

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 21, 2026

Final Decision Date Deadline: January 21, 2026

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 December 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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

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	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												
Public Information & Enrollment Unit													
Rent/Eviction Counseling Appointments By Phone	84	86	121	148	78	106	-	-	-	-	-	-	623
Rent/Eviction Counseling Appointments By Walk-ins	31	48	48	44	25	26	-	-	-	-	-	-	222
Rent/Eviction Counseling Questions Addressed By Email	262	139	247	292	35	198	-	-	-	-	-	-	1,173
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	377	273	416	484	138	330	-	-	-	-	-	-	2,018
Rent/Eviction Counseling Sessions Conducted in Spanish	83	61	99	22	18	3	-	-	-	-	-	-	286
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	61	99	22	18	3	-	-	-	-	-	-	286
Legal Service Referrals	14	15	8	15	10	11	-	-	-	-	-	-	73
Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-
Assists from Front Office Staff	187	214	472	110	123	69	-	-	-	-	-	-	1,175
Courtesy Compliance Letters Sent	370	348	324	321	100	301	-	-	-	-	-	-	1,764
Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-
Hard Copy Rent Increase Notices Processed	66	56	68	12	-	-	-	-	-	-	-	-	202
Hard Copy Termination of Tenancy Notices Processed	33	19	22	25	-	-	-	-	-	-	-	-	99
TOTAL HARD COPY NOTICES PROCESSED	99	75	90	37	-	-	-	-	-	-	-	-	301
Billing/Enrollment/Registration Counseling Appointments In-Person	5	-	-	-	-	-	-	-	-	-	-	-	5
Billing/Enrollment/Registration Counseling Appointments By Phone	-	-	92	35	-	6	-	-	-	-	-	-	133
Billing/Enrollment/Registration Counseling Questions Addressed By Email	-	15	40	6	-	-	-	-	-	-	-	-	61
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	5	15	132	41	-	6	-	-	-	-	-	-	199
Enrollment/Tenancy Registration Packets Mailed	-	-	-	15	-	-	-	-	-	-	-	-	15
Enrollment Forms Processed	5	1	1	22	16	6	-	-	-	-	-	-	51
Rental Housing Fee Invoices Generated	-	4	36	17	2	5	-	-	-	-	-	-	64
Checks Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
Checks Returned	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenancy Registrations Received	-	1	6	1	-	1	-	-	-	-	-	-	9
Rental Units Discovered Not in Database	1	1	4	10	2	4	-	-	-	-	-	-	22
Property Information Updated	-	-	-	10	-	6	-	-	-	-	-	-	16
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	1	5	12	25	10	12	-	-	-	-	-	-	65
Applications for Administrative Determination of Exempt/Inapplicable Status Received	-	-	27	66	-	-	-	-	-	-	-	-	93
Administrative Determination of Exempt/Inapplicable Status Issued	6	5	4	20	13	14	-	-	-	-	-	-	62
Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
LEGAL UNIT													
Public Records Act Requests Received	5	4	5	4	4	2	-	-	-	-	-	-	24
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	-	-	-	-	-	-	-	-	-	-	2
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	1	-	-	1	-	-	-	-	-	-	-	2
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	3	1	-	1	-	-	-	-	-	-	5
Appeal Hearings Held	-	1	1	-	1	-	-	-	-	-	-	-	3
HEARINGS UNIT													
Consultations with Hearings Unit Coordinator By Phone	29	41	133	25	75	80	-	-	-	-	-	-	383
Hearings-Related Questions Addressed by Email	20	65	55	25	25	27	-	-	-	-	-	-	217
TOTAL HEARINGS-RELATED CONSULTATIONS	49	106	188	50	100	107	-	-	-	-	-	-	600
MNOI Petitions Received (Attachment A)	-	-	-	-	-	2	-	-	-	-	-	-	2
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)	-	-	-	1	-	-	-	-	-	-	-	-	1
Landlord Individual Rent Adjustment Petitions Received	1	-	1	1	-	-	-	-	-	-	-	-	3
Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LANDLORD PETITIONS RECEIVED	2	-	1	2	-	2	-	-	-	-	-	-	7
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	-	1	2	-	-	-	-	-	-	-	-	3
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	2	1	-	3	2	3	-	-	-	-	-	-	11
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition Based on Multiple Grounds	2	2	1	2	2	3	-	-	-	-	-	-	12
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	2	3	1	2	-	-	-	-	-	-	8
TOTAL TENANT PETITIONS RECEIVED	4	3	4	10	5	8	-	-	-	-	-	-	34

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

ITEM F-2

	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												
Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-
Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
Subpoena(s)	-	-	-	1	-	-	-	-	-	-	-	-	1
TOTAL OTHER PETITIONS RECEIVED	-	-	-	1	-	-	-	-	-	-	-	-	1
Decisions Ordered	1	-	-	3	-	1	-	-	-	-	-	-	5
Cases Settled	2	4	4	2	-	1	-	-	-	-	-	-	13
Cases Dismissed	1	-	-	-	-	2	-	-	-	-	-	-	3
Petitions Withdrawn	-	-	2	-	-	2	-	-	-	-	-	-	4
TOTAL CASES CLOSED	4	4	6	5	-	6	-	-	-	-	-	-	25
Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Open Cases (Tenant Petitions)	10	10	7	12	17	15	-	-	-	-	-	-	71
Total Open Cases (Landlord Petitions)	2	1	2	1	1	2	-	-	-	-	-	-	9
Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPEN CASES	12	11	9	13	18	17	-	-	-	-	-	-	80
Form Submissions													
Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Permanent Relocation Payment	2	1	-	-	-	-	-	-	-	-	-	-	3
Proof of Temporary Relocation Payment	-	-	-	2	-	-	-	-	-	-	-	-	2
Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT INCREASE NOTICES FILED	148	154	459	676	102	86	-	-	-	-	-	-	1,625
Termination of Tenancy - Nonpayment of Rent	143	117	312	156	298	146	-	-	-	-	-	-	1,172
Termination of Tenancy - Breach of Lease	12	5	4	1	1	3	-	-	-	-	-	-	26
Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
Termination of Tenancy - Nuisance	-	1	-	1	-	1	-	-	-	-	-	-	3
Termination of Tenancy - Withdrawal from the Rental Market	-	2	-	-	-	-	-	-	-	-	-	-	2
Termination of Tenancy - Owner Move-In	2	-	-	-	-	-	-	-	-	-	-	-	2
Termination of Tenancy - Substantial Repairs	2	-	3	-	-	-	-	-	-	-	-	-	5
Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL TERMINATION OF TENANCY NOTICES FILED	159	125	319	158	299	150	-	-	-	-	-	-	1,210