

**City of Richmond Rent Program
PROPERTY ENROLLMENT FORM**



This form may be completed online at 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 <i>(Required)</i>	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? <input type="checkbox"/> YES → please complete Steps A-D <input type="checkbox"/> NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (<i>address located on the bottom left of this page</i>) <u>New Property Owner's Information</u> Name (first, last): _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____
A: Who holds title? <i>(Required)</i> ALL Owners must be on title; attach additional sheets as necessary if there are more than 2 owners *Bus. = Business	<u>Owner 1 Information (Individual, Trust, LLC, etc.)</u> Name (first, last): _____ Ownership % : _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: _____ Title: _____ <hr/> <u>Owner 2 Information (Individual, Trust, LLC, etc.)</u> Name (first, last): _____ Ownership % (if any): _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: _____ Title: _____
B: Who do you authorize to sign Rent Program documents for you? <i>(Optional)</i>	<p align="center">AUTHORIZE AN AGENT OR PROPERTY MANAGER (OPTIONAL)</p> 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): _____

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C: Rent Program Mail

Where would you like us to send Rent Program notifications and statements? (Check ONE)

Owner 1 Business Mailing Address Owner 2 Business Mailing Address

Authorized Agent or Property Manager Business Mailing Address

Would you like to have your email added to our Rent Program Listserv? Yes No

D: What is the Status of each Rental Unit? (Required)

Refer to the table below for clarification Unit Status Code

Total # of Dwelling Units: _____

Indicate your Property Type (CHECK ONE)

Multi-unit (2+ units) constructed **BEFORE** February 1, 1995

Multi-unit (2+ units) constructed **AFTER** February 1, 1995

Single-Family Home or Condominium

Rooming and Boarding House or SRO (Single Room Occupancy) Building Rental Property

City of Richmond Building and Planning Department has issued a valid legal permit recognizing a Dwelling Unit as an Accessory Dwelling Unit (ADU)

Other: _____

List all the units on the parcel. If more space is needed, complete Section D (Part 2)

Unit Address	Unit Status Code LIST ALL THAT APPLY <i>See Codes Below</i>	Date Tenancy Started <i>(mm/dd/yyyy)</i>
<i>1234 Main Street (Example)</i>	<i>CR</i>	<i>01/01/2018</i>

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 during the Fiscal Year July 1 - June 30

*[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: _____

Declaration and Signature

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: _____

Date (mm/dd/yyyy): _____ / _____ / _____

**City of Richmond Rent Program
SECTION D (PART 2) OF PROPERTY ENROLLMENT FORM
FOR PROPERTIES WITH MORE THAN 5 UNITS**



D: What is the Status of each Rental Unit? <i>(Required: Refer to the table on Page 2 for clarification on Unit Status Code)</i>	Unit Address	Unit Status Code	Date Tenancy Started (mm/dd/yyyy)

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: _____

** To claim this unit status, you must have an approved administrative determination. Please contact the Rent Program for more information.*

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[OTHER] Specify: _____