

# 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:** At the November 17, 2021, Regular Meeting of the Richmond Rent Board, the Board adopted Regulation 425, titled, "Waiver of Delinquent Residential Housing Fee Assessment. 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 for the month of August 2025, are the compiled late fee waiver requests and associated documentation.

## 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:** APPROVE late fee waiver(s) for August 2025 pursuant to Regulation 425 - Rent Program (Fred Tran/510-620-6537).

AGENDA ITEM NO:

**F-6.**

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To: Chair Tipton and Members of the Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation – August 2025

Date: August 27, 2025

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.

A Summary of the Late Fee Waiver Requests and Recommendation submitted in accordance with Regulation 425 for August 2025 of each property approved are included in Attachment 1.

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 to evaluate enumerated applicable factors before deciding whether there exists 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"

Staff reviewed and assessed each form submitted in Attachment 1 with the accompanying support documents to determine the "Good Cause" requirement were met. The reasonable efforts, including the due diligence of remitting timely payments of the Residential Rental Housing Fee were validated for each Late Fee Waiver Request on Attachment 1. Staff also considered the property owner enrolling with the Program and registering units, when necessary, in accordance with the Ordinance.

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 425 (D) and (E), provide the factors required when making a determining of good cause.

In this case, the owners had not previously submitted a Late Fee Waiver request.

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.*

Rent Program staff confirmed the base Residential Rental Housing Fees for the outstanding Fiscal Years were paid when informed or notified of the balance due. The property owners demonstrated Good Cause that warrants a waiver of late fees with a timely payment when the invoice was received (or informed of the outstanding balance). The owner also updated an enrollment and registration form when necessary.

Staff Recommendation

The listed properties on Attachment 1 demonstrated good faith efforts to come into compliance by contacting the Rent Program to inquire about the Program, paying the Residential Rental Housing Fees when the invoice was provided, enrolling and/or registering with the Program. Considering these factors, staff recommend that a full waiver of late fees listed on Attachment 1 be granted.

**ITEM F-6  
ATTACHMENT 1**

**Late Fee Waiver Summary – August 27, 2025 Board Meeting**

	<b>Property Address or RCB#</b>	<b>Property Owner</b>	<b>Date of Request</b>	<b>Reason for Request</b>	<b>Recommendation to Approve or Deny</b>	<b>Late Fee Amount</b>	<b>Total Late Fees Waived if Approved</b>	<b>Recommended Late Fee Amount (if any)</b>
1	RCB-510104011	Cathie Kosel 1996 Trust	3/19/2025	New Owner, did not receive invoice	Full waiver of late fees	\$357.00	\$357.00	None
2	RCB-538200008	Vicente Jimenez	4/3/2024	Incorrect address	Full waiver of late fees	\$186.50	\$186.50	None
3	RCB-510093027	Ramon Mingua	3/2/2025	Did not receive invoice	Full waiver of late fees	\$595.00	\$595.00	None
4	RCB-523053022	Gowri Pai	10/10/2023	Owner believed property was exempt from the Rent Ordinance	Deny waiver of late fee	\$125.00		\$125.00
5	RCB-561192007	Miguel Gonzalez	1/18/2024	Other: owner claims a check was mailed to the city and it was not processed	Full waiver of late fees	\$125.00	\$125.00	None
6	RCB-509180003	The Alfred & Reba Rodrigues Family Trust	2/29/2024	Hospitalization and wrong mailing address	Full waiver of late fees	\$392.50	\$392.50	None
7	RCB-524310015	Julio & Miriam Mendez	9/26/2024	Did not receive invoice	Full waiver of late fees	\$62.50	\$62.50	None
8	RCB-22-538330032	Salvador Guiza-Servin	6/21/2024	Did not receive invoice	Full waiver of late fees	\$1,778.00	\$1,778.00	None
9	RCB-530070017	Kahtan Alansi	10/4/2023	Did not receive invoice	Full waiver of late fees	\$2,486.00	\$2,486.00	None
10	RCB-534411003	M K Shokrollahi	9/27/2023	Unable to collect rent due to COVID-19 pandemic, hardship	Full waiver of late fees	\$429.00	\$429.00	None
11	RCB-22-408043013	SPR Homes LLC	7/16/2024	New Owner, did not receive invoice	Full waiver of late fees	\$3,091.00	\$3,091.00	None
12	RCB-528230010	Phydalis McMullen	9/21/2023	Wrong mailing address	Full waiver of late fees	\$1,808.00	\$1,808.00	None
13	RCB-538270022	Doris Franco	11/4/2023	Did not receive invoice	Full waiver of late fees	\$12.50	\$12.50	None
14	516130012	Dilip Tamang	1/9/2024	Payment was mailed, but not received	Full waiver of late fees	\$226.00	\$226.00	None
15	RCB-515350011	James Stacey	8/28/2023	New Owner, did not receive invoice	Full waiver of late fees	\$1,483.00	\$1,483.00	None
16	RCB-550242024	Michael Hughey	4/2/2025	Previously enrolled property was not billed as a result of staff error.	Full waiver of late fees	\$2,025.00	\$2,025.00	None
17	RCB-558282010	Patricia Pearson A. TRE	1/3/2024	Hospitalization or medical treatments of the Landlord or Landlord's family during the fee billing period	Full waiver of late fees	\$330.00	\$330.00	None
18	RCB-527100007	Paul & Mayrean Planchon	1/24/2024	Financial hardship, hospitalization, did not receive invoice	Full waiver of late fees	\$2,089.50	\$2,089.50	None
19	RCB-22-509360034	Miguel Ramirez	3/3/2025	Wrong mailing address	Full waiver of late fees	\$1,115.00	\$1,115.00	None
20								
21								
22								
23								
<b>Total</b>						<b>\$18,716.50</b>	<b>\$18,591.50</b>	

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