

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 19, 2022

Final Decision Date Deadline: January 19, 2022

**STATEMENT OF THE ISSUE:** Statement of the Issue: At the November 17, 2021 Regular Meeting of the Richmond Rent Board, the Board adopted Regulation 425, titled, "Waiver of Delinquent Residential Housing Fee Assessment. As required by Regulation 425, the Executive Director of his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord's reason for requesting the waiver and their payment history. Attached to this recommendation, for the month of December, 2021, are the compiled late fee waiver requests and associated documentation.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** APPROVE late fee waiver(s) for December 2021 pursuant for Regulation 425 - Rent Program (Nicolas Traylor/510-620-6564).

AGENDA ITEM NO:

**F-5.**

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To: Members of the Richmond Rent Board  
 From: Nicolas Traylor, Executive Director  
 Re: Late Fee Waiver Recommendation  
 Date: January 19, 2022

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director of his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord’s reason for requesting the waiver and their payment history. Attached to this recommendation are the compiled late fee waiver requests and associated documentation including the table below with details on each month’s request.

Summary of Late Fee Waiver Requests and Recommendation for December 2021:

Property Owner	Date of Request	Reason for Request	Recommendation to Approve or Deny	Late Fee Amount	Total Late Fees Waived if Approved	Recommended Late Fee Amount (if any)
Oscar Onofre Catalan	12-17-21	Owner claims he is new owner and did not receive invoice	Lower late fee from 50% to 10% penalty level	\$638 (50% penalty level)	\$510.40	127.60 (10% penalty level)

Good Cause and Late Payment History

Regulation 425 requires a showing of Good Cause prior to waiving any late fee assessment. Good Cause is defined as the taking of reasonable efforts, while acting with due diligence to remit timely payment of the Residential Rental Housing Fee. In other words, it is an evaluation of whether the Landlord took reasonable efforts and acted with due diligence in their attempt to pay the Residential Rental Housing Fee. Regulation 425 guides this inquiry by requiring the Executive Director evaluate applicable enumerated factors (Attachment 1) prior to making a determination of whether there exist Good Cause to grant the request. Finally, Regulation 425 establishes that a Rent Program billing error would always constitute Good Cause to waive the late fee assessment.

Claim of “Good Cause”

In his request, dated December 17, 2021, (Attachment 2) property owner of 1719 Bissell Ave. (duplex), Oscar Onofre Catalan, indicated that the reason for paying late was that he was a new owner and therefore did not receive an invoice. Upon investigating this claim, staff found the following:

- 1) Mr. Onofre Catalan initially completed a Property Enrollment form for 1719 Bissell Ave. (Attachment 3) in October of 2019, listing the rental address (1719 Bissell Ave.) as his business mailing address, resulting in the Rental Housing Fee invoice being sent to the rental property. It wasn't until December 17, 2021 that Mr. Onofre Catalan updated the mailing address to his personal address by submitting an Amended Enrollment form (Attachment 4).
- 2) Mr. Onofre Catalan is not a new owner. He has been the owner of 1719 Bissell Ave. since 2014 (see Attachment 5- ParcelQest report).
- 3) Mr. Onofre Catalan came to the Rent Program office in October 2019 and met with former Rent Program Services Analyst, Philip Verma to discuss Owner Move-In options. According to the Trak-iT notes (see Attachment 6) Mr. Verma mentioned to the owner that he needed to register his tenancies and pay his fees as soon as possible or he would accumulate late fees. According to Mr. Verma's notes, the owner stated that he would stop by later to enroll the property. However, Mr. Onofre Catalan did not return to enroll the property.

### Payment History

Where a requestor has made timely payments in the prior two (2) fiscal years, their request shall be ministerially granted. Such requests do not require a showing of Good Cause and are not subject to the provisions of Regulation 425 (D) and Regulation 425 (E). Regulation 435 (D) and (E), provide the factors required when making a determination of good cause.

In this case, Mr. Onofre Catalan had not made timely payments in the prior two fiscal years. In fact, the only occurrence in which the Rental Housing Fee was paid for fiscal year 2017-18. Therefore, Mr. Onofre Catalan's late fee waiver request cannot be granted ministerially and without a claim of Good Cause. This is the first time that Mr. Onofre Catalan has requested a late fee waiver.

### Evaluation of Owner's Claim of Good Cause

Mr. Onofre Catalan's claim of Good Cause that he was a new owner and therefore did not receive an invoice is incorrect because he is not a new owner. Mr. Onofre has owned 1719 Bissell Ave. since 2014. Furthermore, Rent Program records show that Mr. Onofre Catalan was aware of the requirement to enroll his property since December 2019. Records also indicated that Mr. Onofre Catalan was aware of the requirement to pay the Rental Housing Fee since 2017, since he paid the Rental Housing Fee that year. Finally, Mr. Onofre Catalan's claim that he did not receive an invoice was not caused by a staff billing error. When Mr. Onofre Catalan submitted the Property Enrollment form in October of 2019, he indicated that all invoices should be sent to the rental property address. Therefore, the owners request cannot be granted ministerially and cannot be granted in full.

### Staff Recommendation

Based on research conducted by Rent Program staff showing the Landlord's prior awareness of the requirement to pay the Rental Housing Fee, that he was not a new owner, that he submitted in December of 2019 a completed Property Enrollment form indicating the rental property as the business address to send the invoice to and because timely payment was not received in the last two fiscal years, staff recommend cannot waive the late fee in full ministerially. However, staff recommend a partial waiver of the late fees at the 10% assessment for several reasons.

The first is that Mr. Onofre Catalan has not filed a waiver request in the past and made a good faith effort to come into compliance by paying all past Rental Housing Fees and filing an Amended Enrollment form prior to requesting a waiver of late fees. The second reason is that it is reasonable to assume that he may have in good faith incorrectly listed the rental property address as the address to send the Rental Housing Fee to. This is evidenced by other City of Richmond records, showing that he correctly listed his personal address as the business address to send invoices to for his Business License Tax.

At the time of the late fee waiver request on December 17, 2021, Mr. Onofre Catalan had accrued a late fee amount of \$638 at the 50% late fee amount for being over 90 days late (Attachment 7). Because Mr. Onofre Catalan paid the base Rental Housing Fee amount of \$1,712 on December 15, 2021, if approved by the Rent Board at the 10% penalty level, the total late fees due would be \$127.60, with \$510.40 in late fees waived.

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## Request to Remove Late Fees

Property Owner Name: \_\_\_\_\_

FRJC #: \_\_\_\_\_

Property Owner Phone Number or Email: \_\_\_\_\_

The Property Owner has requested the removal of late fees on their account totaling \$ \_\_\_\_\_ for the following reason:

- New Owner, did not receive invoice
- Wrong Mailing Address
- Owner believed property was exempt from the Rent Ordinance
- Financial hardship, caused by circumstances beyond the Landlord's control, such as natural disaster, destruction or major damage to the Rental Property not due to the Landlords actions, bankruptcies and disputes over ownership of the property.
- Hospitalizations or medical treatments of the Landlord or Landlord's family during the fee billing period, or a death in the family within the fee billing period
- The landlord was billed for a fewer number of units because of errors in property records maintained by the Rent Program where the error was not attributable to information supplied by the Landlord. The penalties are waived only for unbilled units; the billed units should be paid on time.
- A previously enrolled property was not billed as a result of staff error.
- An invalid or erroneous account number was assigned, which resulted in billing errors or improper crediting of payments by the landlord.
- The determination of whether or not the property was subject to the Ordinance required an analysis through the existing Administrative Determination of Exempt Status process. Penalties will be waived only while the determinations pending. If the Landlord raised the issue requiring administrative determination, penalties will be waived only from the date of the first written contact with the Board in which the issue was raised. Waiver of penalties will not be granted if the staff determines that the issue raised is already settled and/or has no substantial merit. If the issue was raised by Rent Board staff, the waiver period commences on the date on which the administrative determination was requested by the staff. In all situations in which a determination was requested, the waiver period terminates when the Landlord is notified of the determination regarding the status of his/her property.
- The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic and the resulting hardship led to non-payment of the Rental Housing Fee. In this case, the property owner must declare under penalty of perjury, in detail, how COVID-19 has impacted their business (i.e. how many month's tenants didn't pay rent, illness in the family or self, etc.)
- Other: \_\_\_\_\_

### Declaration & Signature:

I declare under penalty of perjury under the laws of the State of California that every statement in this Late Fee Waiver Request is true and correct to the best of my knowledge and belief.

Signature of Landlord/Property Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

### Rent Program Staff Use Only:

This request has been conditionally granted by the Rent Board, provided the owner pays the Rental Housing Fee before \_\_\_\_\_.

Executive Director Signature: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Request to Remove Late Fees**

Property Owner Name: Oscar Onofre Catalan

FRJC #: RC540170016

Property Owner Phone Number or Email: pmillanc@Icloud.com

The Property Owner has requested the removal of late fees on their account totaling \$ 638<sup>00</sup>  
for the following reason:

- New Owner, did not receive invoice
- Wrong Mailing Address
- Owner believed property was exempt from the Rent Ordinance
- Financial hardship, caused by circumstances beyond the Landlord's control, such as natural disaster, destruction or major damage to the Rental Property not due to the Landlords actions, bankruptcies and disputes over ownership of the property.
- Hospitalizations or medical treatments of the Landlord or Landlord's family during the fee billing period, or a death in the family within the fee billing period
- The landlord was billed for a fewer number of units because of errors in property records maintained by the Rent Program where the error was not attributable to information supplied by the Landlord. The penalties are waived only for unbilled units; the billed units should be paid on time.
- A previously enrolled property was not billed as a result of staff error.
- An invalid or erroneous account number was assigned, which resulted in billing errors or improper crediting of payments by the landlord.
- The determination of whether or not the property was subject to the Ordinance required an analysis through the existing Administrative Determination of Exempt Status process. Penalties will be waived only while the determinations pending. If the Landlord raised the issue requiring administrative determination, penalties will be waived only from the date of the first written contact with the Board in which the issue was raised. Waiver of penalties will not be granted if the staff determines that the issue raised is already settled and/or has no substantial merit. If the issue was raised by Rent Board staff, the waiver period commences on the date on which the administrative determination was requested by the staff. In all situations in which a determination was requested, the waiver period terminates when the Landlord is notified of the determination regarding the status of his/her property.
- The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic and the resulting hardship led to non-payment of the Rental Housing Fee. In this case, the property owner must declare under penalty of perjury, in detail, how COVID-19 has impacted their business (i.e. how many month's tenants didn't pay rent, illness in the family or self, etc.)
- Other: \_\_\_\_\_

**Declaration & Signature:**

I declare under penalty of perjury under the laws of the State of California that every statement in this Late Fee Waiver Request is true and correct to the best of my knowledge and belief.

Signature of Landlord/Property Manager: *Oscar Onofre Catalan*

Date: 12/17/21

Printed Name: Oscar Onofre Catalan

**ITEM F-5  
ATTACHMENT 2**

**Staff Use Only:**

This request has been conditionally granted by the Rent Board, provided the owner pays the Rental Housing Fee before \_\_\_\_\_.

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

Executive/Deputy Director Signature / Staff Initials

Date



Programa de Renta de la Ciudad de Richmond  
FORMULARIO DE INSCRIPCIÓN INICIAL DE LA PROPIEDAD DEL 2018  
Este formulario se puede llenar en línea en [www.richmondrent.org/enroll](http://www.richmondrent.org/enroll)

Se debe completar un formulario de inscripción por separado para cada paquete con al menos una unidad de alquiler (Regulación 402)  
SI ESTA PROPIEDAD NO ES UN ALQUILER, POR FAVOR LLAME AL 510-234-RENT (7368)

**Estado de la propiedad de bienes (Requerido)**

Dirección de la calle de la propiedad en alquiler: 1719 Bissell Ave  
Ciudad: Richmond Estado: CA Código Postal 94801  
Número de Parcela: 540-170-016

¿Tiene la persona o entidad a quien fue dirigido este correo título de la propiedad anterior?  
 SÍ → por favor, complete los pasos A-D  
 NO → por favor, introduzca la información del nuevo propietario a continuación (si se conoce) y envíe este formulario al Programa de Renta de Richmond (la dirección está en la parte inferior izquierda de esta página)

**Información del nuevo propietario**

Nombre (nombre y apellido): \_\_\_\_\_ Número de teléfono: \_\_\_\_\_  
Dirección postal: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

**A: ¿Quién tiene el título de la propiedad? (Requerido)**  
  
*TODOS los propietarios deben estar en el título; adjunte hojas adicionales si es necesario, si hay más de 2 propietarios*

**Información del propietario núm. 1**

Nombre (nombre y apellido): Oscar Onofre % de la propiedad: 100  
Dirección de Negocios: 1719 Bissell Ave  
Ciudad: Richmond Estado: CA Código Postal: 94801  
Número de Teléfono de Negocio: \_\_\_\_\_ Correo Electrónico de Negocios: \_\_\_\_\_

Si el dueño es un fideicomiso, corporación de responsabilidad limitada, una corporación o alianza empresarial, introduzca el nombre del fideicomisario, el miembro de la administración, el director general o la persona responsable, a continuación.  
Nombre: \_\_\_\_\_ Título: \_\_\_\_\_

**Información del propietario núm. 2**

Nombre (nombre y apellido): \_\_\_\_\_ % de la propiedad (si hubiera): \_\_\_\_\_  
Dirección de Negocios: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Número de Teléfono de Negocio: \_\_\_\_\_ Correo Electrónico de Negocio: \_\_\_\_\_

Si el dueño es un fideicomiso, corporación de responsabilidad limitada, una corporación o alianza empresarial, introduzca el nombre del fideicomisario, el miembro de la administración, el director general o la persona responsable, a continuación.  
Nombre: \_\_\_\_\_ Título: \_\_\_\_\_

**B: ¿A quién autoriza a firmar los documentos del Programa de Renta por usted? (Opcional)**

**AUTORIZAR A UN AGENTE O A UN ADMINISTRADOR DE LA PROPIEDAD (OPCIONAL)**

Declaración: Yo soy el dueño de la propiedad identificada anteriormente. Por la presente, autorizo y nombro al siguiente agente, para completar y ejecutar, bajo pena de perjurio, los formularios de inscripción, terminación del arrendamiento y aumento de renta del Programa de Renta de Richmond para esta propiedad. Estoy de acuerdo en estar obligado por cada documento presentado por esta persona en la misma medida, como si yo mismo hubiera completado el documento y ejecutado, bajo pena de perjurio para mí mismo.

Nombre de la empresa (si existe): \_\_\_\_\_ Nombre del agente: \_\_\_\_\_  
Dirección de Negocio: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Número de Teléfono de Negocio: \_\_\_\_\_ Correo Electrónico de Negocios: \_\_\_\_\_

Firma del propietario (requerido): \_\_\_\_\_

VAYA A PÁGINA 2 ↓

RICHMOND RENT PROGRAM  
OCT 24 2019 PM 1:02

**C: Correo del Programa de Renta**

¿Dónde le gustaría que le enviemos las declaraciones y las notificaciones del Programa de Renta? (Marque UNO)

Dirección de correo de la empresa del propietario número uno

Dirección de correo de la empresa del propietario número dos

Dirección de correo de la empresa del agente autorizado o del administrador de la propiedad

¿Le gustaría usted que agregáramos su correo electrónico a nuestra lista de servicios del Programa de Renta?  SÍ  NO

**D: ¿Cuál es el estado de cada vivienda de alquiler? (Requerido)**

Número total de viviendas: 2

Indique su tipo de propiedad (Marque uno)

Multi-unidad (2+ unidades) construidas ANTES del 1 de febrero de 1995

Múltiples unidades (2+ unidades) construidas DESPUÉS del 1 de febrero de 1995

Casa unifamiliar o condominio

Alojamiento en régimen de alojamiento y pensión o SRO (ocupación de una sola habitación) Propiedad de alquiler

Cualquier pequeña unidad de vivienda pequeña permitida construida de conformidad con la Ordenanza de la segunda unidad pequeña de la Ciudad de Richmond (RMC 15.04.810).

Otro: \_\_\_\_\_

Consulte la tabla que se presenta a continuación para aclaraciones sobre el Código de estado de la unidad

Dirección de la Vivienda	Código de estado de la unidad LISTA TODO LO QUE APLICA Vea códigos abajo	Fecha en el que comenzó el contrato de arrendamiento (día/mes/año)
1234 Main Street (ejemplo)	CR	12/1/2011
#1 1719 BISSSELL AVE	CR	2014-2019
#2 1719 BISSSELL AVE	CR	2018-2019

Si la propiedad tiene más de 5 viviendas, complete la Sección D (Parte 2)

**Códigos de estado de la vivienda**

[SEC 8] Viviendas en alquiler subvencionadas por el gobierno: Subsidio de la Sección 8 (basadas en el proyecto o en el inquilino)

[LIHTC] Viviendas en alquiler subvencionadas por el gobierno: Deducciones fiscales de vivienda por bajos ingresos (LIHTC, por sus siglas en inglés)

[GOVT. OTH.] Viviendas en alquiler subvencionadas por el gobierno: Otra forma de subsidio, especificar: \_\_\_\_\_

[BMR] Propietario/promotor entró en un acuerdo regulador con una agencia gubernamental que restringe la cantidad del alquiler o renta que se puede cobrar

[CR] Actualmente alquilado

[AFR] Disponible para alquiler pero no se alquila

[NAR] No disponible en alquiler; no va a estar en el mercado de alquiler, en ningún período, entre el 1 de julio de 2018 y el 30 de junio de 2019

[OWN OCCPD] Ocupado por un dueño de registro

[RENT FREE] La unidad está ocupada por un inquilino en virtud de un acuerdo en el que no se cobra renta o cualquier otra cosa otorgada en lugar de renta para el uso y la ocupación de la unidad de alquiler

[OTROS] Especificar: \_\_\_\_\_

**Declaración y Firma**

La persona que firma a continuación declara, por el presente documento, bajo pena de perjurio, bajo las leyes del estado de California, que lo anterior es verdadero y correcto.

Este formulario ha sido completado y firmado por (marque uno):

Propietario en Título  Administrador de la propiedad o agente autorizado

Firma: Ch Ch Escribir: Oscar Orozco

Fecha (dd/mm/aaaa): 10 / 24 / 2019

Programa de Renta de la Ciudad de Richmond  
FORMULARIO DE INSCRIPCIÓN DE PROPIEDAD ENMENDADO  
Este formulario puede ser completado en línea en richmondrent.org/enroll



Complete este formulario para cualquier cambio en el estado de una unidad previamente inscrita en la propiedad, o para cualquier cambio en la propiedad, administración o dirección postal de esta propiedad.

**Dirección de la Propiedad de Alquiler**  
 Dirección de la Propiedad de alquiler: 1719 BISSELL AVE.  
 Ciudad: RICHMOND Estado: CA Código Postal: 94801  
 Número de Parcela: 540-170-016

**A: Cambio de Propiedad**  
**Información del Propietario 1 (Individuo, Fideicomiso, LLC, etc.)**  
 Nombre (primero, apellido): Oscar Onofre Catalan Propiedad % : \_\_\_\_\_  
 Dirección postal de la Empresa: [REDACTED]  
 Ciudad: San Pablo Estado: CA Código Postal: 94806  
 Número de Telf. de la Empresa: [REDACTED] Correo Electrónico de la Empresa: [REDACTED]  
 Escriba el nombre del fideicomisario, miembro directivo, director general o responsable a continuación si el Propietario es un fideicomiso, una sociedad de responsabilidad limitada, una corporación o una sociedad comercial.  
 Nombre: \_\_\_\_\_ Título: \_\_\_\_\_  
**Información del Propietario 2 (Individuo, Fideicomiso, LLC, etc.)**  
 Nombre (primero, apellido): Patricia Millan Propiedad % (si la hay): \_\_\_\_\_  
 Dirección postal de la Empresa: [REDACTED]  
 Ciudad: San Pablo Estado: CA Código Postal: 94806  
 Número de Telf. de la Empresa: [REDACTED] Correo Electrónico de la Empresa: [REDACTED]  
 Escriba el nombre del fideicomisario, miembro directivo, director general o responsable a continuación si el Propietario es un fideicomiso, una sociedad de responsabilidad limitada, una corporación o una sociedad comercial.  
 Nombre: \_\_\_\_\_ Título: \_\_\_\_\_

**B: Autorizar a un Agente o Administrador de la Propiedad**  
 Declaración: Soy el propietario de la Propiedad identificada arriba. Por la presente autorizo y designo al siguiente agente para que complete y ejecute, bajo pena de perjurio, los formularios de Inscripción en el Programa de Renta de Richmond, Terminación de la Tenencia y Aumento del Alquiler de esta Propiedad. Acepto estar obligado por cada documento presentado por esta persona en la misma medida que si yo mismo lo hubiera completado y ejecutado bajo pena de perjurio.  
 Nombre de la empresa (si la hay): \_\_\_\_\_ Nombre del agente: \_\_\_\_\_  
 Dirección postal de la Empresa: \_\_\_\_\_  
 Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
 Número de Telf. de la Empresa: \_\_\_\_\_ Correo Electrónico de la Empresa: \_\_\_\_\_  
 Firma del propietario/a (requerida): \_\_\_\_\_



**C: Cambio de Dirección Postal**  
 Complete esta sección si desea cambiar la dirección a la que se envían las facturas y otra correspondencia. Si hay varios propietarios o un administrador de la propiedad, DEBE ELEGIR ÚNICAMENTE UN nombre y dirección para recibir toda la correspondencia del Programa de Renta.  
 Propietario/a  Administrador de la Propiedad o Agente autorizado  
 Nombre (primero, apellido): Oscar Onofre Catalan  
 Dirección postal de la Empresa: 1719 BISSELL AVE.  
 Ciudad: RICHMOND Estado: CA Código Postal: 94801  
 Número de Telf. de la Empresa: [REDACTED] Correo Electrónico de la Empresa: [REDACTED]

PASAR A LA PAGINA 2 ↓

**ITEM F-5  
ATTACHMENT 4**

**D:**  
**Cambio de Estado de la Unidad**

Complete un formulario de inscripción de propiedad si es la primera vez que inscribe una propiedad.

Complete esta sección cuando agregue o cambie el estado de cualquier unidad en esta propiedad (APN).

Este formulario debe completarse y la tarifa debe pagarse dentro de los 30 días posteriores a la fecha en que se alquila la unidad para evitar la imposición de una multa.

Número total de unidades de vivienda: 2

Dirección de la Unidad	Código de estado de la unidad ENUMERE TODO LO QUE SE APLICA <i>Ver los códigos a continuación</i>	Fecha de inicio del alquiler (dd/mm/aaaa)
171912 Bisset Street (Ejemplo)	CR	01/01/2018

**Códigos de estado de la vivienda**

[SEC 8] Viviendas de alquiler subvencionadas por el gobierno: Sección 8 Subsidio (basado en el proyecto o en el inquilino)

[LIHTC] Viviendas de alquiler subvencionadas por el gobierno: Créditos fiscales para viviendas de bajos ingresos (LIHTC, por sus siglas en inglés)

[GOVT. OTH.] Viviendas de alquiler subvencionadas por el gobierno: Otras formas de subsidio especificar \_\_\_\_\_

[BMR] El propietario/desarrollador firmó un acuerdo regulador con un organismo gubernamental que restringe el monto del alquiler que se puede cobrar

[CR] La unidad está actualmente alquilada

[AFR] La unidad está disponible para el alquiler pero no está alquilada

\*[NAR] La unidad no está disponible para el alquiler; no estará en el mercado de alquiler en ningún período durante el año 1 de julio - 30 de junio

\*[OWN OCCPD] La unidad está ocupada por un propietario de registro

\*[RENT FREE] La unidad es ocupada por un inquilino en virtud de un acuerdo en el que no se cobra alquiler ni nada que sustituya al alquiler por el uso y la ocupación de la unidad de alquiler

[NEW UNIT] Una unidad adicional que no existía en esta propiedad cuando se inscribió inicialmente.

[OTROS] Especifique: \_\_\_\_\_

*\*Para reclamar este estatus de unidad, debe tener una determinación administrativa aprobada. Por favor, póngase en contacto con el Programa de Renta para obtener más información.*

**Declaración y Firma**

El abajo firmante declara bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que lo anterior es cierto y correcto.

Este formulario ha sido completado y firmado por (marque uno):

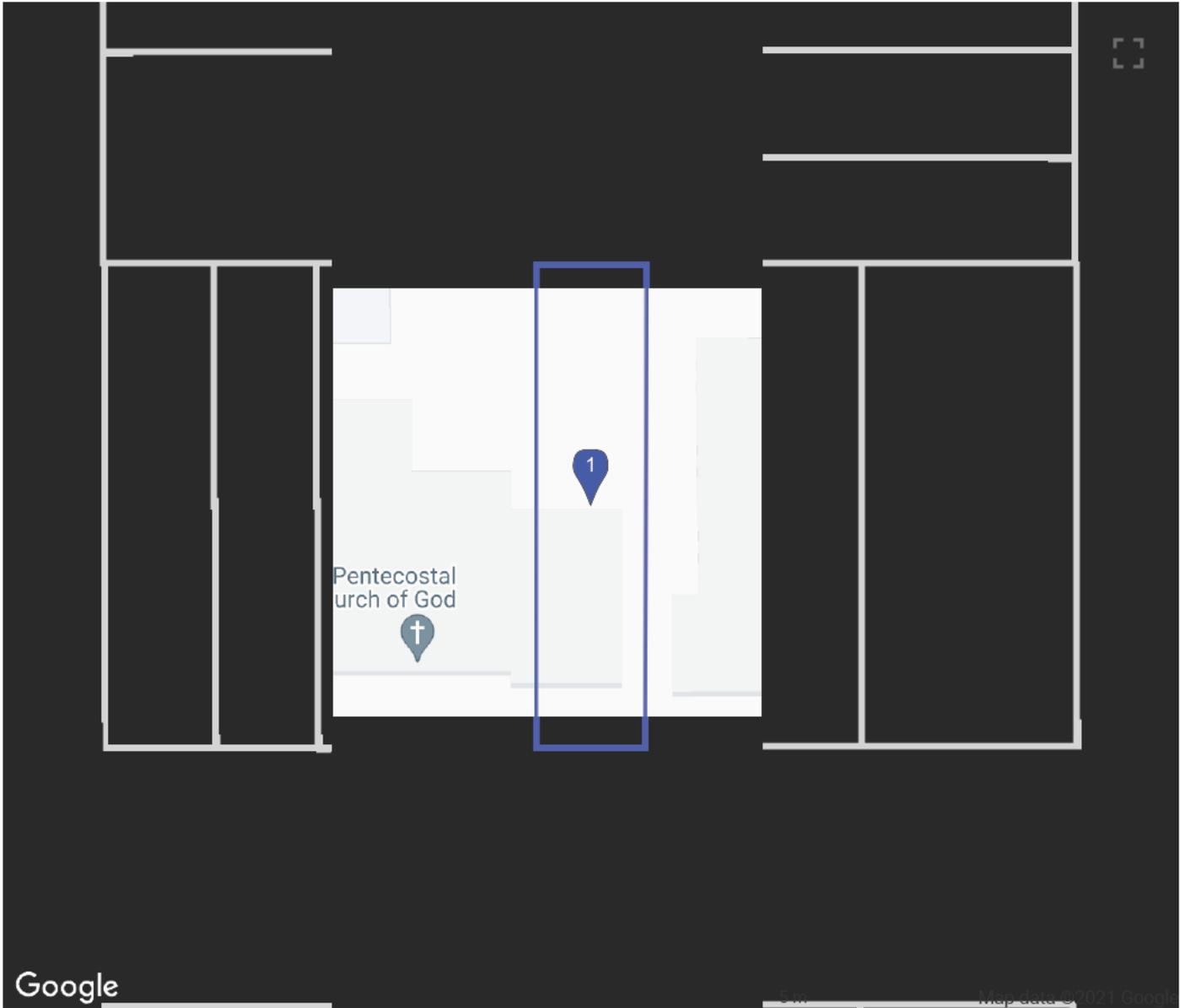
Propietario/a del Título

Administrador de la Propiedad o Agente autorizado

Firma: *[Signature]*

Nombre en letra de imprenta: Oscar Onofre Catalan

Fecha (dd/mm/aaaa): 12 / 17 / 21



Google

© 2015 ParcelQuest www.parcelquest.com (888) 217-8999

Map data © 2021 Google



LIST 1  
DETAIL

1 Property Address 1719 BIELL AVE RICHMOND CA 94801 3633

**Ownership**

County **CONTRA COSTA, CA**  
 Assessor: **GUS KRAMER, ASSESSOR**  
 Parcel # (APN) **540 170 016 5**  
 Parcel Status:  
 Owner Name **CATALAN OSCAR ONOFRE CARRANZA PATRICIA MILLAN**  
 Mailing Address: [REDACTED]  
 Legal Description **CITY OF RICHMOND 25 79**

**Assessment**

Total Value: <b>\$299,226</b>	Use Code: <b>21</b>	Use Type: <b>RESID. MULTIPLE FAMILY</b>
Land Value <b>\$177,649</b>	Tax Rate Area <b>008 133</b>	County Zoning
Impr Value: <b>\$121,577</b>	Year Assd: <b>2021</b>	Census Tract: <b>3770.00/1</b>
Other Value	Property Tax	Price/ qFt <b>\$181 12</b>
% Improved: <b>40%</b>	Delinquent Yr:	
Exempt Amt	HO Exempt <b>N</b>	

**Sale History**

	Sale 1	Sale 2	Sale 3	Transfer
Document Date	<b>08/26/2014</b>	<b>10/10/2008</b>	<b>07/16/2008</b>	<b>05/21/2018</b>
Document Number:	<b>143324</b>	<b>222471</b>	<b>158096</b>	<b>79170</b>
Document Type	<b>GRANT DEED</b>	<b>GRANT DEED</b>		
Transfer Amount:	<b>\$269,500</b>	<b>\$68,500</b>		
eller (Grantor)				

**Property Characteristics**

Bedrooms: <b>4</b>	Fireplace:	Units:
Baths (Full) <b>2</b>	A/C	ories
Baths (Half):	Heating:	Quality:
Total Rooms <b>10</b>	Pool	Building Class
Bldg/Liv Area: <b>1,488</b>	Park Type: <b>GARAGE</b>	Condition: <b>AVERAGE</b>
Lot Acres <b>0 064</b>	paces <b>1</b>	ite Influence
Lot SqFt: <b>2,825</b>	Garage SqFt: <b>275</b>	Timber Preserve:
Year Built <b>1909</b>		Ag Preserve
Effective Year: <b>1919</b>		

**Chronology Actions**

**FY 2021-2022 FRJC INVOICE**

	Type of Action Action By	Action Date	Completion Date
RC17-43926	1719 BISSELL AVE 1 FY 2021-2022 FRJC INVOICE RAMONA HOWELL	7/6/2021	7/6/2021
	<b>NOTES:</b> (06/28/2021 07:34:03 PM RH1) 2022 FRJC Invoice Sent (CRW) System Generated		
RC17-25967	1719 BISSELL AVE 2 FY 2021-2022 FRJC INVOICE RAMONA HOWELL	7/6/2021	7/6/2021
	<b>NOTES:</b> (06/28/2021 07:34:03 PM RH1) 2022 FRJC Invoice Sent (CRW) System Generated		

**MEETING**

	Type of Action Action By	Action Date	Completion Date
RC540170016	MEETING PHILIP VERMA	10/24/2019	10/24/2019
	<b>NOTES:</b> (10/24/2019 1:10:28 PM PV) Action Created (PV) LL came in wanting to do OMI on one unit. In the system, one unit was listed as HO exempt.. mailing address was same as property and AEC trakit says mail had been returned but LL said this is the right address. Had not enrolled or registered tenancies or paid past FYs except 2016-17. Completed enrollment but did not pay or do tenancy reg, will come back later to do that. I told him he may accumulate late fees if he doesn't pay soon.  Discussed OMI restrictions and requirements, downstairs unit has long-term tenant w disability but he wants to move in w mom who is over 62. Also says he hasn't done rent increases - will come back to calculate those after he confirms base rent for tenancy reg.		

**PETITION MAILED**

	Type of Action Action By	Action Date	Completion Date
RC17-43926	1719 BISSELL AVE 1 PETITION MAILED CYNTHIA SHAW	8/3/2018	8/3/2018
	<b>NOTES:</b> (9/12/2018 3:08:25 PM CS3) Action Created		

**PHONE CALL**

	Type of Action Action By	Action Date	Completion Date
RC17-43926	1719 BISSELL AVE 1 PHONE CALL MAGALY CHAVEZ	4/4/2018	4/4/2018
	<b>NOTES:</b> (4/4/2018 4:10:44 PM MC1) Action Created		

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City of Richmond Rent Program  
440 Civic Center Plaza, Richmond CA 94804  
(510)-234-RENT (7368)  
www.richmondrent.org

# STATEMENT

Statement Date	Reference Number
01-12-2022	[REDACTED]
Amount Due Now	
638.00	

**Property Owner/Landlord Mailing Address**

Onofre Oscar  
[REDACTED]  
San Pablo, CA 94806

FRJC Registration#: [REDACTED]

Invoice Date	Description	Comments	Amount	Amount Due	Paid Amount	Date Paid	Receipt No
07-26-2017	RC17-43926 / 1719 BISSELL AVE 1		145.00		145.00	03-19-2018	B010
11-07-2018	RC17-43926 / 1719 BISSELL AVE 1		207.00		207.00	12-15-2021	MULTI12389
07-15-2019	RC17-43926 / 1719 BISSELL AVE 1		0.00				
08-20-2019	RC17-43926 / 1719 BISSELL AVE 1		212.00		212.00	12-15-2021	MULTI12389
06-26-2020	RC17-43926 / 1719 BISSELL AVE 1		219.00		219.00	12-15-2021	MULTI12389
04-02-2021	RC17-43926 / 1719 BISSELL AVE 1		103.50	103.50			
04-02-2021	RC17-43926 / 1719 BISSELL AVE 1		106.00	106.00			
04-02-2021	RC17-43926 / 1719 BISSELL AVE 1		109.50	109.50			
06-30-2021	RC17-43926 / 1719 BISSELL AVE 1		0.00				
07-01-2021	RC17-43926 / 1719 BISSELL AVE 1		218.00		218.00	12-15-2021	MULTI12389
10-24-2019	RC17-25967 / 1719 BISSELL AVE 2		0.00				
10-24-2019	RC17-25967 / 1719 BISSELL AVE 2		207.00		207.00	12-15-2021	MULTI12389
10-24-2019	RC17-25967 / 1719 BISSELL AVE 2		212.00		212.00	12-15-2021	MULTI12389
06-26-2020	RC17-25967 / 1719 BISSELL AVE 2		219.00		219.00	12-15-2021	MULTI12389
04-02-2021	RC17-25967 / 1719 BISSELL AVE 2		103.50	103.50			
04-02-2021	RC17-25967 / 1719 BISSELL AVE 2		106.00	106.00			

1 to 30 Days Past Due	31 to 60 Days Past Due	61 to 90 Days Past Due	91 to 120 Days Past Due	Over 120 Days Past Due
				\$638.00

If you would like to pay your bill in full using your credit card, go to our secure payment page. You must login using the Contractor/Landlord portal to pay fees  
<https://etrakit.ci.richmond.ca.us>

Statement Total: **\$638.00**

One Time Credit Card Payment Authorization	
Visa or MasterCard Only	
Cardholder Name:	Phone #:
Billing Address:	Zip:
Card: [REDACTED]	EXPIRATION DATE: [REDACTED] CVC Code [REDACTED]
Signature: [REDACTED]	Date: [REDACTED] Authorization Amount: \$ [REDACTED]
<p>Make Checks Payable and REMIT TO:</p> <p><b>City of Richmond</b> c/o Finance Department 450 CIVIC CENTER PLAZA P.O. Box 4046 RICHMOND, CA 94804 <i>Return this form with your payment</i></p>	<p>Reference Number: R [REDACTED] Statement Date: 01-12-2022 Customer name: Onofre Oscar Amount Due Now: 638.00</p> <p><small>Do not staple check to invoice include the Reference number on all correspondence it helps us serve you better.</small></p>

If you sent your payment, please disregard this notice, as our letters may have crossed in the mail.  
For additional information contact the City of Richmond Rent Program: 440 Civic Center Plaza  
Richmond, CA 94804, phone (510)-234-RENT (7368), or [www.richmondrent.org](http://www.richmondrent.org)

**CITY OF RICHMOND**

**Rent Program**

Onofre Oscar

San Pablo, CA 94806

**ITEM F-5  
ATTACHMENT 7**

**STATEMENT**

Statement Date

01-12-2022

Reference Number

[REDACTED]

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Invoice Date	Description	Comments	Amount	Amount Due	Paid Amount	Date Paid	Receipt No
04-02-2021	RC17-25967 / 1719 BISSELL AVE 2		109.50	109.50			
06-30-2021	RC17-25967 / 1719 BISSELL AVE 2		0.00				
07-01-2021	RC17-25967 / 1719 BISSELL AVE 2		218.00		218.00	12-15-2021	MULTI12389
				<b>638.00</b>			