

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 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 October 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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

ITEM F-2

	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												
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone	84	86	121	96	-	-	-	-	-	-	-	-	-	387
6 Rent/Eviction Counseling Appointments By Walk-ins	31	48	48	21	-	-	-	-	-	-	-	-	-	148
7 Rent/Eviction Counseling Questions Addressed By Email	262	139	247	285	-	-	-	-	-	-	-	-	-	933
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	377	273	416	402	-	-	-	-	-	-	-	-	-	1,468
9 Rent/Eviction Counseling Sessions Conducted in Spanish	83	61	99	22	-	-	-	-	-	-	-	-	-	265
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	83	61	99	22	-	-	-	-	-	-	-	-	-	265
14 Legal Service Referrals	14	15	8	14	-	-	-	-	-	-	-	-	-	51
17 Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff	187	199	472	110	-	-	-	-	-	15	-	-	-	983
19 Courtesy Compliance Letters Sent	370	348	324	321	-	-	-	-	-	-	-	-	-	1,363
20 Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed	66	56	68	12	-	-	-	-	-	-	-	-	-	202
22 Hard Copy Termination of Tenancy Notices Processed	33	19	22	25	-	-	-	-	-	-	-	-	-	99
24 TOTAL HARD COPY NOTICES PROCESSED	99	75	90	37	-	-	-	-	-	-	-	-	-	301
25 Billing/Enrollment/Registration Counseling Appointments In-Person	5	-	-	-	-	-	-	-	-	-	-	-	-	5
26 Billing/Enrollment/Registration Counseling Appointments By Phone	-	-	92	35	-	-	-	-	-	-	-	-	-	127
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email	-	15	40	6	-	-	-	-	-	-	-	-	-	61
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	5	15	132	41	-	-	-	-	-	-	-	-	-	193
29 Enrollment/Tenancy Registration Packets Mailed	-	-	-	15	-	-	-	-	-	-	-	-	-	15
30 Enrollment Forms Processed	5	1	1	20	-	-	-	-	-	-	-	-	-	27
31 Rental Housing Fee Invoices Generated	-	4	36	15	-	-	-	-	-	-	-	-	-	55
32 Checks Processed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
33 Checks Returned	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 Tenancy Registrations Received	-	1	6	1	-	-	-	-	-	-	-	-	-	8
35 Rental Units Discovered Not in Database	1	1	4	6	-	-	-	-	-	-	-	-	-	12
36 Property Information Updated	-	-	-	10	-	-	-	-	-	-	-	-	-	10
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	1	5	12	7	-	-	-	-	-	-	-	-	-	25
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received	-	-	27	64	-	-	-	-	-	-	-	-	-	91
39 Administrative Determination of Exempt/Inapplicable Status Issued	6	5	4	6	-	-	-	-	-	-	-	-	-	21
40 Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
41 LEGAL UNIT														
42 Public Records Act Requests Received	5	4	5	4	-	-	-	-	-	-	-	-	-	18
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	1	-	-	-	-	-	-	-	-	-	4
46 Appeal Hearings Held	-	1	1	-	-	-	-	-	-	-	-	-	-	2
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone	29	41	133	25	-	-	-	-	-	-	-	-	-	228
51 Hearings-Related Questions Addressed by Email	20	65	55	25	-	-	-	-	-	-	-	-	-	165
52 TOTAL HEARINGS-RELATED CONSULTATIONS	49	106	188	50	-	-	-	-	-	-	-	-	-	393
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)	-	-	-	1	-	-	-	-	-	-	-	-	-	1
57 Landlord Individual Rent Adjustment Petitions Received	1	-	1	1	-	-	-	-	-	-	-	-	-	3
58 Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED	2	-	1	2	-	-	-	-	-	-	-	-	-	5
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	-	1	2	-	-	-	-	-	-	-	-	-	3
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)	2	1	-	3	-	-	-	-	-	-	-	-	-	6
62 Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds	2	2	1	2	-	-	-	-	-	-	-	-	-	7
64 Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	2	3	-	-	-	-	-	-	-	-	-	5
66 TOTAL TENANT PETITIONS RECEIVED	4	3	4	10	-	-	-	-	-	-	-	-	-	21
67 Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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

ITEM F-2

	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)	-	-	-	1	-	-	-	-	-	-	-	-	1
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	1	-	-	-	-	-	-	-	-	1
73	Decisions Ordered	1	-	-	3	-	-	-	-	-	-	-	-	4
74	Cases Settled	2	4	4	2	-	-	-	-	-	-	-	-	12
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	2	-	-	-	-	-	-	-	-	-	2
77	TOTAL CASES CLOSED	4	4	6	5	-	-	-	-	-	-	-	-	19
78	Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
79	Total Open Cases (Tenant Petitions)	10	10	7	12	-	-	-	-	-	-	-	-	39
80	Total Open Cases (Landlord Petitions)	2	1	2	1	-	-	-	-	-	-	-	-	6
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	12	11	9	13	-	-	-	-	-	-	-	-	45
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	-	-	-	2	-	-	-	-	-	-	-	-	2
88	Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	148	154	459	676	-	-	-	-	-	-	-	-	1,437
91	Termination of Tenancy - Nonpayment of Rent	143	117	312	156	-	-	-	-	-	-	-	-	728
92	Termination of Tenancy - Breach of Lease	12	5	4	1	-	-	-	-	-	-	-	-	22
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Nuisance	-	1	-	1	-	-	-	-	-	-	-	-	2
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	TOTAL TERMINATION OF TENANCY NOTICES FILED	159	125	319	158	-	-	-	-	-	-	-	-	761
100														