City of Richmond Rent Program
TENANCY REGISTRATION FORM
Complete this form online at www.richmondrent.org/enroll

REQUIREMENT TO REGISTER	Landlords **MUST FILE** this form for **EACH EXISTING TENANCY** and re-submitted for new tenancies or complete turnover of **Original Occupants***. DO NOT COMPLETE THIS FORM FOR GOVERNMENTALLY SUBSIDIZED, SINGLE-FAMILY HOME/ CONDO, AND NEW CONSTRUCTION TENANCIES OR DUE TO THE ADDITION OF ROOMATES TO AN EXISTING TENANCY. **Per The Regulations of the Richmond Rent Board Chapter 7, original occupant includes any Tenant in the Rental Unit, with the Landlord's knowledge, that was residing in the unit on or before July 21, 2015, or when the Landlord last established an initial rent for the unit.*
A: Enter Basic Rental Unit Information	Rental Property Street Address: _____ Unit #: _____ # of Bedrooms: _____
B: Enter Tenancy Information *(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)*	*PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with Civil Code 1947.7(g) and Richmond Rent Board Regulation 402,* **Tenant names must be provided** *.* Tenant Name (first, last): _____ Tenant Name (first, last): _____ Tenant Name (first, last): _____ Tenant Name (first, last): _____ Tenant Name (first, last): _____
C: Enter Base Rent and Security Deposit Information *(The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent amount the Tenant paid after July 21, 2015)*	Beginning date of this tenancy (mm/dd/yyyy) : _____/_____/_____ # of Tenants: _____ **Check the box that applies:** [ ] Month-to-month Agreement [ ] Fixed Term Lease (indicate the length of the lease: e.g. 6 months, 1 year): _____ **Was a discount provided (a) within the first 12 months of a month-to-month agreement OR (b) within the first term of the fixed-term lease?** *(check one)* [ ] If NO, continue to the Base Rent section below [ ] If YES, how much total rent was discounted over that period? $_____ *Per The Regulations of the Richmond Rent Board Chapter 7, where the rental agreement includes periods for which the Tenant pays reduced, discounted or "free" rent, the Maximum Allowable Rent is calculated as the average of the monthly payments made during the initial term of the agreement or, in the case of a month-to-month tenancy, during the first twelve months of the tenancy.* **The Base Rent is the rent paid on July 21, 2015, or, for tenancies that began after July 21, 2015, the first rent the Tenant paid after July 21, 2015.** $_____ per month + $_____ = $_____ (BASE RENT) (RENT) (ANY ADDITIONAL FEES / SURCHARGES)

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PLEASE RETURN TO:
440 Civic Center Plaza, Suite 200
Richmond, CA 94804

(510) 234-RENT (7368)
rent@ci.richmond.ca.us

STAFF USE ONLY:
Date: _____   Initials: _____

(continued)	**Security Deposit** Total amount of Security Deposit Collected: $_____ *Note: Security deposit means any money collected other than the first month's rent and application fee. Last month's rent, cleaning, and pet deposits are considered part of the security deposit.*
D: **Indicate Housing Services Included in the Rent**	Check the box next to the Housing Services **paid by the Landlord or included in the Rent**. *Note: Landlords may not charge for utilities unless utility is separately metered (RMC 11.100.070(f))* [ ] Water [ ] Garbage [ ] Parking [ ] Laundry [ ] Gas [ ] Electricity [ ] Storage [ ] Other: _____
E: **Provide Details on the Previous Tenancy** *(if known)*	Ending date of prior tenancy (*if known*)[mm/dd/yyyy]: _____/_____/_____ Reason prior Tenant/s moved out (check one): [ ] Tenant moved out voluntarily [ ] Tenant moved out due to nonpayment of rent, nuisance, or breach of lease [ ] Tenant moved out due to owner move-in, withdrawal from rental market, or substantial repairs [ ] Other (e.g. abandonment) specify: _____ Final Rent charged to prior Tenant (*if known*): $_____ per month
Declaration and Signature *Bus. = Business*	**The undersigned does hereby declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.** **This form has been completed and signed by (check one):** [ ] Owner on Title [ ] Property Manager / Authorized Agent Signature: _____ Print: _____ Bus. Phone Number: _____ Bus. Email: _____ Date (mm/dd/yyyy): _____/_____/_____

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