

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 30, 2025

Final Decision Date Deadline: September 30, 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

- | | | | | |
|---|---|--|--|---|
| ☐ City Council | ☐ Redevelopment Agency | ☐ Housing Authority | ☐ Surplus Property Authority | ☐ Joint Powers Financing Authority |
| ☐ Finance Standing Committee | ☐ Public Safety Public Services Standing Committee | ☐ Local Reuse Authority | ☒ Other: <u>Rent Board</u> | |

ITEM

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

RECOMMENDED ACTION: RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through August 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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**Rent Program
FY 2025-26 Monthly Activity Report**

ITEM F-1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
2		MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	YTD TOTAL
3	Public Information & Enrollment Unit													
5	Rent/Eviction Counseling Appointments By Phone	84	59	-	-	-	-	-	-	-	-	-	-	143
6	Rent/Eviction Counseling Appointments By Walk-ins	31	27	-	-	-	-	-	-	-	-	-	-	58
7	Rent/Eviction Counseling Questions Addressed By Email	262	108	-	-	-	-	-	-	-	-	-	-	370
8	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	377	194											571
9	Rent/Eviction Counseling Sessions Conducted in Spanish	83	39	-	-	-	-	-	-	-	-	-	-	122
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	83	39											122
14	Legal Service Referrals	14	5	-	-	-	-	-	-	-	-	-	-	19
17	Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Assists from Front Office Staff	187	146	-	-	-	-	-	-	-	15	-	-	348
19	Courtesy Compliance Letters Sent	370	92	-	-	-	-	-	-	-	-	-	-	462
20	Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Hard Copy Rent Increase Notices Processed	66	43	-	-	-	-	-	-	-	-	-	-	109
22	Hard Copy Termination of Tenancy Notices Processed	33	12	-	-	-	-	-	-	-	-	-	-	45
24	TOTAL HARD COPY NOTICES PROCESSED	99	55											154
25	Billing/Enrollment/Registration Counseling Appointments In-Person	5	-	-	-	-	-	-	-	-	-	-	-	5
26	Billing/Enrollment/Registration Counseling Appointments By Phone	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	-	15	-	-	-	-	-	-	-	-	-	-	15
28	TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	5	15											20
29	Enrollment/Tenancy Registration Packets Mailed	-	-	-	-	-	-	-	-	-	-	-	-	-
30	Enrollment Forms Processed	5	1	-	-	-	-	-	-	-	-	-	-	6
31	Rental Housing Fee Invoices Generated	-	4	-	-	-	-	-	-	-	-	-	-	4
32	Checks Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
33	Checks Returned	-	-	-	-	-	-	-	-	-	-	-	-	-
34	Tenancy Registrations Received	-	1	-	-	-	-	-	-	-	-	-	-	1
35	Rental Units Discovered Not in Database	1	1	-	-	-	-	-	-	-	-	-	-	2
36	Property Information Updated	-	-	-	-	-	-	-	-	-	-	-	-	-
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	1	5	-	-	-	-	-	-	-	-	-	-	6
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	-	-	-	-	-	-	-	-	-	6	-	-	6
39	Administrative Determination of Exempt/Inapplicable Status Issued	6	2	-	-	-	-	-	-	-	1	-	-	9
40	Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
41	LEGAL UNIT													
42	Public Records Act Requests Received	5	4	-	-	-	-	-	-	-	-	-	-	9
43	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	-	-	-	-	-	-	-	-	-	-	2
44	Withdrawal from the Rental Market (Ellis Act)Termination of Tenancy Notices Reviewed	-	1	-	-	-	-	-	-	-	-	-	-	1
45	Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-
46	Appeal Hearings Held	-	1	-	-	-	-	-	-	-	-	-	-	1
47	HEARINGS UNIT													
50	Consultations with Hearings Unit Coordinator By Phone	29	41	-	-	-	-	-	-	-	-	-	-	70
51	Hearings-Related Questions Addressed by Email	20	65	-	-	-	-	-	-	-	-	-	-	85
52	TOTAL HEARINGS-RELATED CONSULTATIONS	49	106											155
53	MNOI Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Increased in Occupants Petitions Received (Attachment B)	-	-	-	-	-	-	-	-	-	-	-	-	-
55	Increase in Space or Services Petitions Received (Attachment C)	1	-	-	-	-	-	-	-	-	-	-	-	1
56	Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-	-	-	-
57	Landlord Individual Rent Adjustment Petitions Received	1	-	-	-	-	-	-	-	-	-	-	-	1
58	Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
59	TOTAL LANDLORD PETITIONS RECEIVED	2	-											2
60	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-	-	-	-
61	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	2	1	-	-	-	-	-	-	-	-	-	-	3
62	Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
63	Tenant Petition Based on Multiple Grounds	2	2	-	-	-	-	-	-	-	-	-	-	4
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
66	TOTAL TENANT PETITIONS RECEIVED	4	3											7
67	Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-

Rent Program
FY 2025-26 Monthly Activity Report

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68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Subpoena(s)	-	-	-	-	-	-	-	-	-	-	-	-	-
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	1	-	-	-	-	-	-	-	-	-	-	-	1
74	Cases Settled	2	4	-	-	-	-	-	-	-	-	-	-	6
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	4	4	-	-	-	-	-	-	-	-	-	-	8
78	Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
79	Total Open Cases (Tenant Petitions)	10	10	-	-	-	-	-	-	-	-	-	-	20
80	Total Open Cases (Landlord Petitions)	2	1	-	-	-	-	-	-	-	-	-	-	3
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	12	11	-	-	-	-	-	-	-	-	-	-	23
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	2	1	-	-	-	-	-	-	-	-	-	-	3
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed							-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	148	154	-	-	-	-	-	-	-	-	-	-	302
91	Termination of Tenancy - Nonpayment of Rent	143	117	-	-	-	-	-	-	-	-	-	-	260
92	Termination of Tenancy - Breach of Lease	12	5	-	-	-	-	-	-	-	-	-	-	17
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Nuisance	-	1	-	-	-	-	-	-	-	-	-	-	1
95	Termination of Tenancy - Withdrawal from the Rental Market	-	2	-	-	-	-	-	-	-	-	-	-	2
96	Termination of Tenancy - Owner Move-In	2	-	-	-	-	-	-	-	-	-	-	-	2
97	Termination of Tenancy - Substantial Repairs	2	-	-	-	-	-	-	-	-	-	-	-	2
98	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	159	125	-	-	-	-	-	-	-	-	-	-	284
100														