



REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804**

**AGENDA
Wednesday, January 21, 2026**

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Whitney Tipton

Board Vice Chair
Sara Cantor

Board Members
Tomas Espinoza
Jim Hite
Melvin Willis

NOTICE: MASKS ARE STRONGLY ENCOURAGED!!

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, interpretation service or

alternative format requested at least two days before the meeting. Requests should be emailed to cynthia_shaw@ci.richmond.ca.us and rent@ci.richmond.ca.us or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to four minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 4 minutes; 16 to 24 speakers, a maximum of 3 and one-half minutes; and 25 or more speakers, a maximum of 3 minutes.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a

harassing remark at a public meeting that violates the above City policy prohibiting harassment, the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

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REGULAR MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. CONSENT CALENDAR

F-1. APPROVE the minutes of November 19, 2025, Regular Meeting of the Richmond Rent Board. *Cynthia Shaw*

F-2. RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through December 2025. *Cynthia Shaw*

F-3. RECEIVE the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through December 2025. *Fred Tran*

F-4. RECEIVE the Budgeted versus Actual Revenue and Expenditures Report for the second quarter ending December 31, 2025. *Fred Tran*

G. RENT BOARD AS A WHOLE

G-1. RECEIVE a presentation on a proposed Real Estate Disclosure policy/ordinance and DIRECT staff to draft a proposed ordinance for the Board's consideration and potential approval and recommendation to the City Council for possible adoption. *Nicolas Traylor
Fred Tran*

H. REPORTS OF OFFICERS

I. ADJOURNMENT

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

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 minutes of November 19, 2025, Regular Meeting of the Richmond Rent Board require approval.

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

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|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <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 the minutes of the November 19, 2025, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, November 19, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:07 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Espinoza, Hite, and Vice Chair Cantor.

Staff Present: Executive Director Nicolas Traylor, Deputy Director Fred Tran, and General Counsel Charles Oshinuga.

Absent: Board Member Willis and Chair Tipton.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, began by correcting a statement from October 15, 2025, Rent Board meeting record, clarifying that the Contra Costa Mayors' Conference will be hosted by the City of Pinole at the Pinole Senior Center on December 4, 2025, not the City of Pleasant Hill. He also invited Rent Board Members and staff to the following upcoming events: the Santa Fe Neighborhood Council's Hug-A-Bear Dinner on December 10, 2025, held at the Galileo Club, and the Commission on Asians and Pacific Islanders Senior Winter Ball, scheduled for December 13, 2025, at the Richmond Auditorium. Finally, Mr. Hindler raised concerns regarding interpretation challenges during prior public hearings. He requested that, in future hearings, legal representatives and parties be reminded to speak slowly and clearly to ensure accurate interpretation and translation services to the public and Board members.

CONSENT CALENDAR

On motion from Board Member Hite, seconded by Board Member Espinoza, the Item(s) marked with an (*) were approved with Board Member Willis and Chair Tipton absent.

***F-1.** Approve the minutes of October 15, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive the Fiscal Year 2025-26 Monthly Activity Report through October 2025.

***F-3.** Receive the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through October 2025.

***F-4.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2025.

CONSIDERATION OF APPEALS

G-1. General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC25-T283: Appellant/Landlord appeals the portions of the Hearing Examiner’s Decision that awarded Respondent/Tenant (hereinafter, Tenant”) \$5,053.65, due to habitability conditions that impaired the full use of the Tenant’s rental unit. Specifically, the Hearing Examiner found that defective windows, mold, and electrical issues existed in the Tenant’s rental unit, which warranted a restitution award. On appeal, the Landlord challenges the Hearing Examiner’s decision by raising four issues:

1. Electrical [issues] was a PG&E matter.
2. Tenant drop [sic] the demand by text message [on] 2/29.
3. Tenant move[d] in 12/1/2023 unit was newly painted,

Repairs requested were done.

The Appellant, in this case, was present, and the Respondent was absent. The Appellant was given the full 7 minutes to present her case, as the Respondent was absent. The Appeal hearing began, and the following individual commented on their case: Maria Almudenez, Representative for Property Manager. Discussion ensued. There were no public comments on this item.

After hearing the issues brought on appeal and discussing the matter amongst Board Members, a motion was made by Board Member Hite to affirm the Hearing Examiner’s findings that the Tenant experienced a decrease in Housing Services due to a defective window, mold, and lack of electricity, and to modify the

Hearing Examiner's restitution award, from \$5,056.65 to \$4,954.05. Board Member Espinoza seconded the motion. The motion passed by the following vote: **Ayes:** Board Members Espinoza, Hite, and Vice Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Willis and Chair Tipton.

Rent Board Clerk Cynthia Shaw concluded the hearing and informed the Respondent that all parties would receive a Rent Board Decision within 30 days.

REGULATIONS

H-1. Executive Director Nicolas Traylor presented on the matter to adopt proposed Regulation 327. Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board. The presentation included the issue statement, fiscal impact information, background, reasons for establishing a December recess, and the recommended action. Discussion ensued. There were no public comments on this item. A motion was made by Board Member Hite, and seconded by Board Member Espinoza, to adopt Regulation 327, titled Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, and Vice Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Willis and Chair Tipton.

REPORTS OF OFFICERS

There were no reports from Board Members and Staff.

Vice Chair Cantor requested, for the record, confirmation that the next Regular Meeting is scheduled for January 21, 2026, and staff confirmed.

Board Members and Staff exchanged holiday wishes and adjourned the meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:37 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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

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|-----------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| <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

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| <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**

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												
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

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: Utilizing the City's MUNIS software system, management staff can generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

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 |
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ITEM

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| <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 Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through December 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

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RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2025-26

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	(283,302.55)	(379,266.65)	-	(2,384,911.30)	(1,209,346.70)	66.4%
TOTAL LICENSES, PRMITS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	(283,302.55)	(379,266.65)	-	(2,384,911.30)	(1,209,346.70)	66.4%
361701 Interest	(50,000)	(50,000)	-	-	(5,609.62)	-	-	(16,700.81)	-	(22,310.43)	(27,689.57)	44.6%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	-	(366.89)	-	3,517.99	(3,517.99)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	5,284.25	-	(7,008.99)	-	-	(17,067.70)	-	(18,792.44)	(31,207.56)	37.6%
364855 OTHER REV/Misc Other Revenue	-	-	-	-	(36.00)	(15.00)	-	-	-	(51.00)	51.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	(36.00)	(15.00)	-	-	-	(51.00)	(49,949.00)	0.1%
TOTAL REVENUE	(3,694,258)	(3,694,258)	(10,654.75)	(28,648.50)	(982,046.49)	(702,768.10)	(283,302.55)	(396,334.35)	-	(2,403,754.74)	(1,290,503.26)	65.1%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	70,725.98	71,255.96	100,008.59	-	454,168.47	521,809.53	46.5%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	46,439.55	50,401.10	64,197.96	-	282,954.61	297,958.14	48.7%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	20,356.51	14,487.96	20,220.91	-	137,792.96	266,201.91	34.1%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	9,826.93	9,769.26	11,633.66	-	65,794.09	4,205.91	94.0%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	292.55	-	8.54	-	522.89	1,977.11	20.9%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	2,125.62	1,836.42	2,077.90	-	12,575.86	(12,575.86)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	783.02	544.88	588.32	-	4,460.76	11,039.24	28.8%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	350.00	350.00	350.00	-	2,100.00	700.00	75.0%
400053 OTHER PAY/Pension Credit	18,356	18,356	1,393.22	1,393.22	1,393.22	1,393.22	1,403.82	1,969.38	-	8,946.08	9,409.54	48.7%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	2,400.00	-	2,400.00	20,400.00	10.5%
TOTAL SALARIES AND WAGES	2,092,841	2,092,841	147,630.15	153,980.24	164,307.29	152,293.38	150,049.40	203,455.26	-	971,715.72	1,100,725.52	46.4%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	2,197.79	2,176.04	2,931.36	-	14,041.64	15,150.07	48.1%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	24,130.97	23,018.07	22,330.80	-	141,872.75	218,748.64	39.3%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	1,387.32	1,271.71	1,271.71	-	8,092.70	13,332.43	37.8%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	18.36	16.83	16.83	-	107.10	170.95	38.5%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	-	-	-	-	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	166.44	166.44	166.44	152.57	152.57	-	970.90	1,593.32	37.9%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	472.20	471.26	471.26	-	2,739.37	1,725.95	61.3%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	727.28	709.54	320.89	340.54	-	3,546.01	10,825.31	24.7%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	608.00	570.00	570.00	-	3,572.00	3,471.88	50.7%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	750.00	-	-	1,374.39	2,375.23	36.7%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	-	-	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	7,141.25	7,141.25	7,141.25	7,141.25	7,141.25	-	42,847.50	42,847.50	50.0%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	83.15	86.21	105.93	-	553.54	(553.54)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	17,929.40	17,688.19	18,252.80	-	108,088.55	156,911.97	40.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	23,729.68	21,904.32	21,904.32	-	138,727.36	163,881.34	45.8%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	79,386.75	79,006.71	78,574.10	75,567.34	75,489.37	-	466,943.81	642,262.04	42.1%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	4,000.82	641.11	1,704.10	45,158.65	11,028.35	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	191,670.00	83,330.00	-	100.0%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	-	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	564.78	-	564.78	1,460.22	27.9%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	389.75	-	2,137.47	-	2,916.97	4,583.03	38.9%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	699.00	-	699.00	2,301.00	23.3%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	280.33	-	643.81	-	1,344.53	5,536.47	19.5%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,825.40	17,840.16	17,158.90	21,336.90	17,307.11	22,415.16	236,828.65	99,883.63	53,893.72	86.2%
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	1,157.86	-	-	-	1,157.86	28,842.14	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	-	2,365.13	-	-	2,365.13	27,634.87	7.9%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	559.73	-	-	-	4,116.37	4,883.63	4,676.10	(559.73)	106.2%
400338 Recognition	300	300	459.51	-	-	-	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	520.80	-	860.41	-	1,261.11	6,738.89	15.8%
TOTAL OTHER OPERATING	77,300	77,300	459.51	559.73	(120.10)	1,678.66	2,365.13	4,976.78	4,883.63	9,919.71	62,496.66	19.2%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	-	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	8,500.00	-	-	-	-	-	8,500.00	1,000.00	89.5%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	8,500.00	-	-	-	-	-	8,500.00	1,000.00	89.5%
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	8,748.00	8,748.00	8,748.00	8,748.00	8,748.00	-	52,488.30	52,491.00	50.0%
400586 COST POOL/(CAP)-Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	-	26,238.00	26,243.00	50.0%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,685.00	4,685.00	4,685.00	4,685.00	-	28,108.00	28,110.00	50.0%
TOTAL COST POOL	213,678	213,678	17,805.30	17,805.00	17,806.00	17,806.00	17,806.00	17,806.00	-	106,834.30	106,844.00	50.0%
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	(24,948.00)	(24,948.00)	-	(149,688.30)	(149,685.00)	50.0%
90 OPER XFERS IN	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	(24,948.00)	(24,948.00)	-	(149,688.30)	(149,685.00)	50.0%
TOTAL EXPENDITURES	3,594,258	3,594,258	223,691.60	278,071.88	278,158.80	196,845.04	238,146.98	299,194.57	241,712.28	1,514,108.87	1,818,036.94	48.9%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	213,036.85	249,423.38	-703,887.69	-505,923.06	-45,155.57	-97,139.78	241,712.28	-889,645.87	527,533.68	
CASH BALANCE			1,262,443.54	982,765.47	1,688,600.89	2,195,563.95	2,239,679.52	2,336,819.30				

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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: As part of the Fiscal Year 2021-22 budget development process, management staff consulted with Kevin Harper, CPA, to implement a series of budgetary best practices for the Rent Program and Rent Board. As Kevin Harper advised in his March 12, 2020, memorandum, "a key element of an effective budget process is monitoring actual results against the budget throughout the year. This is done on a quarterly basis to allow management time to make adjustments if necessary to expenditures, policies or operations." In accordance with Kevin Harper's advice, staff members have prepared the report for the second quarter ending December 31, 2025, for the Board's receipt.

INDICATE APPROPRIATE BODY

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|-----------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| <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

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|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------|--|
| <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 Budgeted versus Actual Revenue and Expenditures Report for the second quarter ending December 31, 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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**RICHMOND RENT PROGRAM
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES
QUARTER ENDED DECEMBER 31, 2025**

	QUARTER ENDED for 12/31/2025			YEAR-TO-DATE for 6/30/2026			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (1,319,604)	\$ (1,365,322)	\$ (45,718)	\$ (2,144,357)	\$ (2,384,911)	\$ (240,554)	
Other Income	(25,000)	(17,083)	7,917	(25,000)	(18,843)	6,157	
TOTAL REVENUES	(1,344,604)	(1,382,405)	(37,801)	(2,169,357)	(2,403,755)	(234,398)	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	243,995	241,991	2,004	487,989	454,168	33,821	
SALARIES & WAGES/Mgmt -Local 21	145,228	161,039	(15,810)	290,456	282,955	7,502	
SALARIES & WAGES/Local 1021	100,999	55,065	45,933	201,997	137,793	64,204	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
SALARIES & WAGES/PT- Temp	17,500	31,230	(13,730)	35,000	65,794	(30,794)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OVERTIME/General	625	301	324	1,250	523	727	Less overtime requested to invoice in current fiscal year
OTHER PAY/Acting	-	6,040	(6,040)	-	12,576	(12,576)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OTHER PAY/Bilingual Pay	3,875	1,916	1,959	7,750	4,461	3,289	Staff Attorney resigned, less bilingual pay in current quarter
OTHER PAY/Auto Allowance	700	1,050	(350)	1,400	2,100	(700)	Budgeted Auto Expense is annualized, pay will go through February 2026
OTHER PAY/Pension Credit	4,589	4,766	(178)	9,178	8,946	232	
OTHER PAY/Bonuses	5,700	2,400	3,300	11,400	2,400	9,000	No bonus paid in current quarter, MOU's negotiation continue
Subtotal Salaries & Wages	523,210	505,798	17,412	1,046,421	971,716	74,705	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shri	7,298	7,305	(7)	14,596	14,042	554	
P-ROLL BEN/Health Insurance Benefit	90,155	69,480	20,676	180,311	141,873	38,438	
P-ROLL BEN/Dental Insurance	5,356	3,931	1,426	10,713	8,093	2,620	
P-ROLL BEN/Employee Assistance	70	52	17	139	107	32	
P-ROLL BEN/Professional Dev-Mg	-	-	-	-	-	-	
P-ROLL BEN/Professional Dev-Mg	1,875	-	1,875	3,750	410	3,340	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Vision	641	472	169	1,282	971	311	
P-ROLL BEN/Life Insurance	1,116	1,415	(298)	2,233	2,739	(507)	
P-ROLL BEN/Long Term Disability	3,593	1,371	2,222	7,186	3,546	3,640	Less LTD Insurance paid and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,761	1,748	13	3,522	3,572	(50)	
P-ROLL BEN/Personal/Prof Dev	937	750	187	1,875	1,374	500	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Worker Comp-Clerical	1,173	-	1,173	2,346	-	2,346	Finance Department did not record Clerical Workers Comp for current quarter
P-ROLL BEN/Worker Comp-Prof	21,424	21,424	-	42,848	42,848	-	
P-ROLL BEN/PARS Benefits	-	275	(275)	-	554	(554)	PARS charge was not originally budgeted by HR and Finance
P-ROLL BEN/PERS-Misc.	66,250	53,870	12,380	132,500	108,089	24,412	
P-ROLL BEN/PERS-Misc. (UAL)	75,652	67,538	8,114	151,304	138,727	12,577	
Subtotal Benefits	277,301	229,631	47,671	554,603	466,944	87,659	
Professional & Administrative Services							
PROF SVCS/Professional Sacs	23,425	6,346	17,079	46,850	11,028	35,822	Less interpretation and translation services used in the current quarter
PROF SVCS/Legal Serv Cost	68,750	49,998	18,752	137,500	83,330	54,170	Legal Services with one vendor was delayed due to contract negotiation with agency
PROF SVCS/Info Tech Ser	625	-	625	1,250	-	1,250	City has not invoiced for quarterly TRAKIT subscription
TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	
DUES & PUB/Memberships & Dues	506	565	(59)	1,013	565	448	Staff did not utilize all legal dues in current quarter
DUES & PUB/Memberships & Dues	1,875	2,527	(652)	3,750	2,917	833	Property subscription was deferred for part of the year due to new land management system implementation
Ad & Promo/Advertising & Promo Materials	750	699	51	1,500	699	801	No outreach materials purchased in current quarter
Adm Exp/Program Supplies	1,720	924	796	3,441	1,345	2,096	Less admin expenses in current quarter
Subtotal Professional, Travel, & Admin Services	97,652	61,059	36,592	195,303	99,884	95,419	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	7,500	1,158	6,342	15,000	1,158	13,842	No Guides have been printed and sent out in current year
OFF EXP/Printing & Binding	7,500	2,365	5,135	15,000	2,365	12,635	No Guides have been printed and sent out in current year
RENTAL EXP/Equipment Rental	2,250	4,116	(1,866)	4,500	4,676	(176)	
RECOGNITION	75	-	75	150	460	(310)	Recognition in the current quarter for entire year expenditure for meeting on September 30, 2025
OFF SUPP/Office Supplies	2,000	1,381	619	4,000	1,261	2,739	No office supplies were purchased in current quarter
UTILITIES/Tel & Telegraph	125	-	125	250	-	250	Expenditures for phone line been charged
PROV FR INS LOSS/Ins Gen Liability	2,375	-	2,375	4,750	8,500	(3,750)	Annual invoice for insurance premium paid in current quarter
COST POOL(ISF)-Gen Liability	26,245	26,244	1	52,490	52,488	2	
COST POOL(CAP)- Admin Charges	13,120	13,119	1	26,241	26,238	3	
COST POOL(IND)Civic Ctr Alok	14,055	14,055	(1)	28,109	28,108	1	
90 OPER XFERS IN	(74,843)	(124,740)	49,897	(149,687)	(149,688)	1	
Subtotal Other Operating Expenditures	401	(62,301)	62,703	803	(24,434)	25,237	
TOTAL EXPENDITURES	898,565	734,187	164,378	1,797,129	1,514,109	283,020	
NET (REVENUES) TO EXPENDITURES	\$ (446,040)	\$ (648,218)	\$ 202,179	\$ (372,228)	\$ (889,646)	\$ 517,418	More fees collected in quarter due to new land management system implementation delayed collections

(a) Variance explanations are provided where the actual expenditures varies from the budgeted amount by twenty five percent or more.

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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: Richmond's Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (the "Rent Ordinance") regulates rents and evictions in the City of Richmond. Its purpose is to promote community and housing stability, ensure healthy and affordable housing for renters, and provide landlords with a fair return on their investment.

To implement and enforce the Rent Ordinance, the Richmond Rent Program is funded by the Residential Rental Housing Fee paid by Richmond landlords. Under the Rent Ordinance, a "landlord" is broadly defined to include any owner, lessor, sublessor, or other person entitled to receive rent for a rental unit, as well as their agents, representatives, or successors.

Currently, when residential rental properties in Richmond are sold, sellers are not required to disclose to buyers any outstanding Residential Rental Housing Fees owed to the Rent Program or restrictions that apply to the property. As a result, the Rent Program must pursue collection of the outstanding fees from the new property owner (successor in interest). This process creates a significant administrative burden, often requiring a significant number of staff hours to collect a relatively small amount of revenue. New owners are also understandably frustrated when they learn after the property is purchased, that they have unanticipated fees owed or regulatory restrictions.

A Real Estate Disclosure Ordinance can address these issues by requiring critical information to be provided to the buyer at the time of sale. This would include any fees owed to the Rent Program and restrictions on the property. Such disclosures would improve transparency, reduce administrative burdens, and prevent unexpected financial obligations for new property owners.

INDICATE APPROPRIATE BODY

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|-----------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| <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> | |

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|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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 a presentation on a proposed Real Estate Disclosure policy/ordinance and **DIRECT** staff to draft a proposed ordinance for the Board's consideration and potential approval and recommendation to the City Council for possible adoption – Rent Board (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

G-1.

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AGENDA REPORT

DATE: January 21, 2026

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: Proposed Real Estate Disclosure Ordinance

STATEMENT OF THE ISSUE:

Richmond's Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (the "Rent Ordinance") regulates rents and evictions in the City of Richmond. Its purpose is to promote community and housing stability, ensure healthy and affordable housing for renters, and provide landlords with a fair return on their investment.

To implement and enforce the Rent Ordinance, the Richmond Rent Program is funded by the Residential Rental Housing Fee paid by Richmond landlords. Under the Rent Ordinance, a "landlord" is broadly defined to include any owner, lessor, sublessor, or other person entitled to receive rent for a rental unit, as well as their agents, representatives, or successors.

Currently, when residential rental properties in Richmond are sold, sellers are not required to disclose to buyers any outstanding Residential Rental Housing Fees owed to the Rent Program or restrictions that apply to the property. As a result, the Rent Program must pursue collection of the outstanding fees from the new property owner (successor in interest). This process creates a significant administrative burden, often requiring a significant number of staff hours to collect a relatively small amount of revenue. New owners are also understandably frustrated when they learn after the property is purchased, that they have unanticipated fees owed or regulatory restrictions.

A Real Estate Disclosure Ordinance can address these issues by requiring critical information to be provided to the buyer at the time of sale. This would include any fees owed to the Rent Program and restrictions on the property. Such disclosures would improve transparency, reduce administrative burdens, and prevent unexpected financial obligations for new property owners.

RECOMMENDED ACTION:

RECEIVE a presentation on a proposed Real Estate Disclosure policy/ordinance and **DIRECT** staff to draft a proposed ordinance for the Board's consideration and potential approval and recommendation to the City Council for possible adoption.

FISCAL IMPACT:

There is no fiscal impact related to this item at this time.

DISCUSSION:

Background

Each year approximately 400 residential rental properties change hands in Richmond. Within those transactions the seller owes Rent Program and/or City fees and sells the property without disclosing any debts to the buyer. After the property is sold, the new owner may receive an invoice from the Rent Program and/or City of Richmond. They may also be informed that the property is subject to the Rent Ordinance (or other City requirement) either in full or in part with restrictions. For example, a new owner might discover that the previous owner had performed an Owner Move-In eviction or had withdrawn the property from the rental market pursuant the Ellis Act, or that a Hearing Examiner had awarded restitution to the tenant that had not been paid by the seller. As a result, the new owner might owe hundreds or thousands of dollars to the Rent Program and/or City. The Rent Program and/or City are burdened by having to collect the outstanding fees which the new owner may challenge by claiming the fees should not apply to them.

Previous Staff and Board Action to Address the Issue

On December 18, 2019, former Rent Board Chair Lauren Maddock and former Board member Virginia Finlay, together with Executive Director Nicolas Traylor and former Deputy Director Paige Roosa, sent a letter (Attachment 1) to the Contra Costa County Association of Realtors (CCAR). The letter sought amendments to CCAR's standard *Disclosures and Disclaimers Advisory* and additions to the *Purchase Agreement Addendum* to ensure that buyers and sellers of residential real estate in Richmond were adequately informed about the City's Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

As the primary realtor association in Contra Costa County, CCAR provides standardized disclosure and disclaimer materials to buyers and sellers. These forms and documents address general topics related to real estate transactions and offer consistent guidance. They do not include property-specific disclosures.

The Rent Board's requested amendments included the following:

1. Disclosures and Disclaimers Advisory (Item 48):

Amend the language to clarify the existence and applicability of the City of Richmond's Rent and Eviction Control Ordinance, note the dismissal of prior litigation in May 2017, and explain that determining the applicability of rent control, eviction regulations, rent limits, or mandatory inspections is beyond the expertise of real estate professionals. The amendment would also direct buyers

and sellers to contact the Richmond Rent Program for additional information, including its address, phone number, and email.

2. Purchase Agreement Addendum – Sources of Information:

Add the Richmond Rent Program’s contact information, including its website, address, phone number, and email.

3. Verification of Compliance:

Verify compliance with the Rent Ordinance in the Purchase Agreement.

In response to the letter dated April 6, 2020 (Attachment 2), CCAR had originally agreed to make changes to the form and declined to verify compliance with the Rent Ordinance in the Purchase Agreement. The issue was tabled by staff and the Rent Board as the COVID-19 pandemic emerged in early 2020 and more urgent pandemic-related matters took priority. The issue remained unresolved and in June 2025, the Rent Board and the City of Richmond entered into a Cooperation Agreement (Attachment 3). As part of the agreement, among other ordinances and provisions, the Rent Program is to develop, administer, and enforce a real estate disclosure ordinance.

Before advancing a proposed disclosure policy, staff again contacted CCAR to ask whether the organization would implement the 3 requested amendments above in its standard disclosure materials. CCAR agreed to only update the “Source of Information” to include the physical address and email of the Rent Program (Attachment 4). The Rent Program staff were also subsequently advised that CCAR’s disclosure forms are not universally used in real estate transactions within the City and are available only to CCAR members.

To ensure that all residential real estate sales transactions in Richmond include consistent and comprehensive disclosures, staff therefore recommend adoption of a formal real estate disclosure policy for consideration and possible approval by the Rent Board and City Council.

PROPOSED Solution: A Real Estate Disclosure Ordinance

The proposed solution to the above-mentioned issue is a real estate disclosure ordinance that would require sellers to disclose the following:

- whether the property is under rent control, just cause, or both
- whether fees associated with the property are owed to the Rent Program and or City of Richmond
- whether the property has any rent/eviction restrictions attached to the property, or
- whether any restitution resulting from a Rent Program Hearing Examiner decision is owed to the tenants of the property

Enforcement Mechanism

Failure to disclose the rent control status of the property, fees, rent/eviction restrictions, or restitution owed to tenants would result in civil remedies, including:

- A private right of action for the new owner against the old owner for compensatory damages
- Statutory damages in the amount of \$1,000 per item that was not disclosed
- Unilateral attorney fees

The Rent Board/Rent Program will be required to do the following:

- Create and maintain a checkbox form containing all the disclosable items. This form will be completed by Rent Program staff, to be produced within 48hrs upon request.
 - The form will not contain any personal identifying information, allowing for a quick turnaround upon request.
 - The form will only contain the seller's name, property address to be sold, business email address and/or business phone number if applicable.
 - If a seller's failure to disclose is caused by their reliance on the Rent Program's form, such error will not be actionable in court. Meaning a buyer cannot sue a landlord based on an error on the form.
 - Work with the City to update ownership information.

Benefits of the Proposed Real Estate Disclosure Ordinance

The proposed ordinance would protect future landlords and/or property owners by ensuring disclosure of fees and restrictions on the property. The ordinance would also assist the City with more accurate tracking of the rental housing stock and increase revenue collected by the Rent Program and City of Richmond. The Rent Program will work with the City to assess the viability of the proposed ordinance and necessary resources to administer.

To encourage real estate agents and realtors to comply with the new requirements, only the seller would be liable for lack of disclosure initially. However, staff recommend that after a year, if the problem continues to persist, the Rent Board and City Council may amend the adopted ordinance to include real estate professionals.

DOCUMENTS ATTACHED:

Attachment 1 – Letter to Contra Costa Association of Realtors December 18, 2019

Attachment 2 – Letter from Contra Costa Association of Realtors April 6, 2020

Attachment 3 – Cooperation Agreement – City of Richmond and Rent Board

Attachment 4 – Letter from Contra Costa Association of Realtors November 10, 2025



CITY OF RICHMOND RENT PROGRAM

SENT VIA EMAIL

December 18, 2019

Heather Schiffman
Director of Governmental Affairs
Contra Costa Association of Realtors
1870 Olympic Boulevard, Suite 200
Walnut Creek, CA 94596
heather@ccartoday.com

Dear Ms. Schiffman:

On November 30, 2016, City of Richmond voters approved Ballot Measure L, establishing the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (hereafter "Rent Ordinance" in the City of Richmond. Codified in Section 11.100 of the Richmond Municipal Code, the Rent Ordinance places limitations on the amount of rent that may be charged for rent-controlled units, requires that Landlords have one of eight "just causes" to terminate a tenancy, and establishes a five member Richmond Rent Board to govern the Richmond Rent Program agency.

Given the significant scope and impact of the Rent Ordinance on residential real estate in the City of Richmond, the Rent Board finds it prudent that the Disclosures and Disclaimers Advisory as well as the Purchase Agreement Addendum be amended to include specific information about the Rent Ordinance. The incorporation of relevant information in these documents will help to ensure that realtors, prospective buyers, and sellers are adequately informed of their rights and obligations as it pertains to the new law.

The specific amendments requested by the Rent Board are as follows:

1. Item 48 of the Disclosures and Disclaimers Advisory be amended to include the following (amendments are in bold):

The City of Richmond enacted an Ordinance covering Rent and Eviction Control that was the subject of litigation **but the lawsuit was later dismissed without prejudice in May 2017**. Other cities have or may create comparable requirements and/or require the existence of applicable laws regulating their ability to rent property and satisfy themselves as to whether that type of ordinance will impact their intended use of the Property. Determining the existence of and/or the applicability of any laws regulating the ability of a Property Owner to rent some or all of the property, the amount of rent, the eviction of tenants, and/or mandatory city rental health and safety inspections, is beyond the expertise of the real estate professionals. **For more information about the City of Richmond Rent Ordinance, sellers and buyers should contact the Richmond**

ITEM G-1 ATTACHMENT 1

Rent Program, located at 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 | (510) 234-RENT [7368] | rent@ci.richmond.ca.us.

2. The "Sources of Information" section on page 5 of the Purchase Agreement Addendum be amended to include following:

Richmond Rent Program: www.richmondrent.org, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804, Tel: (510) 234-RENT [7368], Email: rent@ci.richmond.ca.us

3. The following attachment be incorporated into the Purchase Agreement Addendum to verify compliance with the Rent Ordinance.

The Rent Board is committed to educating community members about the Rent Ordinance and values its partnership with the Contra Costa County Association of Realtors. To that end, the Board appreciates your consideration of the amendments requested above.

Please feel free to contact me should you have any questions or require additional information.

Sincerely,



Lauren Maddock
City of Richmond Rent Board Chair
lmaddock@richmondrent.org

Cc: Nicolas Traylor, Executive Director, City of Richmond Rent Program

Enclosures:

Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance
Compliance form



SENT VIA EMAIL

April 6, 2020

Lauren Maddock
City of Richmond Rent Board, Chair
Richmond City Hall
440 Civic Center Plaza
Richmond, CA 94804
lmaddock@richmondrent.org

Dear Chair Maddock:

On April 20, 2020, the Contra Costa Association of REALTORS® Forms Committee held their scheduled quarterly meeting and reviewed your correspondence dated, December 18, 2019.

Based on the amendments requested, the Forms Committee, with approval of the Board of Directors, made the following changes to the forms we create for our Membership:

1. Item 51 (previously Item 48 of the Disclaimer & Disclosure Advisory) has been amended to include the following information:

LOCAL RENTAL ISSUES: The City of Richmond enacted an Ordinance covering Rent and Eviction Control. Other cities have or may create comparable requirements and/or require the issuance of permits or mandate inspections prior to renting out any type of property and/or any portion of the Property. Buyers should investigate the existence of applicable local ordinances **as well as applicable past or current fees or city liens and other regulations that impact on their ability to rent property. Buyers should** satisfy themselves as to whether a local ordinance will impact their intended use of the Property. Determining the existence of and/or the applicability of any laws regulating the ability of a Property Owner to rent some or all of the property, the amount of rent, the eviction of tenants, and/or mandatory city rental health and safety inspections, is beyond the expertise of the real estate professionals. Buyers should consult with a local Landlord-Tenant attorney.

2. The "Sources of Information" section on page 5 of the Richmond Purchase Addendum now includes the contact information for the Richmond Rent Program in the following manner:

Richmond Rent Program: www.richmondrent.org Tel: 510/234-RENT(7368)

**ITEM G-1
ATTACHMENT 2**

I want to thank the Rent Board for the thoughtful feedback provided so that the real estate industry could improve the information we provide to consumers.

Regards,

A handwritten signature in blue ink, appearing to read 'H Schiffman', with a long horizontal flourish extending to the right.

Heather Schiffman
Government Affairs Director
Contra Costa Association of REALTORS
heather@ccartoday.com

Cc: Nicolas Traylor, Executive Director, City of Richmond Rent Program
Paige Roosa, Deputy Director, City of Richmond Rent Program

**COOPERATIVE AGREEMENT BETWEEN THE CITY OF
RICHMOND RENT BOARD AND THE CITY OF
RICHMOND**

This Cooperative Agreement (“Agreement”) is entered into on this June 17, 2025 (“Effective Date”) between the City of Richmond Rent Board (the “Board”) and the City of Richmond, a municipal corporation (the “City”).

I. RECITALS

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, which established the “Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance” (hereinafter, the “Rent Ordinance”); and

WHEREAS, Measure L, among other things, created the Rent Board, an independent agency, and vested within the Board broad powers to administer and execute the provisions of the Rent Ordinance; and

WHEREAS, pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Board, Measure L mandates that the Board “be an integral part of the government of the City”, and establishes that the Board “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the Board”; and

WHEREAS, in furtherance of its independence, Measure L vests the Board with the sole power to oversee and adopt its own budget, while establishing that “the City Council and the City Manager shall have no authority to oversee, supervise, or approve this budget”; and

WHEREAS, to finance the Board’s budget, which must be comprised of only reasonable and necessary expenses, Measure L provides that the Board shall charge Landlords annual registration fees in an amount deemed reasonable by the Board; and

WHEREAS, at the Board’s inception and prior to the appointment of Board Members, Measure L required that the City perform duties of the Board and to provide infrastructural support to the Board as it would to any other City Department; and

WHEREAS, on November 8, 2016, the City began providing the following services to the Board: consultants, employees and staff, start-up costs and fees, overhead, IT services, administrative services, and legal assistance; and

WHEREAS, on or about November 8, 2016, the City, through its General Fund, advanced funds to the Board to fund the Board’s operations; and

WHEREAS, the City charges all of the City departments incidental costs associated with infrastructural, administrative, and risk support (hereinafter, “cost pool charges); and

WHEREAS, it is the City’s position that they are entitled to recoup the cost of City staff time and expenses incurred in providing infrastructural and other support to the Board; and

WHEREAS, it is the Board’s position that cost pool charges discourage collaboration and communication with the City, disproportionately impacts special revenue funds as opposed to General Funded Departments, and further burdens Landlords since they are the sole payee that absorb cost pool charges; and

WHEREAS, the Board can administer those City adopted ordinances that fall within its regulatory scope, are necessary to administer the Rent Ordinance as described in Municipal Code Section 11.100.060(e)(15), and do not otherwise violate the provisions of Government Code Section 50076; and

WHEREAS, to resolve the dispute of cost pool charges and encourage greater communication and collaboration between the City and Board, the Board’s Executive Director and City Manager held several meetings to explore creative solutions involving the Board administering various City Ordinances and the City waiving cost pool charges in lieu of the administration of those various City Ordinances; and

WHEREAS, as a result of good faith discussions between the Board’s Executive Director and City Manager, the Board and the City now desire to enter into an agreement to resolve the issue of Rent Board cost pool charges.

II. AGREEMENTS

1. RECITALS.

The parties hereby acknowledge and affirms the Recitals in this Agreement.

2. ADMINISTRATION OF CITY ORDINANCES.

The City requests that the Board continue to administer its Relocation Ordinance and begin drafting and/or administering the ordinances as described in Section (3)(A) of this Agreement. Additionally, the City requests that the Board aid in the drafting of regulations that are necessary to administer the ordinances as described in Section (3)(A) of this Agreement. The Board agrees to the City requests in accordance with this

Cooperative Agreement. The Board and City acknowledge that the Board Executive Director and City Manager, or their designees, shall periodically meet no less than once every six months during the term of this Agreement to discuss implementation of the Agreement and identify other City ordinances that the Board may administer in accordance with the terms of this Agreement.

3. SCOPE OF DRAFTING AND ADMINISTERING ORDINANCES.

A. Determination. The City and Board agree that the following ordinances, as may be amended, and any accompanying regulations are within the Board’s regulatory scope and that the administration of these ordinances are necessary to administer and enforce the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (hereinafter, “Rent Ordinance”):

1. Relocation Ordinance
2. Tenant Buyout Ordinance
3. Real Estate Disclosure Ordinance
4. If adopted by the City Council, a Rent Board-specific Lien Ordinance
5. Parts of Richmond Rental Inspection Program Ordinance, as agreed upon by counsel to the Board and City.

B. Drafting. The Board shall provide drafts of any proposed ordinances in subsection (3)(A) and any accompanying regulations for the City’s and City Attorney’s Office’s review and input.

C. Regulations. Notwithstanding Section (3)(B), regulations of any ordinance listed in Section(3)(A) that are relevant to the Board’s administration of the ordinances, shall be presented only to the Board. The Board shall have the final say in whether a relevant regulation is adopted by the Board.

D. Administration. The Board shall administer, in part or in whole, the ordinances listed in Section (3)(A) of this Agreement, beginning one hundred and eighty (180) days following approval of this Agreement by the City and Board. Administration requires that the Board act in a manner that is consistent with the provisions of the administered ordinance. Additionally, the administration requires that the Board develop and implement an outreach strategy to educate landlords and tenants of their rights under the ordinances listed in Section (3)(A) of this Agreement. Moreover, as part of this administration requirement, the Board, where applicable, shall offer counseling services, via phone or in-person, to landlords and tenants to address questions that landlords and tenants may have concerning the ordinances listed in Section(3)(A) of this Agreement. The Board shall not be responsible for the administration of any regulation that it did not adopt itself.

4. **REPORTS.**

Consistent with the edicts of Richmond Municipal Code Section 11.100.060(e)(6), the Board shall annually report to the City on the status of rental housing that is covered by the Rent Ordinance. In addition to the requirements set forth in Richmond Municipal Code Section 11.100.060(e)(6), the Board's annual report shall include the following metrics related to any city ordinance that the Board administers, if applicable:

- A. Number of residents served.
- B. Type of residents served (i.e Landlord or tenants)
- C. Medium of service (i.e phone call, email, in person)
- D. Time spent on service.
- E. Anecdotes from those served.
- F. Viewer access to the rental unit database to the City as it relates to the Rent Program.

5. **CREDIT OF COST POOL CHARGES.**

Prior to the Board drafting and/or administering City's regulations and/or ordinances, the City shall credit any prior unpaid cost pool charges levied against the Board. Additionally, the City shall deem satisfied any prospective cost pool charges that would otherwise be charged to the Board during the duration of this agreement.

For the purposes of this section, credit of cost pool charges, whether unpaid or prospective, shall mean a credit offset of indirect cost related to the following: General Liability, Workers Compensation, and Administrative charges (i.e. Finance, Information Technology, Human Resources, City Clerk, etc. **This is a non-exhaustive list.**)

6. **LIENS AND COLLECTIONS.**

Where a property owner is delinquent in payment of their fees, the City shall assist the Board in preparing and placing a lien on the delinquent property to cause the delinquent amount to be owed on the property owner's tax roll, in a manner consistent with the City's Lien Ordinance. Any debt collected under this section shall be credited to both the Board and the City. The Board shall be entitled to 90% of the lien debt collected for that calendar year, and the City shall be entitled to 10% of the lien debt collected for that same calendar year.

7. **TERM.**

The term of this Agreement shall be three years, beginning on the Effective Date and ending on June 20, 2028. The parties shall have the option to mutually agree to extend this Agreement for an additional two years upon Board and Council approval.

Either party may terminate this Agreement earlier by 1) having their respective legislative bodies approve, by vote, the termination of this Agreement in public, consistent with the edicts of Brown Act, and 2) if the vote to terminate is approved, then delivering a written notice of election to terminate at least ninety (90) days in advance of the termination date to the other party.

Upon termination of this Agreement, unless otherwise agreed upon by both parties, the legal responsibility of administering any City-passed ordinance shall revert back to the City. Additionally, the legal responsibility of administering accompanying regulations of any City passed ordinance shall revert to the City. The City shall be responsible for amending its ordinances and/or regulations, if necessary, to clarify its responsibility for administering its ordinances.

Upon termination of this Agreement, the City may continue to charge the Board cost pool charges. However, the Board reserves the right to challenge the propriety of the cost pool charges, including but not limited to challenging the employed methodology, whether cost pool charges relate to actual services rendered on behalf of the Board, and any other basis the Board deems relevant.

8. NOTICE.

Any notice required under this Agreement shall be in writing and shall be given by personal delivery or deposit in the United States mail. Service by email or any other means is not acceptable. If service is given by United States mail, then the mail shall be addressed as follows:

If to the City of Richmond :

Attn: City Manager
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

If to the City of Richmond Rent Board:

Attn: Executive Director
City of Richmond
440 Civic Center Plaza, Suite 200
Richmond, CA 94804

9. AGREEMENT NOT A LIMITATION.

Nothing in this Agreement is intended to limit or otherwise infringe on the Board's autonomy and/or independence from the City as described in Richmond Municipal Code 11:100 et seq.

10. ACTIVITIES ARE DISCRETIONARY.

The activities contemplated in Section 3, "Scope of Drafting and Administering Ordinances," that are to be taken by the City and Board are discretionary in that they involve the exercise of judgment and discretion, rather than merely ministerial. Nothing in Section 3, "Scope of Drafting and Administering Ordinances," is to be construed as to constrain the Board's or City's ability to engage in debate in a public setting and meaningfully determine the propriety of any proposed ordinance and/or regulation.

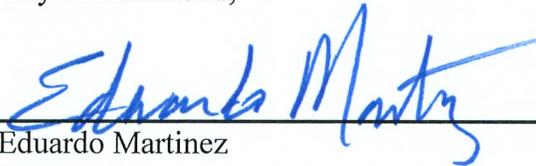
11. AMENDMENTS.

This Agreement may be amended upon approval by City Council and the Board, in writing, signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Cooperative Agreement as of the day and year first above written by their duly authorized officers.

CITY
City of Richmond,

BOARD
Rent Board of the City of Richmond



Eduardo Martinez
Mayor

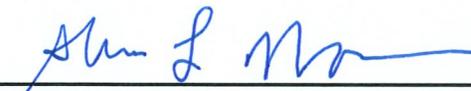


Whitney Tipton
Board Chair

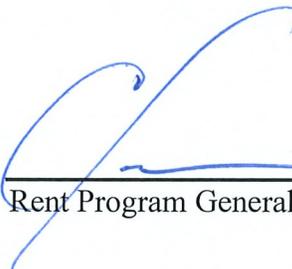
Date: 6/25/25

Date: 6/25/25

Approved as to form:



For City Attorney



Rent Program General Counsel



SENT VIA EMAIL

November 10, 2025

Nicolas Traylor
Executive Director, Richmond Rent Program
Richmond City Hall
440 Civic Center Plaza
Richmond, CA 94804
nicolas_traylor@ci.richmond.ca.us

Dear Mr. Traylor:

On November 6, 2025, the Contra Costa Association of REALTORS® Forms Committee reviewed your email regarding a communication and request that was received in December 2019 and initially responded to on April 6, 2020. At that time, the Forms Committee reviewed the request presented on behalf of the Richmond Rent Board and responded with the following changes.

Based on the amendments requested, the Forms Committee, with approval of the CCAR Board of Directors, updated the forms we create for our Membership:

Item 51 (previously Item 48 of the 2019 Disclaimer & Disclosure Advisory) was amended to include the following information, based on the initial request:

LOCAL RENTAL ISSUES: The City of Richmond enacted an Ordinance covering Rent and Eviction Control. Other cities have or may create comparable requirements and/or require the issuance of permits or mandate inspections prior to renting out any type of property and/or any portion of the Property. Buyers should investigate the existence of applicable local ordinances **as well as applicable past or current fees or city liens and other regulations that impact on their ability to rent property. Buyers should** satisfy themselves as to whether a local ordinance will impact their intended use of the Property. Determining the existence of and/or the applicability of any laws regulating the ability of a Property Owner to rent some or all of the property, the amount of rent, the eviction of tenants, and/or mandatory city rental health and safety inspections, is beyond the expertise of the real estate professionals. Buyers should consult with a local Landlord-Tenant attorney.

ITEM G-1 ATTACHMENT 4

In 2020, the “Sources of Information” section on page 5 of the Richmond Purchase Addendum was updated to include the contact information for the Richmond Rent Program in the following manner:

Richmond Rent Program: www.richmondrent.org Tel: 510/234-RENT(7368)

The 2025 Forms Committee has agreed to update the “Sources of Information” to include the physical address and email as provided.

In lieu of your third request, the committee has agreed to add a link in the Addendum for the Richmond Rent Program Property Status form and will include a line that states parties involved in a transaction related to current or future rental properties in the City of Richmond will be responsible to investigate and contact the City and Richmond Rent Board. Additionally, we will update the association website to provide a link to the Richmond Rent Board website.

It is important to note, that the Contra Costa Association of REALTORS® provides these forms to REALTOR® members only. However, each brokerage dictates which forms their agents use in a transaction—these may come from the brokerage itself, a local association, or the California Association of REALTORS®.

I want to thank the Rent Board and staff for the thoughtful feedback provided so that the real estate industry could improve the information we provide to consumers.

Regards,



Heather Schiffman
Chief Advocacy Officer
Contra Costa Association of REALTORS®
heather@ccartoday.com

Cc: Shasa Curl, Richmond City Manager
Lina Velasco, Richmond Director of Community Development
Emily Combs, Richmond Finance Director