

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 19, 2018

Final Decision Date Deadline: September 19, 2018

STATEMENT OF THE ISSUE: Staff members have received concerns from Landlords regarding the clarity of the procedural requirements to withdraw a unit from the rental market in accordance with the Ellis Act and Chapter 5 of the Rent Board's adopted regulations. Landlords have also commented that the current Regulations do not permit Landlords to use their agents to file and record many of these documents. After reviewing the Board's adopted regulations pertaining to the Ellis Act, and in response to such concerns, staff members are proposing modifications to the regulations to clarify the process so Landlords can more readily achieve compliance with established requirements.

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 checked="" type="checkbox"/> Regulation | <input type="checkbox"/> Other: |
| <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: ADOPT amendments to Rent Board Regulation 503 (Notice Requirements) to (1) reorganize the steps of withdrawing a rental property to reflect a more consistent process; (2) clarify the permissible use of authorized agents to file, serve, and record required documents; (3) remove the obligation that a Landlord record a "certificate" indicating that they have initiated actions to terminate tenancies of their rental properties; and (4) remove the obligation that Landlords provide Tenants with stamped postcards, whereby a Tenant may indicate that they are entitled to relocation benefits – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

H-1.



AGENDA REPORT

DATE: September 19, 2018
TO: Chair Gray and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: PROPOSED AMENDMENTS TO ELLIS ACT REGULATION

STATEMENT OF THE ISSUE:

Staff members have received concerns from Landlords regarding the clarity of the procedural requirements to withdraw a unit from the rental market in accordance with the Ellis Act and Chapter 5 of the Rent Board's adopted regulations. Landlords have also commented that the current Regulations do not permit Landlords to use their agents to file and record many of these documents. After reviewing the Board's adopted regulations pertaining to the Ellis Act, and in response to such concerns, staff members are proposing modifications to the regulations to clarify the process so Landlords can more readily achieve compliance with established requirements.

RECOMMENDED ACTION:

ADOPT amendments to Rent Board Regulation 503 (Notice Requirements) to (1) reorganize the steps of withdrawing a rental property to reflect a more consistent process; (2) clarify the permissible use of authorized agents to file, serve, and record required documents; (3) remove the obligation that a Landlord record a "certificate" indicating that they have initiated actions to terminate tenancies of their rental properties; and (4) remove the obligation that Landlords provide Tenants with stamped postcards, whereby a Tenant may indicate that they are entitled to relocation benefits – Rent Program (Nicolas Traylor 620-6564).

FISCAL IMPACT:

There is no fiscal impact at this time.

DISCUSSION:

Background

The Ellis Act is a provision in California Law (Government Code section 7060-7060.7) that provides Landlords in California with a legal way to go out of the rental market business. The Ellis Act was adopted by the California Legislature in 1985 after the California Supreme Court decision in the case of *Nash v. City of Santa Monica*.

In accordance with the Ellis Act, the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Chapter 11.100, Richmond Municipal Code) identifies "Withdrawal from the Rental Market" under Government Code Section 7060 et. seq. (Ellis Act) as a Just Cause for Eviction in the City of Richmond. The specific requirements of the process to withdraw units from the rental markets in accordance with the Ellis Act are contained in Chapter 5 of the Rent Board's adopted regulations.

The Ellis Act provides Landlords a means to withdraw their rental properties from the rental market if the Landlord fulfills particular obligations. These obligations range from recording particular restrictions on the rental property that will be withdrawn, to evicting Tenants from the rental property that will be withdrawn, providing relocation to these Tenants and informing these Tenants that they have the first right of refusal. The process of withdrawing rental units from the rental market in Richmond includes the filing of various documents with the Rent Program and recording particular restrictions on the withdrawn property with the County Assessors Office.

Summary of Landlord Concerns

Rent Program staff members have received feedback from Landlords that several steps in the process are difficult to understand, burdensome, and/or duplicative. For instance, a strict reading of Chapter 5 of the Regulations have led Landlords to believe that they are not permitted to use designated agents to file, serve and record required documents with the Rent Program or County Assessor's Office. To address these concerns, staff members are proposing a series of amendments to clarify the process to withdraw units from the rental market in the City of Richmond.

Proposed Amendments would reorganize the steps a Landlord must take to withdraw their rental properties from the rental market

After reviewing Regulation 503, staff members have determined that the process of withdrawal may be more readily understandable if the steps of withdrawal were organized differently in the regulation to avoid duplication of requirements. To assist the community in understanding the requirements and ramifications of withdrawing units from the rental market, staff members published a written step-by-step reorganized process on the Rent Program website. Staff members found that while Landlords were better able to understand the steps as listed on the Rent Program's website, the steps on the website do not reflect the order of requirements that is presented in Regulation

503. To resolve any confusion, staff members recommend reorganizing the steps explained in Regulation 503 to reflect the steps in the manner that staff members have determined to be more coherent.

Proposed Amendments to authorize Landlord's agents to file, serve, and/or record required documents to satisfy the requirements set forth in Regulation 503.

As mentioned above, a strict reading of Chapter 5 of the Regulations have led Landlords to believe that they are not permitted to use designated agents to file, serve and/or record required documents with the Rent Program or County Assessor's Office. This perceived prohibition is seen as burdensome because many Landlords who own property in Richmond do not reside in Richmond and do not have either the time or means to travel to the assessor's office to file a document. Landlords moving forward with any termination of tenancy, but especially complicated non-fault terminations are generally encouraged to consult with or hire an attorney to avoid technical missteps that can lead to unnecessary and costly dismissals and or restart of the eviction process. Clarifying that a Landlord's attorney or authorized agent may handle the filing, serving and/or recording of certain documents will presumably help some Landlords avoid making costly mistakes when pursuing their lawful legal remedies provided under the Just Cause provisions of the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance.

Although staff members are recommending amendments to clarify that a Landlord may use a designated agent to file, serve, and/or record pertinent documents, staff members are requiring that the owner be the one to sign and notarize the memorandum that is to be recorded with the County Assessor's office. Having the owner sign and notarize, rather than the agent, avoids any future issues involving whether or not the restriction may be applied to a successor in interest.

Proposed Amendments to remove the requirement to record a certificate and to serve Tenants with a self-address postcard, whereby the Tenant can indicate entitlement to relocation benefits.

To remove any duplicative or superfluous steps from Regulation 503, staff members consulted with a supervising staff member at the Contra Costa County Assessor's Office to discuss the impact recording a certificate versus a memorandum would have on a Landlord's property. The supervisor of the Contra Costa County Assessor's Office indicated that the memorandum was the necessary document to place pertinent restrictions on the Landlord's property. The supervisor further indicated that the certificate should be held by the Rent Program, rather than recorded with the County. As a result of the conversation, staff members are recommending removing the requirement that the certificate be recorded with the County Assessor's Office. Alternatively, the proposed amendments to the regulation require that the Landlord only complete and file the certificate with the Rent Program.

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Finally, as written, Regulation 503 requires that Landlords send Tenants a stamped postcard, whereby a Tenant may indicate that they are entitled to relocation benefits. This requirement duplicates the requirement that the Landlord serve a copy of a Notice of Entitlement to Relocation Benefits on the Tenant when filing a copy of the notice of termination of tenancy pursuant to Richmond Municipal Code 11.100.050(a)(7), with the Rent Program. To avoid duplication, staff members are recommending removing the requirement that Landlords provide Tenants with a stamped postcard to convey the right to relocation benefits.

Conclusion

The purpose of the proposed revisions to Regulation 503 is to reorganize the steps for Withdrawing Rental Units from the Rental Market to make them more coherent, allow more flexibility regarding who can file, serve and record pertinent documents, and remove unnecessary and or duplicative requirements to record a certificate with the County Assessor's Office and send a Tenant a stamped postcard indicating their right to claim entitlement to relocation assistance.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Amendments to Regulation 503 (Redline Version)

Attachment 2 – Proposed Amendments to Regulation 503 (Clean Version)

ITEM H-1 ATTACHMENT 1

503. Notice Requirements

A. An owner who intends to withdraw an accommodation from rent or lease shall provide the following notices. None of the notices permitted or required by this Section 503 shall be valid if served or filed prior to December 30, 2016.

(1) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall notify the Board of the intention to withdraw those accommodations from rent or lease. The notice shall be on a Rent Program form, and shall contain statements, under penalty of perjury, providing information on the number of accommodations, the address or location of those accommodations, the name(s) of the Tenant(s) of the accommodations and the Rent applicable to each Rental Unit. The notice required to be filed by this subsection shall be maintained by the Board in files other than those maintained pursuant to the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance. The information contained in the notice required by this Section 503(A)(1) respecting the name(s) of the Tenant(s), the rent applicable to any unit, or the total number of units, is confidential and shall be treated as confidential information for the purposes of the Information Practices Act of 1977, as contained in Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of the Civil Code. The Board shall, to the extent required by the preceding sentence, be considered an "agency" as defined by subdivision (b) of Section 1798.3 of the Civil Code.

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(2) At the time notice is given to the Board as required in Section 503(A)(1), the owner or owner's designated agent shall provide written notice to any Tenant to be displaced that the Board has been notified pursuant to Section 503(A)(1), that the notice specified the name of the Tenant and the amount of R~~e~~nt paid by the Tenant as an occupant of the accommodation and the amount of rent the owner specified in the notice to the Board. The notice shall also contain a statement of the Tenant's rights to regain possession and to damages, in the event the accommodation is again offered for rent or lease, under Section 502 of this Chapter. A copy of the notice shall be filed with the Board with proof of service upon each Tenant.

~~(2)~~(3) At the time the notice specified in Section 503(A)(~~3~~1) is filed with the Board, the owner or in the case of a corporation, an individual designated to sign on behalf of the corporation, shall sign and notarize a memorandum the owner shall record with the County Recorder a memorandum of the notice required by Section 503(A)(~~3~~1) summarizing its provisions, other than the confidential provisions, on a Rent Program form. The owner or the owner's designated agent shall record with the County Recorder the aforementioned memorandum, and file a copy with the Rent Program. The owner or owner's designated agent shall also file with the Rent Program, and record a certificate, on a Rent Program form, that actions have been initiated as required by this Chapter 5 and other applicable law to terminate any existing tenancies. If the owner and/or the owner's designated agent has satisfied the requirements of Section 503(A)(~~3~~1), 503(A)(2), and this Section 503(A)(~~4~~3), the date upon which the accommodations are withdrawn from rent or lease for the purposes of this Regulation is 120 days from the last date- the owner and/or the owner's designated agent has provided the Rent Program with all of the required documents described in Section 503(A)(1), 503(A)(2), and this Section 503(A)(3). of delivery in person or by first-class mail of that notice to the Board. If the notice has not been given and recorded as specified herein, the date upon which the

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~~accommodations are withdrawn shall be 60 days after the memorandum summarizing the notice is recorded with the County Recorder.~~

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~~(3)~~(4) No less than 120 days prior to the date upon which the accommodation is to be withdrawn, the owner or owner's designated agent shall provide written notice to each Tenant on the property of the owner's intent to withdraw said accommodation. Said notice shall contain a statement that the accommodation is withdrawn, that all of the accommodations on the parcel are being withdrawn, the date upon which the accommodation is to be withdrawn, that the owner has paid all fees due the City or the Board, and a statement that all Tenants are entitled to a Relocation Payment and the amount thereof pursuant to the City's Ordinance concerning Relocation Requirements for Tenants of Residential Rental Units (Chapter 11.102, Richmond Municipal Code) and implementing resolution ("Relocation Ordinance/Resolution"). The owner or owner's designated agent shall determine whether a member of the household of each unit can speak English and seek appropriate assistance in communicating the importance of the contents of the notice to any household whose members cannot speak English. The notice shall be served on each Tenant by either personal service or certified mail, return receipt requested. The notice shall advise the Tenant of the Tenant's rights to regain possession of the premises and to damages as set forth in Section 502 of this Chapter. A copy of this notice shall be filed with the Board. ~~The notice shall be accompanied by stamped postcards addressed to the owner and the Board by which the Tenant can represent whether he or she qualifies for relocation assistance.~~ The notice shall be on a Rent Program form. A notice stating the owner's intent to withdraw the accommodation from rent or lease shall not be valid unless the Tenants of all of the units on the property are also served with notice that each of their units is to be withdrawn from rent or lease and unless all fees due the City or the Board pursuant to Section 506 of this Regulation have been paid.

~~(4)~~(5) A notice of termination of tenancy having an effective date no earlier than 120 days after the date of service shall also be served on each Tenant at the same time the notice stating the intent to withdraw the premises from rent or lease is served on the Tenant pursuant to Regulation 503(A)(4).

~~(5)~~(6) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I am a disabled person under the meaning of California Government Code Section [12955.3](#). It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they are disabled.

~~(6)~~(7) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I am 62 years or older. It is my

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understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they are 62 years or older.

~~(7)~~(8) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I have minor children residing in the household. It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they have minor children residing in the household.

— Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that my household is a lower income household as that term is defined in California Health and Safety Code, section 50079.5. It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/resides in a lower income household.

(9)

— (10) If the Tenant is i) disabled, at least 62 years of age, has minor children residing in the household and/or the Tenant's household is a lower income household and (ii) has lived in his/her/their accommodations for at least one year prior to the date of delivery of the notice of intent to withdraw to the Board, then the date of withdrawal of the accommodations of that Tenant shall be extended to one year after the Tenant has delivered the notice specified in Regulation 503(A)(6), 503(A)(7), 503(A)(8), and 503(A)(9), date of delivery of the notice to the Landlord or owner or owner's designated agent and filed a copy with the Rent Board, provided that the Tenant gives written notice of his, her, or their entitlement to an extension to the owner or owner's designated agent within 60 days of the date of delivery to the Board of the notice of ~~intent termination of tenancy pursuant to Richmond Municipal Code Section 11.100.050(a)(7) to withdraw.~~

(11) For those owners who have utilized a designated agent prior to September 19, 2018, in order to comply with provisions of Regulation 503, such use of a designated agent shall be sufficient to comply with the applicable provision of Regulation 503.

[Formerly Regulation 17-07; Adopted September 20, 2017]

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ITEM H-1 ATTACHMENT 2

503. Notice Requirements

- A. An owner who intends to withdraw an accommodation from rent or lease shall provide the following notices. None of the notices permitted or required by this Section 503 shall be valid if served or filed prior to December 30, 2016.
- (1) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall notify the Board of the intention to withdraw those accommodations from rent or lease. The notice shall be on a Rent Program form, and shall contain statements, under penalty of perjury, providing information on the number of accommodations, the address or location of those accommodations, the name(s) of the Tenant(s) of the accommodations and the Rent applicable to each Rental Unit. The notice required to be filed by this subsection shall be maintained by the Board in files other than those maintained pursuant to the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance. The information contained in the notice required by this Section 503(A)(1) respecting the name(s) of the Tenant(s), the rent applicable to any unit, or the total number of units, is confidential and shall be treated as confidential information for the purposes of the Information Practices Act of 1977, as contained in Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of the Civil Code. The Board shall, to the extent required by the preceding sentence, be considered an "agency" as defined by subdivision (b) of Section 1798.3 of the Civil Code.
 - (2) At the time notice is given to the Board as required in Section 503(A)(1), the owner or owner's designated agent shall provide written notice to any Tenant to be displaced that the Board has been notified pursuant to Section 503(A)(1), that the notice specified the name of the Tenant and the amount of Rent paid by the Tenant as an occupant of the accommodation and the amount of rent the owner specified in the notice to the Board. The notice shall also contain a statement of the Tenant's rights to regain possession and to damages, in the event the accommodation is again offered for rent or lease, under Section 502 of this Chapter. A copy of the notice shall be filed with the Board with proof of service upon each Tenant.
 - (3) At the time the notice specified in Section 503(A)(1) is filed with the Board, the owner or in the case of a corporation, an individual designated to sign on behalf of the corporation, shall sign and notarize a memorandum of the notice required by Section 503(A)(1) summarizing its provisions, other than the confidential provisions, on a Rent Program form. The owner or the owner's designated agent shall record with the County Recorder the aforementioned memorandum, and file a copy with the Rent Program. The owner or owner's designated agent shall also file with the Rent Program, a certificate, on a Rent Program form, that actions have been initiated as required by this Chapter 5 and other applicable law to terminate any existing tenancies. If the owner and/or the owner's designated agent has satisfied the requirements of Section 503(A)(1), 503(A)(2), and this Section 503(A)(3), the date upon which the accommodations are withdrawn from rent or lease for the purposes of this Regulation is 120 days from the last date the owner and/or the owner's designated agent has provided the Rent Program with all of the required documents described in Section 503(A)(1), 503(A)(2), and this Section 503(A)(3).

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- (4) No less than 120 days prior to the date upon which the accommodation is to be withdrawn, the owner or owner's designated agent shall provide written notice to each Tenant on the property of the owner's intent to withdraw said accommodation. Said notice shall contain a statement that the accommodation is withdrawn, that all of the accommodations on the parcel are being withdrawn, the date upon which the accommodation is to be withdrawn, that the owner has paid all fees due the City or the Board, and a statement that all Tenants are entitled to a Relocation Payment and the amount thereof pursuant to the City's Ordinance concerning Relocation Requirements for Tenants of Residential Rental Units (Chapter 11.102, Richmond Municipal Code) and implementing resolution ("Relocation Ordinance/Resolution"). The owner or owner's designated agent shall determine whether a member of the household of each unit can speak English and seek appropriate assistance in communicating the importance of the contents of the notice to any household whose members cannot speak English. The notice shall be served on each Tenant by either personal service or certified mail, return receipt requested. The notice shall advise the Tenant of the Tenant's rights to regain possession of the premises and to damages as set forth in Section 502 of this Chapter. A copy of this notice shall be filed with the Board. The notice shall be on a Rent Program form. A notice stating the owner's intent to withdraw the accommodation from rent or lease shall not be valid unless the Tenants of all of the units on the property are also served with notice that each of their units is to be withdrawn from rent or lease and unless all fees due the City or the Board pursuant to Section 506 of this Regulation have been paid.
- (5) A notice of termination of tenancy having an effective date no earlier than 120 days after the date of service shall also be served on each Tenant at the same time the notice stating the intent to withdraw the premises from rent or lease is served on the Tenant pursuant to Regulation 503(A)(4).
- (6) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I am a disabled person under the meaning of California Government Code Section [12955.3](#). It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they are disabled.
- (7) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I am 62 years or older. It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they are 62 years or older.

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- (8) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that I have minor children residing in the household. It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/they have minor children residing in the household.
- (9) Not less than 120 days prior to the date upon which the accommodations are to be withdrawn, the owner or owner's designated agent shall provide two copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one year prior to having been notified that I am to be evicted from this unit under the City of Richmond's Ellis Act Policy. I further assert that my household is a lower income household as that term is defined in California Health and Safety Code, section 50079.5. It is my understanding that I am entitled to one year's notice prior to surrendering this unit to its owner." With this notice, the Tenant shall be enabled by the owner to assert to both the owner and the Board that he/she/resides in a lower income household.
- (10) If the Tenant is i) disabled, at least 62 years of age, has minor children residing in the household and/or the Tenant's household is a lower income household and (ii) has lived in his/her/their accommodations for at least one year prior to the date of delivery of the notice of intent to withdraw to the Board, then the date of withdrawal of the accommodations of that Tenant shall be extended to one year after the Tenant has delivered the notice specified in Regulation 503(A)(6), 503(A)(7), 503(A)(8), and 503(A)(9), to the owner or owner's designated agent and filed a copy with the Rent Board, provided that the Tenant gives written notice of his, her, or their entitlement to an extension to the owner or owner's designated agent within 60 days of the date of delivery to the Board of the notice of termination of tenancy pursuant to Richmond Municipal Code Section 11.100.050(a)(7).
- (11) For those owners who have utilized a designated agent prior to September 19, 2018, in order to comply with provisions of Regulation 503, such use of a designated agent shall be sufficient to comply with the applicable provision of Regulation 503.

[Formerly Regulation 17-07; Adopted September 20, 2017]