

How to File a Notice of Termination of Tenancy with the Richmond Rent Program

March 31, 2023

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City of Richmond
Rent Program

Workshop Overview

WHAT ARE THE STEPS FOR SUBMITTING A NOTICE OF TERMINATION OF TENANCY WITH THE RENT PROGRAM?

Before Filing

- Just Cause for Eviction Protections
- Exemptions
- Compliance

What to Submit to the Rent Program

- Termination of Tenancy Notice
- Warning Notices
- Proof of Service

How to File the Notice of Termination of Tenancy

- Notice Filing Requirement (2 business days)
- Rent Program Website
- Mail or In-Person

Before You File: Who Is Required To File a Notice of Termination of Tenancy?

- ▶ **Both** “[fully-covered](#)” and “[partially-covered](#)” properties must file a Notice of Termination of Tenancy with the Richmond Rent Program.
- ▶ **Exempt** properties do not need to file a copy of the Notice of Termination of Tenancy with the Rent Program. Exempt properties include:
 - (a) permitted ADUs where the owner resides in the main house
 - (b) room rentals when the landlord shares their kitchen or bathroom with the tenant
 - (c) non-profit homes for the elderly
 - (d) short-term rentals (less than 14 days)
- ▶ If you are uncertain about the status of your property, whether “fully-covered” or “partially-covered,” you may contact the Richmond Rent Program at 510-234-RENT (7368) to speak with a housing counselor or visit our [website](#).

Before Filing: Compliance

- ▶ Landlord requirements from the Richmond Rent Ordinance:
 - ▶ Forms:
 - ▶ (a) [Property Enrollment](#) (both fully and partially covered units)
 - ▶ (b) [Tenancy Registration](#) (fully covered units only)
 - ▶ Payment of the [Rental Housing Fee](#)
 - ▶ [Business License](#)
- ▶ ***If*** the Landlord files a Notice of Termination of Tenancy without complying with the Landlord regulations enumerated in the Richmond Rent Ordinance, ***then*** the violation may be asserted as an affirmative defense by the tenant in the Unlawful Detainer (the eviction proceeding).

What to Submit to the Rent Program:

- ▶ Notice of Termination of Tenancy (3-,10-,14-,30-, and 60-day Notices)
 - ▶ [Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance](#)
 - ▶ [Richmond Urgency Ordinance 13-22](#)
 - ▶ [CA Civil Code 1161](#)
 - ▶ [CA Civil Code 1946.1](#)
 - ▶ Any other applicable laws
- ▶ [Proof of Service](#)
- ▶ Written Warning Notice: Breach of Lease, Nuisance, or Failure to Give Access
- ▶ View our workshop “[Understanding Evictions in Richmond](#)” on our [workshops](#) webpage.

Proof of Service

- Proof of Service is required by law
- Document swearing under penalty of perjury that the notice was delivered
- Protection for the Landlord

MAIL: Placing the documents, enclosed in a sealed envelope with first-class postage fully paid, into a US Postal Service Mailbox, addressed as follows:

[PRINT NAME AND ADDRESS AS SHOWN ON ENVELOPE OF EACH PARTY]

Declaration: I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement and form is true and correct.

Signature: _____ Date: _____
Name: _____
First M.I. Last
Address: _____
E-mail: _____ Phone: _____

How to Submit a Notice

- ▶ Within 2 business days after serving the tenant, the Landlord must provide the Rent Program a copy of the Notice Termination of Tenancy with Proof of Service.
- ▶ *If* the property has 5 or fewer units, *then* the Landlord may submit either through our website, by mail, or in-person to the Rent program at:

Richmond Rent Program
440 Civic Center Plaza, Suite 200
Richmond, CA 94804
- ▶ *If* the property has over 5 units, *then* the Landlord **MUST** deliver a copy of the notice of Termination to Tenancy and Proof of Service through our website.
([Regulation Chapter 10.1001](#))



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- COVID-19 Rental Related Information
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- Tenants
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- Rent Increase
- Termination of Tenancy +
- Rent Board

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Richmond Rent Program



Rent Program Mission Statement

The Rent Program was established in January 2017 following approval of the Richmond Fair Rent, Just

Calendar

- Wed, Apr 19**
[Regular Rent Board Meeting](#)
- Wed, May 17**
[Regular Rent Board Meeting](#)
- Mon, May 29**
[Rent Program Holiday Closure- Memorial Day](#)
- Wed, Jun 21**
[Regular Rent Board Meeting](#)

[View All Events](#)

Hi 🌞, I



FILE A COPY OF TERMINATION OF TENANCY NOTICE

(Includes 3-Day Notice to Pay Rent or Quit or Notices to Perform Covenant or Quit) and Proof of Service



Written Warning Notice

If the Landlord is terminating tenancy due to the Tenant's breach of the lease, if the Tenant is causing a nuisance, or is failing to give access to the Rental Unit, the Landlord *MUST* provide the tenant with a *Written Warning Notice BEFORE* they can proceed to terminate tenancy. The Written Warning Notice must give the Tenant an opportunity to fix the issue(s) described in the Warning Notice, and the Landlord must provide a reasonable amount of time for the Tenant to comply (RMC 11.100.050(d)).



Written Warning Notice



Landlords are encouraged to refer to the document below, which contains an instruction sheet and Written Warning Notice Template. Landlords are welcome to use their own notice; however, the Template provided below meets all of the requirements of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

[Written Warning Notice \(Spanish/English Version\)](#)

[Written Warning Notice \(English Version Only\)](#)

Termination of Tenancy Procedure

1. Create and/or Sign In to your City of Richmond web account: [Sign in or Create a Web Account.](#)
2. Enroll. Complete a [Property Enrollment form](#) for each property with at least one Rental Unit, and [Tenancy Registration forms](#) for all tenancies in a Controlled Rental Unit (if required). For more information about Property Enrollment and Tenancy Registration, please visit the [Enrollment and Registration webpage.](#)
3. Serve the Tenant Notification of Termination of Tenancy. Sample templates are available using the links below; Landlords may use their own notice as long as it includes the information covered in the template. *Remember: if the just cause for eviction is substantial repairs, owner move-in, or withdrawal from the rental market, the tenant MUST be served the Notice of Entitlement to Relocation Assistance and the requisite Tenant Assertion Forms, all of which are provided in the templates.*
4. Within two (2) business days after service on the Tenant, complete the online Notification of Termination of Tenancy form: [Notification of Termination of Tenancy](#) and include a [Proof of Service.](#) Alternatively, for properties with five (5) units or fewer, a copy of the notice of termination of tenancy and proof of service may be filed by mailing a hard copy to the City of Richmond Rent Program, 440 Civic Center Plaza, Suite 300



Agenda Docs



COR Connect



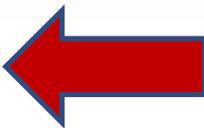
Employment



Project & Bids

Rental Property Information

Rental Property Assessor Parcel Number (APN)*



Parent Street Address (associated with the Parent APN above)*

City*

State*

Zip*

Rental Unit Information and Just Cause for Eviction or Termination of Tenancy

Please include all tenants on the lease.

OPTIONAL: To File Notice of Termination of Tenancy (includes Three Day Notices to Pay Rent or Quit or Notices to Perform Covenant or Quit) on More Than Five (5) Rental Units

No file chosen

If a Landlord seeks to file a notice of termination of tenancy on more than five (5) Rental Units, they may list ALL Rental Units and Unit # or Unique Address in a separate Excel sheet and upload it below. Please note: only sheets in Excel format that match and include ALL fields identified below will be accepted. (Alternatively, this online form may be completed and submitted multiple times.)

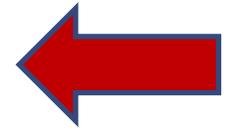
Rental Unit # or Unique Address*

Tenant Name(s) (First, Last)*

Notice Expiration Date:*

Date by which the Tenant shall comply with the notice.

Please indicate the applicable Just Cause for Eviction.*



Tenant's Phone Number (if known)

Tenant's Email Address (if known)

Rental Unit # or Unique Address

Tenant Name(s) (First, Last)

Notice Expiration Date

Date by which the Tenant shall comply with the notice.

Please indicate the applicable Just Cause for Eviction.





Agenda Docs



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Project & Bids

11.100.050 (a)(7) (Withdrawal from the Rental Market) of the Richmond Municipal Code (RMC 11.102.030(b)).

Written Warning Notices for Breach of Lease, Nuisance, or Failure to Give Access

If the Landlord seeks to terminate tenancy for Breach of Lease (RMC 11.100.050(a)(2), Nuisance (RMC 11.100.050(a)(3), or Failure to Give Access (RMC 11.100.050(a)(4), a written warning notice must be served by the Landlord within a reasonable period prior to serving a notice to terminate tenancy. The written warning notice shall inform the Tenant that a failure to cure may result in the initiation of eviction proceedings (RMC 11.100.050(d)).

Supporting Documentation

No file chosen

For any termination of tenancy for Breach of Lease, Nuisance, or Failure to Give Access, please upload ONE PDF file including all copies of any written warning notice(s) served to the tenant(s) prior to termination of tenancy.



Copies of Notice(s) of Termination of Tenancy and Proof(s) of Service

Copy of Termination of Tenancy Notice(s) (including Three Day Notices to Pay Rent or Quit and Notices to Perform Covenant or Quit) and Proof(s) of Service*

No file chosen

Please upload ONE or MULTIPLE PDF file(s) containing a copy of (1) all termination of tenancy notice(s) that will be served on the Tenant(s) identified above and (2) a completed Proof of Service form with time and date of service for EACH notice served. PLEASE NOTE that any notice of termination of tenancy served for a "no-fault" cause, including Substantial Repairs, Owner Move-In, or Withdrawal from the Rental Market, shall include the completed Notice of Entitlement to Temporary or Permanent Relocation Payment (RMC 11.102.040(a)). This form is available in the Notice Templates below. Please carefully review the template which corresponds to the cause for eviction or termination of tenancy.



Additional PDF files (if necessary)

No file chosen

Additional PDF files (if necessary)

No file chosen

Additional PDF files (if necessary)

No file chosen

Additional PDF files (if necessary)

Hi 🙌, how can I

Signature

First Name*

Last Name*

Street Address*

Apt #

City*

State*

Zip*

Phone*

Email*

Date*

Signature Verification*

By checking this box, you certify this is your valid signature for all legal purposes.

Form Resubmission?

Check this box if you are resubmitting this form to correct an error.

protected by reCAPTCHA

[Privacy](#) - [Terms](#)



THANK YOU!

Richmond Rent Program

510-234-RENT (7368)

rent@ci.richmond.ca.us

Or

Visit us at:

www.richmondrent.org