

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 16, 2025

Final Decision Date Deadline: July 16, 2025

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

INDICATE APPROPRIATE BODY

- | | | | | |
|-----------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>Consent Calendar</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: RECEIVE the Fiscal Year 2024-25 Monthly Activity Report through June 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-3.

This page intentionally left blank

**Rent Program
FY 2024-25 Monthly Activity Report**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
		MTD ACTUAL	YTD TOTAL											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		124	125	151	138	105	75	192	131	123	87	51	98	1,400
6 Rent/Eviction Counseling Appointments By Walk-ins		30	54	37	53	38	48	57	41	43	35	30	34	500
7 Rent/Eviction Counseling Questions Addressed By Email		293	50	138	342	232	123	316	321	372	357	11	164	2,719
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		447	229	326	533	375	246	565	493	538	479	92	296	4,619
9 Rent/Eviction Counseling Sessions Conducted in Spanish		60	30	66	50	33	57	88	76	65	92	77	79	773
10 Rent/Eviction Counseling Sessions Conducted in Mandarin		-	-	-	-	-	-	-	-	-	-	-	-	-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese		-	-	-	-	-	-	-	-	-	-	-	-	-
12 Rent/Eviction Counseling Sessions Conducted in Another Language		-	-	-	-	-	-	-	-	-	-	-	-	-
13 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH		60	60	66	71	55	57	88	76	65	92	77	79	846
14 Legal Service Referrals		15	19	18	15	5	17	19	13	14	14	11	13	173
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		245	246	253	212	171	187	222	127	140	96	92	125	2,116
19 Courtesy Compliance Letters Sent		440	78	126	369	328	234	561	253	319	171	442	155	3,476
20 Community Workshop Attendees		1	-	-	-	-	-	-	-	4	-	-	-	29
21 Hard Copy Rent Increase Notices Processed		60	5	21	18	25	38	32	2	12	21	6	8	248
22 Hard Copy Termination of Tenancy Notices Processed		19	-	4	19	15	19	27	9	26	4	3	26	171
24		79	5	25	37	40	57	59	11	38	25	9	34	419
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	24	12	12	4	1	8	10	14	-	1	-	86
26 Billing/Enrollment/Registration Counseling Appointments By Phone		7	44	52	33	11	12	14	12	68	3	2	-	258
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		31	21	60	22	10	30	24	39	44	-	6	-	287
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		38	65	112	55	21	42	38	51	112	3	8	-	545
29 Enrollment/Tenancy Registration Packets Mailed		-	4	-	51	3	-	23	3	1	-	-	-	85
30 Enrollment Forms Processed		51	14	18	13	39	4	59	47	4	54	-	7	310
31 Rental Housing Fee Invoices Generated		3	14,591	2,004	10	160	34	35	627	5	7	-	1	17,477
32 Checks Processed		-	24	20	8	-	13	7	3	18	-	-	-	93
33 Checks Returned		-	-	4	-	-	-	17	1	3	-	-	-	25
34 Tenancy Registrations Received		24	-	-	-	-	1	3	94	-	-	-	-	122
35 Rental Units Discovered Not in Database		3	6	7	6	3	1	5	1	2	1	-	2	37
36 Property Information Updated		146	78	11	142	118	12	27	74	20	27	7	-	662
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		119	6	23	22	8	4	3	23	9	19	6	5	247
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		15	18	25	27	5	1	3	-	5	-	-	-	99
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	8	13	17	16	9	16	11	7	18	11	8	140
40 Declarations of Exemption Processed		41	2	-	-	1	-	-	-	-	-	-	-	44
41 LEGAL UNIT														
42 Public Records Act Requests Received		7	7	5	6	5	5	4	4	6	4	4	2	59
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	1	-	1	1	1	2	-	-	-	1	-	9
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed		1	3	4	1	-	-	-	-	-	-	-	-	9
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	-	-	1	-	-	-	-	1	-	-	2
46 Appeal Hearings Held		-	-	-	-	2	-	-	1	1	1	-	-	5
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		10	8	4	10	12	2	19	25	45	6	25	56	222
51 Hearings-Related Questions Addressed by Email		35	22	-	19	25	10	15	15	27	-	21	25	214
52 TOTAL HEARINGS-RELATED CONSULTATIONS		45	30	4	29	37	12	34	40	72	6	46	81	436
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	1	-	-	-	-	-	-	1
54 Increased in Occupants Petitions Received (Attachment B)		-	-	-	-	-	-	-	-	-	-	1	-	1
55 Increase in Space or Services Petitions Received (Attachment C)		1	-	-	-	-	-	-	-	1	-	-	-	2
56 Restoration of Denied AGA Petitions Received (Attachment D)		-	-	-	-	-	-	-	1	-	-	-	-	1
57 Landlord Individual Rent Adjustment Petitions Received		-	-	-	-	-	1	-	1	-	-	-	-	2
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		1	-	-	-	-	2	-	2	1	-	1	-	7
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		2	3	2	2	3	1	-	1	3	3	2	1	23
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		4	4	4	2	4	3	2	3	3	3	6	1	39
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-

Rent Program
FY 2024-25 Monthly Activity Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
2		MTD ACTUAL	YTD TOTAL											
63	Tenant Petition Based on Multiple Grounds	5	6	5	3	4	3	2	3	4	3	5	2	45
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	1	-	-	-	-	-	1
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	2	1	1	1	4	2	1	1	2	1	23
66	TOTAL TENANT PETITIONS RECEIVED	15	16	13	8	12	8	9	9	11	10	15	5	131
67	Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	1	-	-	-	-	-	-	-	-	-	-	-	1
70	Request for a Continuance of the Hearing Process	-	1	-	-	-	-	1	-	-	-	-	-	2
71	Subpoena(s)	-	1	-	-	-	-	1	-	-	-	-	1	3
72	TOTAL OTHER PETITIONS RECEIVED	1	2	-	-	-	-	2	-	-	-	-	1	6
73	Decisions Ordered	-	1	-	1	-	-	1	1	-	-	1	-	5
74	Cases Settled	-	4	-	7	2	2	4	5	4	-	3	2	33
75	Cases Dismissed	-	1	-	1	-	-	1	-	-	-	-	-	3
76	Petitions Withdrawn	-	-	-	-	1	-	-	-	-	-	1	-	2
77	TOTAL CASES CLOSED	-	6	-	9	3	2	6	6	4	-	5	2	43
78	Appeals Received	-	1	-	1	-	-	-	1	-	-	1	1	5
79	Total Open Cases (Tenant Petitions)	22	22	27	21	18	18	20	15	11	-	17	16	207
80	Total Open Cases (Landlord Petitions)	2	2	1	1	-	1	-	2	2	-	4	2	17
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	24	24	28	22	18	19	20	17	13	-	21	18	224
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	212	168	110	47	56	69	72	47	35	44	23	20	903
91	Termination of Tenancy - Nonpayment of Rent	93	15	154	180	142	144	454	333	224	144	334	145	2,362
92	Termination of Tenancy - Breach of Lease	6	4	7	7	7	13	5	2	4	4	5	10	74
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	4	-	-	-	1	5
94	Termination of Tenancy - Nuisance	2	-	-	3	-	1	4	-	2	2	4	-	18
95	Termination of Tenancy - Withdrawal from the Rental Market	1	4	4	1	-	-	-	-	-	-	-	-	10
96	Termination of Tenancy - Owner Move-In	6	1	-	2	2	2	5	-	-	-	1	-	19
97	Termination of Tenancy - Substantial Repairs	-	-	-	1	2	-	-	-	-	1	-	-	4
98	Termination of Tenancy - Temporary Tenancy	-	-	-	1	-	-	-	-	-	-	-	-	1
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	108	24	165	195	153	160	468	339	230	151	344	156	2,493
100														