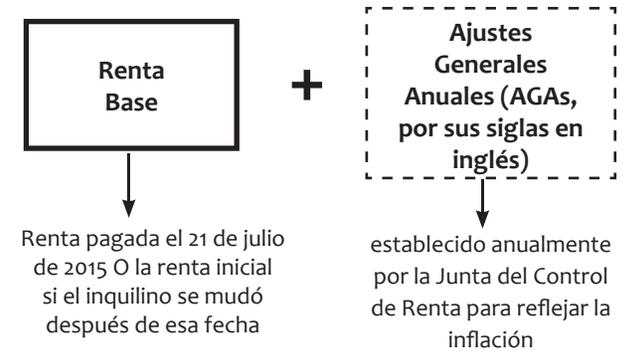
- » Reparaciones sustanciales
- » Mudanza del propietario
- » Retiro del Mercado de Alquiler
- » Orden gubernamental de desalojo o condiciones graves de salud y seguridad

Los montos de las tarifas se pueden encontrar en richmondrent.org/fees

CONTROL DE RENTA

El control de renta limita los aumentos anuales de renta y permite a los propietarios e inquilinos solicitar el ajuste de la Máxima Renta Permitida (MAR, por sus siglas en inglés).

Cálculo de su Máxima Renta Permitida



Para que un propietario solicite un AGA para un año determinado, el inquilino debe haber residido en la unidad antes del 1 de septiembre del año anterior.

Un propietario no puede aumentar el alquiler más que el AGA del año en curso más el 5% de cualquier aumento de renta que no haya tomado previamente.

Todos los avisos de aumento de renta para unidades con renta controlada deben presentarse al Programa de Renta dentro de los 10 días hábiles junto con un formulario de Prueba de Servicio.

Peticiones

Los propietarios pueden solicitar un aumento de MAR:

- » Disminuciones en el ingreso operativo neto, incluso debido a mejoras de capital
- » Aumentos en ocupantes, espacio o servicios

Los inquilinos podrán solicitar una disminución de MAR:

- » Exceso de pagos de renta y depósitos de seguridad
- » Disminución en ocupantes, espacio o servicios
- » Problemas de habitabilidad
- » Beneficios de reubicación