



REQUEST FOR AN ADMINISTRATIVE DETERMINATION OF EXEMPT STATUS

NOTA: SI USTED NO ENTIENDE ESTA PETICIÓN, NO TARDE EN COMUNICARSE CON EL PROGRAMA DE RENTA AL NÚMERO (510) 234-RENT [7368] PARA PEDIR UNA CITA Y RECIBIR UNA EXPLICACIÓN O TRADUCCIÓN.

A Landlord may request an administrative decision to determine the applicability of the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (“Rent Ordinance”) with regard to the status of the property (Fully Covered, Partially Exempt or Fully Exempt).

These requests will be reviewed, investigated and decided by the Executive Director, or his or her designee within the Richmond Rent Program staff or as appropriate, within ninety (90) calendar days of the request. An administrative decision will be provided according to Richmond Rent Board Regulations 205 & 206.

Interpretation will be needed in the following language (Spanish or Other_____).

Owner Name(s): _____

Property Address: _____

Business Mailing Address, if different: _____

Telephone Number(s): _____

E-Mail Address: _____

Tenant Contact Information to Assist with the Investigation, if any (Optional):

Claim of Exemption

Fully Exempt Claims (Check the appropriate box(es)):

- The property is a Single Family Home with an added Small Second Dwelling Unit, constructed with permits and the main house unit is owner-occupied;
- Tenant and Landlord share a kitchen and/or bath in the Landlord’s primary residence;

- The Rental Unit is a hotel, motel, inn, tourist home, rooming & boarding house that is rented to guests for fewer than 14 days;
- The Rental Unit is in a hospital, convent, monastery, extended medical care facility, asylum, or non-profit home for the aged, or it is a dormitory owned and operated by an accredited institution of higher education; and/or
- The Rental Unit is a Temporary Tenancy which applies only to single-family homes and condominiums for a maximum period of up to twelve (12) months. The Landlord and Tenant must agree to the Temporary Tenancy at the start of the lease, and such an agreement may not be renewed.

Partially Exempt Claims (No rent controls, but Just Cause eviction protections apply) – Check any box(es) that may apply:

- Single Family Homes;
- Condominiums;
- Subsidized Units including Section 8 tenancies; Shelter Plus Care, Low-Income Housing Tax Credits, Richmond Housing Authority, Housing Choice Voucher and Section 202 older adult units;
- New construction, or construction after February 1, 1995, with permits & Certificate of Occupancy;
- Small second dwelling unit constructed with permits, as defined by the Small Second Dwelling Unit Ordinance; and/or
- Other (please explain below or attach a letter explaining exemption claim)

Please attach a written explanation of your request with the understanding that it may be shared with the opposing party prior to a decision.

I declare under penalty of perjury under the laws of the State of California that all of the information provided, including attached documentation, is true and correct.

Signature of Requesting Party: _____ Date: _____