

CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
(510) 620-6576 | www.richmondrent.org | Rent@ci.richmond.ca.us



DISCLAIMER: The attached form is a template Landlords may use to file notice with the Richmond Rent Program for a rent increase, as required by law. Please visit www.richmondrent.org or call (510) 620-6576 to review your Tenant’s rights.

**NOTICE OF ANNUAL GENERAL ADJUSTMENT
(RENT INCREASE)**

Purpose: This form of notice may be used by a Landlord to notify the Tenant of the Annual General Adjustment Rent Increase, pursuant to RMC 11.100.060(s)(1). The notice of the Annual General Adjustment and a dated proof of service of the notice on the tenant shall be filed with the Rent Program.

Tenant’s Name(s): _____

Street Address *Apt/Unit #*
Richmond, CA *Zip Code*

YOU ARE HEREBY NOTIFIED that, effective (Month/Day/Year) _____
your monthly rent will increase by \$ _____ for a total monthly rent of
\$ _____. State law provides the effective date of the rent increase **MUST**
be at least 30 days from the date the notice of a rent increase was served on you.

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Calculating Annual General Adjustment (AGA) Rent Increases

- 1) Was the tenancy in effect prior to September 1, 2015?
 - a. If yes, proceed to Question 2.
 - b. If no, proceed to Question 3.

- 2) Did you apply the 2016 Annual General Adjustment of up to 3.0%?
 - a. If yes, proceed to Section A.
 - b. If no, proceed to Section B.

- 3) Was the tenancy in effect after September 1, 2015, but prior to September 1, 2016?
 - a. If yes, proceed to Section A.
 - b. If no, your unit is not currently eligible for a 2017 AGA.

SECTION A: 2017 AGA ONLY

Current Rent: (A) \$ _____

2017 Annual General Adjustment of 3.4%: (B) \$ _____
Multiply line A by 0.034

Maximum Allowable Rent: (C) \$ _____
Add lines A and B

New Rent: (D) \$ _____
Not to exceed line C

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SECTION B: 2016 AND 2017 AGA

Base Rent (*Rent in effect on July 21, 2015, or the first date that Rent was charged prior to September 1, 2015*): (A) \$ _____

2016 and 2017 Annual General Adjustment of up to 6.56%: (B) \$ _____
Multiply line A by 0.0656

2017 Maximum Allowable Rent: (C) \$ _____
Add lines A and B

New Rent: (D) \$ _____
Not to exceed line C

Declaration: I certify that this property is in compliance with all provisions of the City of Richmond’s Fair Rent, Just Cause Eviction, and Homeowner Protection Ordinance, including, but not limited to, payment of all applicable registration fees and penalties.

Landlord/ Agent Signature: _____ Date: _____

Landlord/ Agent Name: _____
First M.I. Last

Email: _____ Phone: _____