

# RICHMOND RENT PROGRAM

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## 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(B)(2), 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 and file with the Richmond Rent Program within thirty (30) days of the Landlord or the Landlord's qualifying relative moving into the property as their primary residence.*

<b>Richmond Property Address</b>	<hr/> <p>Street Address                      Unit #                      Zip Code</p>
<b>Landlord/Property Owner Information</b>	Landlord/Property Owner's Name: _____ Landlord/Property Owner's Mailing Address: _____ Landlord/Property Owner's Phone Number: _____ Landlord/Property Owner's Email Address: _____
<b>Occupant Information</b>	1. Has the Landlord/Property Owner recovered possession of the Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No  2. Is the Owner or Relative for whom the tenancy was terminated currently occupying the Rental Unit as their Primary Residence? <input type="checkbox"/> Yes <input type="checkbox"/> No  3. Of the options below, which best describes the current occupant of the Rental Unit?  <input type="checkbox"/> Landlord/Property Owner <input type="checkbox"/> Relative of the Landlord/Property Owner  Name of current occupant: _____
<b>Supporting Documentation</b>	For the Landlord/Property Owner or relative named in the notice of termination of tenancy, you must attach at least <b>one</b> form of supporting documentation associated with the current occupant from at least <b>two</b> of the categories specified below (e.g. one form of supporting documentation from Category A and one from Category B.) <u>Please redact confidential information from the supporting documentation prior to filing this form with the Rent Board.</u> 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.  <input type="checkbox"/> 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  <input type="checkbox"/> 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  <i>(continued on next page)</i>

	<input type="checkbox"/> 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
<b>Indicators of Primary Residency</b>	<ol style="list-style-type: none"> <li>1. Have the current occupant's personal possessions been moved into the unit?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</li>   <li>2. If the current occupant is the owner's relative for whom the tenant was evicted, are they paying rent for the unit?   <input type="checkbox"/> Yes, the current rent for the unit is: \$ _____  <input type="checkbox"/> No  <input type="checkbox"/> Not Applicable, because the unit is occupied by the owner.</li>   <li>3. Are the utilities installed at the unit under the occupant's name?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</li>   <li>4. If the unit is owner-occupied, has the owner claimed a homeowner's tax exemption for a different property? <input type="checkbox"/> Yes      <input type="checkbox"/> No</li>   <li>5. Is the occupant registered to vote at another address? <input type="checkbox"/> Yes      <input type="checkbox"/> No</li>   <li>6. Has the current occupant filed a U.S. Postal Service Change of Address form?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</li>   <li>7. Is the property the place where the current occupant normally returns to as their home, exclusive of military service, hospitalization, vacation, or travel that is necessitated by employment? <input type="checkbox"/> Yes      <input type="checkbox"/> No</li> </ol>
<b>Declaration &amp; Signature</b>	<p>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 also acknowledge that the Rent Board will make all reasonable efforts to send a copy of this Statement of Occupancy to the tenant(s) within 30 days of filing, and if it is not filed by the due date, the Rent Board will make all reasonable efforts to send the tenant(s) a notice that it was not timely filed.</p> <p>Signature of Landlord/Property Owner: _____ Date: _____</p> <p>Printed Name: _____</p>