



**RENTAL PROPERTY BUSINESS LICENSE PROGRAM
DECLARATION OF OWNER OCCUPATION & EXEMPTION
UNDER PENALTY OF PERJURY**

Date: _____

Owner's Name _____

Owner's Home Address _____

Owner's Home Phone _____ Owner's Work Phone _____

PROPERTY ADDRESS _____ _____	REF: _____ APN: _____
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This is to certify that I, _____
(Property Owner listed on deed)

This is to certify that I, _____
(Property Relative of Owner)

the undersigned, do hereby declare under penalty of perjury that I am an owner of record (listed on deed) of the above mentioned, single-family real property and testify that I or another listed owner of said property reside at said property, or that I am an owner of record of the above mentioned property and testify that said property proves otherwise exempt from the Rental Property Business License Program according to Richmond Municipal Code, Article VII - Businesses, Chapter 7.04.

This property is exempt from enrollment in the Rental Property Business License Program because:

(Reason for Exemption)

OR

This property is occupied by:

(Name(s) of persons living at the property)

Please include a copy of a current PG&E bill verifying your name and address when returning this notice.

Should owner occupation status of said property change, I will notify the City of Richmond Rental Property Business License Program within 10 (ten) days and enroll the property in the program, according to RMC 7.04

Signed: _____

Dated: _____

Please return completed form with a copy of your current PG&E bill to:

City of Richmond – Finance Department
Rental Property Business License Program
450 Civic Center Plaza
Richmond, CA 94804
Phone (510)620-5450