

**City of Richmond Rent Program
2018 INITIAL PROPERTY ENROLLMENT FORM**
This form may be completed online at www.richmondrent.org/enroll



**A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)
IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)**

Property Ownership Status
(Required)

Rental Property Street Address: _____
 City: _____ State: _____ ZIP: _____
 Parcel Number: _____ - _____ - _____
 Does the person or entity to whom this mailing was addressed hold title to the property above?
 YES → please complete Steps A-D
 NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (*address located on the bottom left of this page*)
New Property Owner's Information
 Name (first, last): _____ Phone Number: _____
 Mailing Address: _____
 City: _____ State: _____ ZIP: _____

A: Who holds title?
(Required)

ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 Owners

**Bus. = Business*

Owner 1 Information
 Name (first, last): _____ Ownership % : _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____
 If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.
 Name: _____ Title: _____

Owner 2 Information
 Name (first, last): _____ Ownership % (if any): _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____
 If Owner is a trust, LLC, corporation or business partnership, enter the name of the trustee, managing member, CEO or responsible party below.
 Name: _____ Title: _____

B: Who do you authorize to sign Rent Program documents for you?
(Optional)

AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)

Declaration: I am the owner of the property identified above. I hereby authorize and appoint the following agent to complete and execute, under penalty of perjury, the Richmond Rent Program Enrollment, Termination of Tenancy and Rent Increase forms for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it under penalty of perjury myself.

Company Name (if any): _____ Agent Name: _____
 Bus. Mailing Address: _____
 City: _____ State: _____ ZIP: _____
 Bus. Phone Number: _____ Bus. Email Address: _____
 Owner Signature *(Required)*: _____

TURN TO PAGE 2 ↓

Unit Status Codes

[SEC 8] Governmentally-Subsidized Rental Housing: Section 8 Subsidy (Project-Based or Tenant-Based)

[LIHTC] Governmentally-Subsidized Rental Housing: Low Income Housing Tax Credits (LIHTC)

[GOVT. OTH.] Governmentally-Subsidized Rental Housing: Other form of subsidy *specify*: _____

[BMR] Owner/developer entered into a regulatory agreement w/ a Governmental Agency that restricts the amount of Rent that may be charged

[CR] Unit is Currently Rented

[AFR] Unit is Available for Rent but is not rented

[NAR] Unit is Not Available for Rent; Will not be on the Rental Market at any period between July 1, 2018 - June 30, 2019

[OWN OCCPD] Unit is Occupied by an Owner of record

[RENT FREE] Unit is occupied by a Tenant under an agreement in which no rent or anything else given in lieu of rent is collected for the use and occupancy of the Rental Unit

[OTHER] Specify: _____