

**CITY OF RICHMOND RENT PROGRAM- NOTICE OF RENT INCREASE**

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804

(510) 234-RENT (7368) | [www.richmondrent.org](http://www.richmondrent.org) | rent@ci.richmond.ca.us



**90- DAY NOTICE OF ANNUAL GENERAL ADJUSTMENT  
(RENT INCREASE) \***

**DISCLAIMER:** *The attached form is a template example Landlords may, but are not required to, use to notify Tenants of the Annual General Adjustment (AGA) rent increase as required by law. Please visit [www.richmondrent.org](http://www.richmondrent.org) or call (510) 234-RENT (7368) to review Landlord responsibilities and Tenant rights.*

**Purpose:** This form may be used by a Landlord to notify the Tenant of the Annual General Adjustment Rent Increase and Rent Adjustment Petition Increase Award (if any). Pursuant to RMC 11.100.060(s)(1), a Proof of Service shall be included with this notice and filed with the Rent Program within 10 business days of after service on the Tenant.



Tenancies that began on or after September 1, 2022, are NOT eligible for any Annual Adjustment rent increase. Application of the 2023 Annual General Adjustment rent increase may not take effect prior to September 1, 2023.

**Tenant(s) Name(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Apt/Unit #*

*Richmond, CA* \_\_\_\_\_  
*Zip Code*

**AWARDED RENT ADJUSTMENT PETITION INCREASE USE ONLY:**

*Disregard this section if no Rent Program Decision was rendered for a Rent Adjustment Petition that was filed for this Rental Unit. Please complete the section, "YOU ARE HEREBY NOTIFIED" regardless of no petition being filed.*

A hearing was held for Petition No.: \_\_\_\_\_ where a decision was rendered effective,

(Month/Day/Year) \_\_\_\_\_ and a Rent Increase was awarded of \$ \_\_\_\_\_ per month.

**YOU ARE HEREBY NOTIFIED**, effective (Month/Day/Year) \_\_\_\_\_ your rent will increase by \$ \_\_\_\_\_ (Line 1 on MAR Calculator) for a total of \$ \_\_\_\_\_ (Line 4 on MAR Calculator) per month.

**Declaration:** I certify that this property is in compliance with all provisions of the City of Richmond's Fair Rent, Just Cause Eviction, and Homeowner Protection Ordinance, and City of Richmond Relocation Ordinance, including, but not limited to, payment of all applicable fees and penalties.

Landlord/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/Agent Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*Per California Civil Code 827(b), a notice to increase rent by 10% (during any 12-month period) or less requires a 30-Day written notice of rent increase. A notice to increase rent by more than 10%, either by itself or combined with any other rent increase in the 12-months prior to the effective date of the increase, requires a 90-Day notice of rent increase. If a rent increase notice is served by mail, the required notice period must be extended by an additional five days.*

## MAXIMUM ALLOWABLE RENT CALCULATOR

DISCLAIMER: This resource applies to rent-controlled units only. Information has not been verified by staff.

**Announcing the 2023 Annual General Adjustment ("AGA") 3.0%**  
**(Rent increase may take effect on or after September 1, 2023)**

### STEP 1: ENTER THE CURRENT RENT

Enter the Rent in effect on August 31, 2023:

### STEP 2: CALCULATE THE MAXIMUM ALLOWABLE RENT

This number represents the amount you may increase rent by:

***Multiply the Rent in effect August 31, 2023 by 0.03***

(if the tenancy began on or after September 1, 2022, no AGA may be applied yet)

LINE 1

This number represents the **Maximum Allowable Rent**

***(YOU MAY CHARGE UP TO THIS AMOUNT, BUT YOU MAY NOT EXCEED THIS AMOUNT):***

LINE 2

### STEP 3: DETERMINE THE RENT INCREASE AMOUNT

In general, Landlords may decide how much of a rent increase they wish to impose at any one time (so long as the resulting rent increase does not exceed the Maximum Allowable Rent).

Enter the Tenant's Current Monthly Rent:

LINE 3

Enter the New Rent to be charged:

LINE 4

This number represents the percent by which rent will be increased:

LINE 5

***BE ADVISED: You may be required to provide a 90-Day Notice, per California Civil Code 827, if this rent increase combined with any other rent increase in the last 12-months is more than 10%.***

**Questions?**

**Contact the Richmond Rent Program**

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**CITY OF RICHMOND RENT PROGRAM**

440 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804  
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**PROOF OF SERVICE**

I am a resident of \_\_\_\_\_ County. I am and was, at the time of service, over eighteen (18) years of age. On \_\_\_\_\_ (DATE), at \_\_\_\_\_ (TIME), I served one copy of the attached documents:

\_\_\_\_\_

(identify documents being served)

**BY: (Check appropriate box)**

**PERSONAL SERVICE:** Delivering the documents in person to the following individual(s): [PRINT NAME OF EACH PARTY SERVED]

\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_