RICHMOND RENT PROGRAM
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(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us

Continued Statement of Occupancy Form following an Owner Move-In Termination of Tenancy (RMC 11.100.050(a)(6))

Pursuant to City of Richmond Rent Board Regulation 1010(C), a Landlord who serves a Tenant with a notice of termination of tenancy to recover possession of a Rental Unit for the purposes of moving themselves or a qualifying relative into the unit is required to complete this form every twelve (12) months for thirty-six (36) consecutive months and file with the Richmond Rent Program to certify that the Landlord or the Landlord's qualifying relative continues to reside (or not) in the unit as their Primary Residence. This form must be completed every twelve (12) months from the initial move-in date for thirty-six (36) months following the move-in date.

Richmond Property Address	_____ Street Address Unit # Zip Code
Supporting Documentation	For the Landlord/Property Owner or relative named in the notice of termination of tenancy, you must attach at least **one** form of supporting documentation associated with the current occupant from at least **two** of the categories specified below (e.g. one form of supporting documentation from Category A and one from Category B.) Please redact confidential information from the supporting documentation prior to filing this form with the Rent Board. Check the boxes that correspond to the categories (e.g. Category A, B, C) of supporting documentation you are attaching to this Statement of Occupancy. ☐ Category A: Bank statements, credit card statements, or voided checks that show the address of the unit as specified on the notice of termination of tenancy ☐ Category B: Current government-issued form of identification (e.g. California identification card or Driver's license for the Dept. of Motor Vehicles (DMV), Car Registration, Property Tax bills, or Voter Registration) that shows the address of the unit and name of owner or relative as specified in the notice of termination of tenancy ☐ Category C: Current homeowner's insurance policy for the contents of the unit showing the name of the insured, the unit specified in the notice of termination of tenancy as the mailing address of the insured, the address of the insured property as containing the unit stated on the notice of termination of tenancy and the period of coverage
Declaration & Signature	I declare under penalty of perjury under the laws of the State of California that every statement in this Statement of Occupancy and every attached document is true and correct to the best of my knowledge and belief. I further acknowledge that should the Landlord/Property Owner: (1) fail to provide the Continued Statements of Occupancy to the Rent Program; (2) fail to (or fail to see that the qualified relative) move into the Rental Unit; or (3) fail to (or fail to see that the qualified relative) occupy the Rental Unit for thirty-six (36) consecutive months as their primary residence, the Rent Program shall make all reasonable efforts to provide the displaced Tenant with such information and inform the displaced Tenant of their rights under Richmond Municipal Code Chapter 11.100. Signature of Landlord/Property Owner: _____ Date: _____ Printed Name: _____