



Amended Property Enrollment Form

This form can be completed online at ims.ci.richmond.ca.us. Follow instructions on our website at www.richmondrent.org/enroll to create an account in iMS.

Property Address Information	Rental Property Street Address: _____ City: _____ State: _____ ZIP: _____ Parcel Number (APN): _____ - _____ - _____
Section A: Change in Ownership	<p>Owner 1 Information (Individual, Trust, LLC, etc.)</p> Name (first, last): _____ Ownership% %: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address (required): _____ Enter the name of the trustee, managing member, CEO, or party responsible below if the Owner is a trust, LLC, corporation, or business partnership. Name: _____ Title: _____
All Owners must be on title; attach additional sheets as necessary if there are more than 2 owners. *Bus. = Business	<p>Owner 2 Information (Individual, Trust, LLC, etc.)</p> Name (first, last): _____ Ownership% %: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address (required): _____ Enter the name of the trustee, managing member, CEO, or party responsible below if the Owner is a trust, LLC, corporation, or business partnership. Name: _____ Title: _____
Section B: Do you have an Authorized Agent/Property Management? (Optional)	<p>Authorize an Agent or Property Manager (Optional)</p> Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent (who is 18 years of age or older) 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. Company Name (if any): _____ Agent Name: _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address (required): _____ Owner Name (print): _____ Owner Signature Required: _____ Date: _____

Section C: Rent Program Mail	<p>Where would you like us to send Rent Program notifications and statements? (Check ONE)</p> <p> <input type="checkbox"/> Owner 1 Business Mailing Address <input type="checkbox"/> Authorized Agent or Property Manager Business Mailing Address <input type="checkbox"/> Owner 2 Business Mailing Address <input type="checkbox"/> Other: _____ </p> <p>Would you like to subscribe to the Rent Program Listserv to receive announcements by email?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																		
Section D: What is the Status of each Rental Unit? <i>(Required)</i>	<p>Total Number of Dwelling Units: _____</p> <p>Indicate your Property Type (CHECK ONE)</p> <p> <input type="checkbox"/> Multi-Unit (2+ units) constructed BEFORE February 1, 1995 <input type="checkbox"/> Multi-Unit (2+ units) constructed AFTER February 1, 1995 <input type="checkbox"/> Single-Family Home or Condominium <input type="checkbox"/> Rooming and Board House or SRO (Single Room Occupancy) Building Rental Property </p> <p><i>Note: Property with five or more rooms rented out individually with separate leases (each room is considered a unit)</i></p> <p> <input type="checkbox"/> Accessory Dwelling Unit (ADU) with a valid legal permit issued by the City of Richmond Building and Planning Department. <input type="checkbox"/> Other: _____ </p> <p><i>*All fields are required</i></p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:40%; text-align: center;">Unit Address</th> <th style="width:30%; text-align: center;">Unit Status Code <i>See codes below</i></th> <th style="width:30%; text-align: center;">Date Tenancy Started (mm/dd/yyyy)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>List all the units on the property (parcel). If more space is needed, complete Section D (Part 2)</i></p> <p>Unit Status Codes</p> <p> [CR] Currently Rented [AFR] Available for Rent [SEC 8] Governmentally Subsidized Rental Housing: Section 8 (Project-Based or Tenant-Based) [LIHTC] Governmentally Subsidized Rental Housing: Low-Income Housing Tax Credit [BMR] Owner/Developer entered into a regulatory agreement with a Governmental Agency that restricts the amount of Rent that may be charged *[NAR] Not Available for Rent *[RENT FREE] Unit is occupied by a Tenant under an agreement in which no rent or anything else given instead of rent is collected for the use and occupancy of the Rental Unit *[OWN OCCPD] Unit is occupied by the Owner on record [OTHER] Specify: _____ </p>	Unit Address	Unit Status Code <i>See codes below</i>	Date Tenancy Started (mm/dd/yyyy)															
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Declaration and Signature	<p>The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>This form has been completed and signed by (check one):</p> <p> <input type="checkbox"/> Owner on Title <input type="checkbox"/> Property Manager/ Authorized Agent </p> <p>Signature: _____ Print Name: _____</p> <p>Date: _____ (mm/dd/yyyy)</p>																		
STAFF USE ONLY	<p>Date Received: _____ Form Process Date: _____</p> <p>Initials: _____</p>																		