



NOTICE TO RENT BOARD TO INITIATE WITHDRAWAL OF ACCOMMODATIONS FROM RENT OR LEASE

(Section 11.100.050(a)(7), Richmond Municipal Code and Chapter 5, Rent Board Regulations)

Purpose and Instructions: This form shall be used by a Landlord to notify the Richmond Rent Board of the Landlord’s intent to withdraw all accommodations on a parcel in accordance with the California Ellis Act (Government Code section 7060-7060.7). Upon completion, this notice shall be filed with the Rent Board by delivering or mailing the notice to the City of Richmond Rent Program, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804.

Property Information:

Assessor’s Parcel Number (APN): _____ - _____ - _____

Number of Accommodations (units) associated with this APN: _____

Property Address of Rental Unit: _____

City, State and Zip Code: _____

Owner/Agent Information:

Owner Name: _____ Business Phone #: _____

Street Address: _____

City, State and Zip Code: _____

Owner Business Email Address: _____

Agent Name (if applicable) _____

Agent Street Address (if applicable): _____

City, State and Zip Code: _____

Agent Business Email Address (if applicable): _____

Disclosure:

The following pages of this form request information on the number of accommodations, the address or location of these accommodations, the name(s) of the Tenants of the accommodations and the rent applicable to each Rental Unit. The information contained in this notice required by Rent Board Regulation 503(A) concerning the name(s) of the Tenant(s), the rent applicable to any unit, or the total number of units, is confidential and shall be treated as confidential information for the purposes of the Information Practices Act of 1977, as contained in Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of the Civil Code. The Board shall, to the extent required by the preceding sentence, be considered an “agency” as defined by subdivision (b) of Section 1798.3 of the Civil Code.

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DECLARATION AND SIGNATURE

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this Declaration was executed on _____, 20__ at _____, California.

Owner/Agent Signature: _____

Date: _____