RICHMOND RENT PROGRAM
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(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us

Notice of Change of Tenant Contact Information following an Owner Move-In Termination of Tenancy (RMC 11.100.050(a)(6))

Pursuant to City of Richmond Rent Board Regulation 1010(C)(2), a Tenant who vacates a Rental Unit due to a notice of termination of tenancy for Owner Move-In shall inform the Landlord of their most current address or contact information so as to permit the Landlord to reoffer the Tenant the Rental Unit if it ever should be reoffered for Rent. Tenants are strongly encouraged, but not required, to update the Rent Program of any changes to their permanent contact information. This form is being provided to the Tenant as a resource they may use to notify the Landlord and Rent Program of their updated contact information. The use of this form is not required.

Former Richmond Rental Unit Address *(the address you moved from)*	_____ Street Address Unit # Zip Code
Updated Contact Information	I am completing this form to update the following contact information: ☐ Mailing Address: _____ ☐ Phone Number: _____ ☐ Email Address: _____ ☐ Other: _____
Consent & Signature	By using this form, I consent to the above information being provided to the Landlord and that failure to update the Landlord with the most up-to-date contact information may result in a forfeiture of my right of first refusal to re-rent the unit should it ever be placed back on the rental market. I acknowledge that if I choose to file this information with the Rent Program, the Rent Program may facilitate an update of the change of contact information between me and the Landlord/Property Owner. I further acknowledge that where the Rent Program chooses to facilitate the exchange of my updated contact information with the Landlord/Property Owner, the Rent Program shall send the Landlord written notification of my updated contact information. This written notification shall be sent to the address for which the Landlord/Property Owner terminated my tenancy pursuant to Richmond Municipal Code Section 11.100.050(a)(6). Signature of Tenant: _____ Date: _____ Printed Name: _____