

**City of Richmond Rent Program
PROPERTY ENROLLMENT FORM**



This form may be completed online at www.richmondrent.org/enroll

**A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)
IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)**

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|---|---|
| Property Ownership Status <i>(Required)</i> | <p>Rental Property Street Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Parcel Number: _____ - _____ - _____</p> <p>Does the person or entity to whom this mailing was addressed hold title to the property above? <input type="checkbox"/> YES → please complete Steps A-D <input type="checkbox"/> NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (<i>address located on the bottom left of this page</i>)</p> <p><u>New Property Owner's Information</u></p> <p>Name (first, last): _____ Phone Number: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> |
| A: Who holds title? <i>(Required)</i> <i>ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 Owners</i> <i>*Bus. = Business</i> | <p><u>Owner 1 Information (Individual, Trust, LLC, etc.)</u></p> <p>Name (first, last): _____ Ownership % : _____</p> <p>Bus. Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Bus. Phone Number: _____ Bus. Email Address: _____</p> <p>Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.</p> <p>Name: _____ Title: _____</p> <hr/> <p><u>Owner 2 Information (Individual, Trust, LLC, etc.)</u></p> <p>Name (first, last): _____ Ownership % (if any): _____</p> <p>Bus. Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Bus. Phone Number: _____ Bus. Email Address: _____</p> <p>Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership.</p> <p>Name: _____ Title: _____</p> |
| B: Who do you authorize to sign Rent Program documents for you? <i>(Optional)</i> | <p align="center">AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> <p>Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.</p> <p>Company Name (if any): _____ Agent Name: _____</p> <p>Bus. Mailing Address: _____</p> <p>City: _____ State: _____ ZIP: _____</p> <p>Bus. Phone Number: _____ Bus. Email Address: _____</p> <p>Owner Signature (Required): _____</p> |

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Unit Status Codes

[SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)

[LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)

[GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify:* _____

[BMR] Owner/developer entered into a regulatory agreement w/ a Governmental Agency that restricts the amount of Rent that may be charged

[CR] Unit is Currently Rented

[AFR] Unit is Available for Rent but is not rented

[NAR] Unit is Not Available for Rent; Will **not** be on the Rental Market at any period between July 1, 2019 - June 30, 2020

[OWN OCCPD] Unit is Occupied by an Owner of record

[RENT FREE] Unit is occupied by a Tenant under an agreement in which no rent or anything else given in lieu of rent is collected for the use and occupancy of the Rental Unit

[OTHER] Specify: _____