

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 27, 2025

Final Decision Date Deadline: August 27, 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 2025-26 Monthly Activity Report through July 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-3.

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**Rent Program
FY2025-26 Monthly Activity Report**

ITEM F-3

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD TOTAL
	MTD ACTUAL	YTD TOTAL											
Public Information & Enrollment Unit													
Rent/Eviction Counseling Appointments By Phone	84	-	-	-	-	-	-	-	-	-	-	-	84
Rent/Eviction Counseling Appointments By Walk-ins	31	-	-	-	-	-	-	-	-	-	-	-	31
Rent/Eviction Counseling Questions Addressed By Email	262	-	-	-	-	-	-	-	-	-	-	-	262
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	377	-	-	-	-	-	-	-	-	-	-	-	377
Rent/Eviction Counseling Sessions Conducted in Spanish	83	-	-	-	-	-	-	-	-	-	-	-	83
Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	83	-	-	-	-	-	-	-	-	-	-	-	83
Legal Service Referrals	14	-	-	-	-	-	-	-	-	-	-	-	14
Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-
Assists from Front Office Staff	187	-	-	-	-	-	-	-	-	-	-	-	187
Courtesy Compliance Letters Sent	370	-	-	-	-	-	-	-	-	-	-	-	370
Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-
Hard Copy Rent Increase Notices Processed	66	-	-	-	-	-	-	-	-	-	-	-	66
Hard Copy Termination of Tenancy Notices Processed	33	-	-	-	-	-	-	-	-	-	-	-	33
TOTAL HARD COPY NOTICES PROCESSED	99	-	-	-	-	-	-	-	-	-	-	-	99
Billing/Enrollment/Registration Counseling Appointments In-Person	5	-	-	-	-	-	-	-	-	-	-	-	5
Billing/Enrollment/Registration Counseling Appointments By Phone	-	-	-	-	-	-	-	-	-	-	-	-	-
Billing/Enrollment/Registration Counseling Questions Addressed By Email	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	5	-	-	-	-	-	-	-	-	-	-	-	5
Enrollment/Tenancy Registration Packets Mailed	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment Forms Processed	5	-	-	-	-	-	-	-	-	-	-	-	5
Rental Housing Fee Invoices Generated	-	-	-	-	-	-	-	-	-	-	-	-	-
Checks Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
Checks Returned	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenancy Registrations Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental Units Discovered Not in Database	1	-	-	-	-	-	-	-	-	-	-	-	1
Property Information Updated	-	-	-	-	-	-	-	-	-	-	-	-	-
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	1	-	-	-	-	-	-	-	-	-	-	-	1
Applications for Administrative Determination of Exempt/Inapplicable Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Determination of Exempt/Inapplicable Status Issued	6	-	-	-	-	-	-	-	-	-	-	-	6
Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
LEGAL UNIT													
Public Records Act Requests Received	5	-	-	-	-	-	-	-	-	-	-	-	5
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	-	-	-	-	-	-	-	-	-	-	2
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-
Appeal Hearings Held	-	-	-	-	-	-	-	-	-	-	-	-	-
HEARINGS UNIT													
Consultations with Hearings Unit Coordinator By Phone	29	-	-	-	-	-	-	-	-	-	-	-	29
Hearings-Related Questions Addressed by Email	20	-	-	-	-	-	-	-	-	-	-	-	20
TOTAL HEARINGS-RELATED CONSULTATIONS	49	-	-	-	-	-	-	-	-	-	-	-	49
MNOI Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in Occupants Petitions Received (Attachment B)	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in Space or Services Petitions Received (Attachment C)	1	-	-	-	-	-	-	-	-	-	-	-	1
Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-	-	-	-
Landlord Individual Rent Adjustment Petitions Received	1	-	-	-	-	-	-	-	-	-	-	-	1
Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LANDLORD PETITIONS RECEIVED	2	-	-	-	-	-	-	-	-	-	-	-	2
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	2	-	-	-	-	-	-	-	-	-	-	-	2
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition Based on Multiple Grounds	2	-	-	-	-	-	-	-	-	-	-	-	2
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL TENANT PETITIONS RECEIVED	4	-	-	-	-	-	-	-	-	-	-	-	4
Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program
FY2025-26 Monthly Activity Report**

ITEM F-3

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	YTD TOTAL
	MTD ACTUAL	YTD TOTAL											
Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
Subpoena(s)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER PETITIONS RECEIVED	-	-	-	-	-	-	-	-	-	-	-	-	-
Decisions Ordered	1	-	-	-	-	-	-	-	-	-	-	-	1
Cases Settled	2	-	-	-	-	-	-	-	-	-	-	-	2
Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASES CLOSED	4	-	-	-	-	-	-	-	-	-	-	-	4
Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Open Cases (Tenant Petitions)	10	-	-	-	-	-	-	-	-	-	-	-	10
Total Open Cases (Landlord Petitions)	2	-	-	-	-	-	-	-	-	-	-	-	2
Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPEN CASES	12	-	-	-	-	-	-	-	-	-	-	-	12
Form Submissions													
Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Permanent Relocation Payment	2	-	-	-	-	-	-	-	-	-	-	-	2
Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT INCREASE NOTICES FILED	148	-	-	-	-	-	-	-	-	-	-	-	148
Termination of Tenancy - Nonpayment of Rent	143	-	-	-	-	-	-	-	-	-	-	-	143
Termination of Tenancy - Breach of Lease	12	-	-	-	-	-	-	-	-	-	-	-	12
Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
Termination of Tenancy - Nuisance	-	-	-	-	-	-	-	-	-	-	-	-	-
Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	-	-	-	-	-	-	-
Termination of Tenancy - Owner Move-In	2	-	-	-	-	-	-	-	-	-	-	-	2
Termination of Tenancy - Substantial Repairs	2	-	-	-	-	-	-	-	-	-	-	-	2
Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL TERMINATION OF TENANCY NOTICES FILED	159	-	-	-	-	-	-	-	-	-	-	-	159