City of Richmond
Rent Program
Implementation Progress Update

ITEM D-4
Special Meeting of the Richmond Rent Board | April 5, 2017
Summary of Tasks

- Establishment of Rent Program Office
- Community Education
- Outreach Materials
- Rent Program Website
- Adoption of an Interim Budget
- Establishment of 2016 Annual General Adjustment
- Preparation of a Relocation Ordinance and fee schedule
- Contracts
- Interim Administrative Decisions and Procedures
Rent Program Office
440 Civic Center Plaza
Suite 200 (Second Floor)
Richmond, CA 94804

- **Opened January 3, 2017**
- **Walk-In and Phone Hours:**
  - Monday – Friday
  - 9:00 AM – 12:00 PM
  - 1:00 PM – 4:00 PM
- **Personal consultations**
- **Individual computer support**
- **Issuing correspondence to Landlords and Tenants to educate members of the public and enforce the Ordinance**
Community Education Workshops

- January 18, 2017 & March 30, 2017
- 6:00 PM – 7:30 PM
  - Overview of the Ordinance and Key Terms
  - Landlord and Tenant FAQs
  - Question and Answer Session
  - Community Workshop Recording:
    - https://youtu.be/YukAWwzyGpk

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Computer Support Sessions

- March 23 & March 30, 2017
- 6:00 PM – 7:00 PM & 7:00 PM – 8:00 PM
  - Overview of the Ordinance and Key Terms
  - Orientation to Rent Program website
  - Individual support with completing online forms and notices

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Outreach Materials
Postcard Announcement
Informational Brochure

December 30, 2016 Postcard Mailing
• Every Door Direct Mail (EDDM)
• All non-resident owners of residential property

Rent Program Brochure
• Must be provided to all Tenants by the Landlord, and with each notice of rent increase (RMC 11.100.060(g))
Rent Program Website
www.richmondrent.org

- One-stop access to Rent Program forms, resources, and policies
  - **Forms** may be accessed, completed, and submitted online
    - Enrollment, Agent Authorization
    - Rent Increase, Termination of Tenancy, Proof of Service
    - Excess Rent Complaint, Rent Adjustment Petition

- **Additional Resources**
  - Maps and Property Information
  - City Permits and License Records
  - Brochure
  - Resource Directory

- Rent Board meeting agendas, minutes, and materials
Fiscal Year 2016-17
Interim Rent Board Budget

- Adopted by the Richmond City Council on December 20, 2016

- May form the basis for an **Interim Residential Rental Housing Fee** (special billing)

- **Core Components:**
  - Staffing and Personnel
  - Professional Services Contracts
  - Outreach, Operations, and Maintenance
  - Cost Pool

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City Council approved 2016 AGA of 3.0% on December 20, 2016

- Calculated based on the change in the Consumer Price Index (CPI) for the San Francisco – Oakland - San Jose region

- Methodology:
  - Calculate CPI change from February 2015 – February 2016

- Rent Increase Template Available for Landlord use at www.richmondrent.org
Relocation Ordinance required per Section 11.100.050(b) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance
  • First reading: December 6, 2016
  • Second reading and adoption: December 20, 2016
  • Fee schedule adopted December 20, 2016

Administration and Enforcement of Relocation Ordinance
  • Notice of Entitlement to Permanent or Temporary Relocation Payment
    • Templates available for Landlord use at [www.richmondrent.org](http://www.richmondrent.org)
Contracts for Professional Services

- Proposed Professional Services:
  - Legal Counsel
  - Hearing Officer services
  - Systems Administration/IT
  - Legal Aid
  - Mediation
  - Translation
Signed by the City Manager, acting in his capacity as interim administrator

**Current scope:**
- Procedure to apply *2016 Annual General Adjustment* rent increase
- **Refund of excess rent** collected after December 30, 2016
- **Online noticing procedure** to satisfy requirements of RMC 11.100.060(s)(1)
- **Fee Payment Requirements** – Business license, Fire Prevention, RRIP fees must be current in order to apply the 2016 Annual General Adjustment rent increase
- **Permanent and Temporary Relocation Payment** requirements for termination of tenancy notices dated prior to December 30, 2016 (effective date of RMC 11.100) but where the tenant was residing in the Rental Unit after December 30, 2016
- Termination of Tenancy and Relocation Payment requirements
  - Cashier’s check addressed to the Tenant; email proof of payment to *rent@ci.richmond.ca.us*. 

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