

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 15, 2025

Final Decision Date Deadline: October 15, 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 September 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-3.**

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

**ITEM F-3**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
		MTD ACTUAL	YTD TOTAL											
<b>3 Public Information &amp; Enrollment Unit</b>														
5 Rent/Eviction Counseling Appointments By Phone		84	86	76	-	-	-	-	-	-	-	-	-	246
6 Rent/Eviction Counseling Appointments By Walk-ins		31	48	32	-	-	-	-	-	-	-	-	-	111
7 Rent/Eviction Counseling Questions Addressed By Email		262	139	242	-	-	-	-	-	-	-	-	-	643
<b>8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>		<b>377</b>	<b>273</b>	<b>350</b>	-	-	-	-	-	-	-	-	-	<b>1,000</b>
9 Rent/Eviction Counseling Sessions Conducted in Spanish		83	61	99	-	-	-	-	-	-	-	-	-	243
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		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>		<b>83</b>	<b>61</b>	<b>99</b>	-	-	-	-	-	-	-	-	-	<b>243</b>
14 Legal Service Referrals		14	15	7	-	-	-	-	-	-	-	-	-	36
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		187	199	472	-	-	-	-	-	-	15	-	-	873
19 Courtesy Compliance Letters Sent		370	348	323	-	-	-	-	-	-	-	-	-	1,041
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		66	43	35	-	-	-	-	-	-	-	-	-	144
22 Hard Copy Termination of Tenancy Notices Processed		33	12	10	-	-	-	-	-	-	-	-	-	55
<b>24 TOTAL HARD COPY NOTICES PROCESSED</b>		<b>99</b>	<b>55</b>	<b>45</b>	-	-	-	-	-	-	-	-	-	<b>199</b>
25 Billing/Enrollment/Registration Counseling Appointments In-Person		5	-	-	-	-	-	-	-	-	-	-	-	5
26 Billing/Enrollment/Registration Counseling Appointments By Phone		-	-	92	-	-	-	-	-	-	-	-	-	92
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		-	15	40	-	-	-	-	-	-	-	-	-	55
<b>28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>		<b>5</b>	<b>15</b>	<b>132</b>	-	-	-	-	-	-	-	-	-	<b>152</b>
29 Enrollment/Tenancy Registration Packets Mailed		-	-	-	-	-	-	-	-	-	-	-	-	-
30 Enrollment Forms Processed		5	1	-	-	-	-	-	-	-	-	-	-	6
31 Rental Housing Fee Invoices Generated		-	4	35	-	-	-	-	-	-	-	-	-	39
32 Checks Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
33 Checks Returned		-	-	-	-	-	-	-	-	-	-	-	-	-
34 Tenancy Registrations Received		-	1	5	-	-	-	-	-	-	-	-	-	6
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		-	-	27	-	-	-	-	-	-	-	-	-	27
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	5	-	-	-	-	-	-	-	-	-	-	11
40 Declarations of Exemption Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>41 LEGAL UNIT</b>														
42 Public Records Act Requests Received		5	4	5	-	-	-	-	-	-	-	-	-	14
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		-	-	3	-	-	-	-	-	-	-	-	-	3
46 Appeal Hearings Held		-	1	1	-	-	-	-	-	-	-	-	-	2
<b>47 HEARINGS UNIT</b>														
50 Consultations with Hearings Unit Coordinator By Phone		29	41	133	-	-	-	-	-	-	-	-	-	203
51 Hearings-Related Questions Addressed by Email		20	65	55	-	-	-	-	-	-	-	-	-	140
<b>52 TOTAL HEARINGS-RELATED CONSULTATIONS</b>		<b>49</b>	<b>106</b>	<b>188</b>	-	-	-	-	-	-	-	-	-	<b>343</b>
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
54 Increase 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	-	-	-	-	-	-	-	-	-	2
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>59 TOTAL LANDLORD PETITIONS RECEIVED</b>		<b>2</b>	<b>-</b>	<b>1</b>	-	-	-	-	-	-	-	-	-	<b>3</b>
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		-	-	1	-	-	-	-	-	-	-	-	-	1
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	1	-	-	-	-	-	-	-	-	-	5
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	-	2	-	-	-	-	-	-	-	-	-	2
<b>66 TOTAL TENANT PETITIONS RECEIVED</b>		<b>4</b>	<b>3</b>	<b>4</b>	-	-	-	-	-	-	-	-	-	<b>11</b>
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

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

**ITEM F-3**

	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	YTD TOTAL											
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	<b>TOTAL OTHER PETITIONS RECEIVED</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	1	-	-	-	-	-	-	-	-	-	-	-	1
74	Cases Settled	2	4	4	-	-	-	-	-	-	-	-	-	10
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	2	-	-	-	-	-	-	-	-	-	2
77	<b>TOTAL CASES CLOSED</b>	4	4	6	-	-	-	-	-	-	-	-	-	14
78	Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
79	Total Open Cases (Tenant Petitions)	10	10	7	-	-	-	-	-	-	-	-	-	27
80	Total Open Cases (Landlord Petitions)	2	1	2	-	-	-	-	-	-	-	-	-	5
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	<b>TOTAL OPEN CASES</b>	12	11	9	-	-	-	-	-	-	-	-	-	32
83	<b>Form Submissions</b>													
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	<b>TOTAL RENT INCREASE NOTICES FILED</b>	148	154	459	-	-	-	-	-	-	-	-	-	761
91	Termination of Tenancy - Nonpayment of Rent	143	117	312	-	-	-	-	-	-	-	-	-	572
92	Termination of Tenancy - Breach of Lease	12	5	4	-	-	-	-	-	-	-	-	-	21
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	-	3	-	-	-	-	-	-	-	-	-	5
98	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
99	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	159	125	319	-	-	-	-	-	-	-	-	-	603
100														