

HOW TO ENSURE YOUR RESIDENTIAL RENTAL PROPERTY IS IN COMPLIANCE WITH THE RICHMOND RENT ORDINANCE



City of Richmond Rent Program

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Presented by: Monica Bejarano, Senior Management Analyst

OVERVIEW OF TOPICS COVERED

Introduction of the
Richmond Rent Ordinance
and Rent Program

Properties Subject to the
Richmond Rent Ordinance

Rent Control and Just
Cause for Eviction
Protections

Enrollment & Registration

Residential Rental Housing
Fee

Review of City of Richmond
FY 2023-2024 Fees
Applicable to Rental
Properties

Compliance Checklist



RENT PROGRAM MISSION STATEMENT

The Rent Program was established in January 2017 following approval of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (“Richmond Rent Ordinance”) by a majority of Richmond voters in November 2016.

The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return.



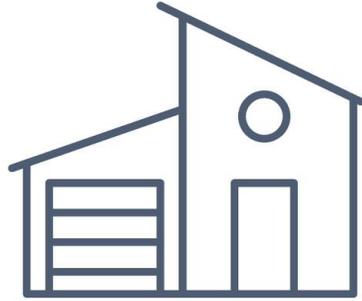
RENT PROGRAM SERVICES

Adoption of the Rent Ordinance led to the creation of a new Rent Program in 2017. Services provided by the Rent Program are as follows:



- ❖ Comprehensive counseling on the Rent Ordinance, Relocation Ordinance, and applicable State law
- ❖ Referrals to Community Legal Service Providers
- ❖ Targeted Outreach to Tenants and Landlords Involved in the Termination of a Tenancy for Just Cause to Evict
- ❖ Administration of the Rent Adjustment Petition Process
- ❖ Hosting Monthly Community Education Workshops
- ❖ Facilitating Monthly Meetings of the Richmond Rent Board
- ❖ Billing and Collection of the Rental Housing Fee





**PROPERTIES SUBJECT TO THE
RENT ORDINANCE**



WHICH PROPERTIES ARE COVERED TO THE RICHMOND RENT ORDINANCE

Fully Covered
("Controlled Rental
Units"): Rent Control
and Just Cause for
Eviction Protections



- ✓ Multi-Unit Properties built on or before February 1, 1995

Partially Covered: **Only**
Just Cause for Eviction
Protections
(Not Rent-Controlled)



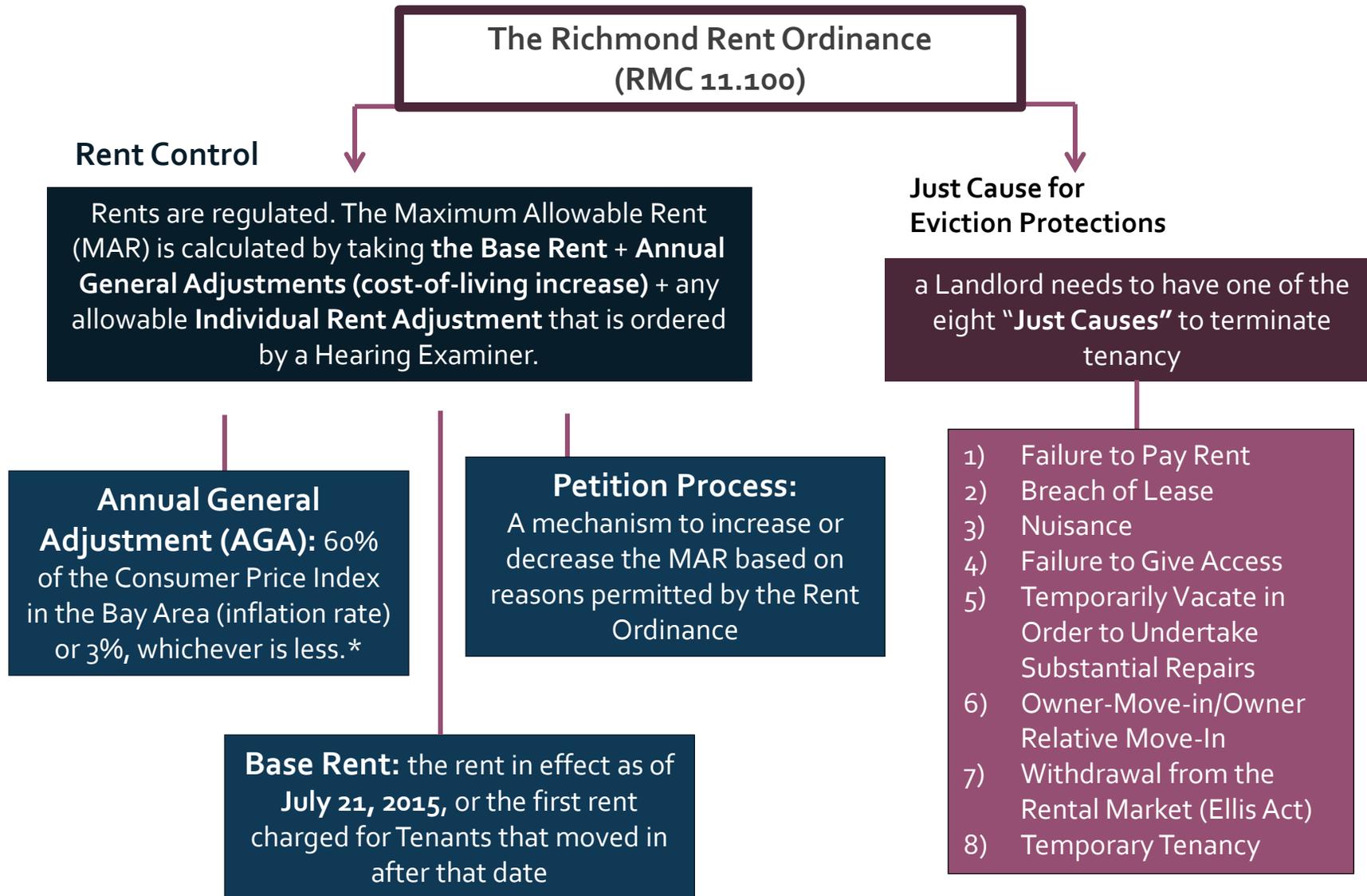
- ✓ Subsidized Units, including Section 8 Tenancies
- ✓ Properties with one dwelling unit on one parcel
- ✓ Condominiums
- ✓ "New Construction" constructed after February 1, 1995*

*Costa Hawkins requires units be permitted with a certificate of occupancy (i.e., permits are final, and unit is fit for residential habitation).

Fully Exempt: No Rent
Control and no Just
Cause for Eviction
Protections



- ✓ Landlord and Tenant share kitchen and/ or bath
- ✓ Single family homes where a permitted ADU was added, and the main house is owner- occupied.
- ✓ Retirement Homes

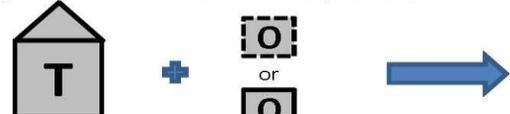


*Due to the passage of [Measure P](#) during the 2022 General Election, the AGA is no longer calculated at 100% CPI but rather, 60% of CPI or 3%, whichever is lower.

ACCESSORY DWELLING UNITS (ADUs)

Accessory Dwelling Units (ADUs) and the Rent Ordinance



<p>If the main house is the owner's primary residence and the 2nd unit is a permitted ADU, then...</p>  <p>the ADU is exempt from rent control & just cause¹</p>
<p>If the main house is the owner's primary residence and the 2nd unit is not permitted, then...</p>  <p>the 2nd unit is under rent control & just cause</p>
<p>If both units are tenant-occupied and the 2nd unit is a permitted ADU, then...</p>  <p>- the main house is under rent control & just cause - the ADU is under just cause only²</p>
<p>If both units are tenant-occupied and the 2nd unit is not permitted, then...</p>  <p>both units are under rent control & just cause</p>
<p>If the main house is tenant-occupied and the 2nd unit is owner-occupied, then...</p>  <p>the main house is under rent control & just cause</p>

Key

O = owner-occupied (*primary residence*)
T = tenant-occupied

-  main house
-  permitted ADU
-  unpermitted 2nd unit

Note: all units are exempt from rent control if built after 1995

For more information on ADU requirements, contact the Planning Division at (510) 620-6706

For more information on Rent Control and Just Cause, contact the Rent Program at (510) 234-RENT (7368)

References
 1. RMC 11.100.040 (2)
 2. RMC 11.100.030 (d)(5)

www.richmondrent.org

ENROLLMENT & REGISTRATION

City of Richmond Rent Program Enrollment Form:

This form may be completed online at richmondrent.org/enroll. A Property Enrollment Form must be completed for each parcel with at least one Rental Unit (Regulation 402).

**City of Richmond Rent Program
PROPERTY ENROLLMENT FORM**

This form may be completed online at richmondrent.org/enroll

A separate enrollment form must be completed for each parcel with at least one Rental Unit (Regulation 402)
IF THIS PROPERTY IS NOT A RENTAL, PLEASE CALL 510-234-RENT (7368)

Property Ownership Status <i>(Required)</i>	Rental Property Street Address: _____ City: _____ State: _____ ZIP: _____ Parcel Number: _____ Does the person or entity to whom this mailing was addressed hold title to the property above? <input type="checkbox"/> YES → please complete Steps A-D <input type="checkbox"/> NO → please enter the New Property Owner's information below (if known) and send this form back to the Richmond Rent Program (address located on the bottom left of this page) New Property Owner's Information Name (first, last): _____ Phone Number: _____ Mailing Address: _____ City: _____ State: _____ ZIP: _____
A: Who holds title? <i>(Required)</i> <i>ALL Owners must be on title; attach additional sheets as</i>	Owner 1 Information (Individual, Trust, LLC, etc.) Name (first, last): _____ Ownership % : _____ Bus. Mailing Address: _____ City: _____ State: _____ ZIP: _____ Bus. Phone Number: _____ Bus. Email Address: _____ Enter the name of the trustee, managing member, CEO or responsible party below if the Owner is a trust, LLC, corporation or business partnership. Name: _____ Title: _____

**City of Richmond Rent Program
TENANCY REGISTRATION FORM**

Complete this form online at www.richmondrent.org/enroll



REQUIREMENT TO REGISTER Landlords **MUST FILE** this form for **EACH EXISTING TENANCY** and re-submitted for new tenancies or complete turnover of **Original Occupants***. DO NOT COMPLETE THIS FORM FOR GOVERNMENTALLY SUBSIDIZED, SINGLE-FAMILY HOME/ CONDO, AND NEW CONSTRUCTION TENANCIES OR DUE TO THE ADDITION OF ROOMMATES TO AN EXISTING TENANCY.

**Per The Regulations of the Richmond Rent Board Chapter 7, original occupant includes any Tenant in the Rental Unit, with the Landlord's knowledge, that was residing in the unit on or before July 21, 2015, or when the Landlord last established an initial rent for the unit.*

A: Enter Basic Rental Unit Information
 Rental Property Street Address: _____
 Unit #: _____ # of Bedrooms: _____

B: Enter Tenancy Information
(List the names of all Tenants named in the Rental Agreement or that moved in within one month of the original Occupants with the Landlord's knowledge)

PLEASE NOTE: Civil Code 1947.7(g) ensures the confidentiality of tenant names and other tenant information in accordance with the Information Practices Act of 1977. All tenant information supplied on this form will be treated as confidential information in accordance with the Information Practices Act of 1977. To comply with Civil Code 1947.7(g) and Richmond Rent Board Regulation 402, **Tenant names must be provided.**

Tenant Name (first, last): _____
 Tenant Name (first, last): _____

City of Richmond Rent Program Tenancy Registration Form:

This form may be completed online at richmondrent.org/enroll. Landlords must file a Tenancy Registration Form for each existing tenancy and re-submitted for new tenancies or complete turnover of Original Occupants.

Tenancy Registration is **ONLY** Required for Fully Covered Units (those that fall under rent control).

Property Enrollment & Tenancy Registration Procedures

Please complete, print, and file the applicable forms with the Richmond Rent Program using one of the following methods:



By Mail:

Mail to the City of Richmond Rent Program, located at 440 Civic Center Plaza, Suite 200, Richmond, CA 94804- ATTN: Billing & Registration Unit



In-Person:

Deliver to the Rent Program, located on the 2nd Floor of 440 Civic Center Plaza, Richmond, CA 94804



E- Mail:

Email your form(s) to the Rent Program at rent@ci.richmond.ca.us.

Importance of Enrollment, Tenancy Registration, and Payment of the Rental Housing Fee

- **Compliance is Required for Rent Increases or Evictions**

An important reason for enrolling, registering tenancies, and paying the Rental Housing Fee, is that failure to substantially comply with the applicable sections of the Rent Ordinance may prevent the Landlord from raising rents (e.g., taking AGAs) and may be an affirmative defense to an eviction lawsuit.

- **Increases Compliance**

Submitting information about rent and housing services improves compliance with the Rent Ordinance by making lawful rent levels transparent to both Landlord and Tenant. Registration is required for each new tenancy (or upon turnover of all original occupants).

- **Supports the Rent Adjustment Petition Process**

Tenancy Registration provides the Hearing Examiner with data on lawful Maximum Allowable Rent levels for units under consideration for rent adjustments. Provides Base Year rent data for rent-controlled units.

- **Bolsters Outreach Opportunities**

In the near future, Tenants and Landlords will receive an annual notice of Maximum Allowable Rent(s) and a “Guide to Rent Control in Richmond,” notifying them of vital information about their rights and responsibilities.

- **Improves the Fee Study and Billing Accuracy**

Enrollment improves the accuracy of the Rent Program’s inventory of rental units and its annual fee study. Landlords are required to enroll rental units and update the status of rental properties (for example, if a unit is now owner occupied or if a Section 8 tenant moves out and a rent-controlled Tenant moves in).

Residential Rental Housing Fee

The Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (“Richmond Rent Ordinance”) requires the City Council to adopt a Residential Rental Housing Fee, following a recommendation from the Rent Board. All Landlords subject to the Richmond Rent Ordinance are required to pay the associated Rental Housing Fee.

Fiscal Year 2023-2024 (July 1, 2022-June 30, 2024)	Fully Covered Rental Units: \$220 per unit Partially Covered Rental Units*: \$125 per unit
Fiscal Year 2022-2023	Fully Covered Rental Units: \$226 per unit Partially Covered Rental Units: \$127 per unit
Fiscal Year 2021-2022	Fully Covered Rental Units: \$218 per unit Partially Covered Rental Units: \$123 per unit
Fiscal Year 2020-2021	Fully Covered Rental Units: \$219 per unit Partially Covered Rental Units: \$124 per unit
Fiscal Year 2019-2020	Fully Covered Rental Units: \$212 per unit Partially Covered Rental Units: \$112 per unit
Fiscal Year 2018-2019	Fully Covered Rental Units: \$207 per unit Partially Covered Rental Units: \$100 per unit Governmentally Subsidized Rental Units: \$50 per unit
Fiscal Year 2016-2018	Fully Covered Rental Units: \$145 per unit Partially Covered Rental Units: \$145 per unit

**Partially Covered Rental Units includes Governmentally-Subsidized Rental Units*

CITY OF RICHMOND

FY 2023-2024 FEES APPLICABLE TO RESIDENTIAL RENTAL PROPERTIES



PROGRAM (DEPARTMENT)	AMOUNT	DUE	EXEMPTIONS	CODE CHAPTER
Business License Tax (Finance Department) (510) 620-5555	If own 1-4 units , previous calendar year total gross receipts × 1.081% or 2.880% for 5+ units + \$4.00 fee pursuant to SB 1186	March 1	Please contact Business Tax Division at 510-620-5555 / measure_u_info@ci.richmond.ca.us for possible exemptions or credits.	RMC 7.04
Residential Rental Inspection Program (RRIP) (Community Development Department, Building Division) (510) 690-8260	Registration/Processing Fee \$97.00 <i>Annual for owners of 3 or more units; every 3 yrs. for owners of 1-2 units</i> + Initial Inspection Fee (per unit, every 3yrs): \$194.00 Re-inspection Fee (per unit) \$83.00	Varies	Rental housing units that are subsidized by federal, state, or local government. Newly constructed residential rental units for a period of five years from the date of construction	RMC 6.40
Fire Prevention Services Fee (Fire Department) (510) 307-8031	Annual Fire Inspection Fee: 3-5 units: \$156 6-15 units: \$253 16-99 units: \$368 100-249 units: \$744 250-499 units: \$1,180 500+ units: \$3,375	Within 30 days of billing	Single family homes and duplexes	Fire Prevention Master Fee Schedule
Residential Rental Housing Fee Rent Control/Just Cause for Eviction (Rent Program) 510-234-RENT (7368)	Fully Covered Rental Units \$220 per unit Partially Covered & Governmentally Subsidized Rental Units \$125 per unit <i>(Through 06/30/2024)</i>	Within 35 days of billing <i>Escalating late fees added after 30 days:</i> 1-30 days late: 10% 31-60 days late: 25% > 60 days late: 50%	Permitted small second dwelling units where property owner lives in first, larger, single-family home. Rental properties where landlord lives with tenants as primary residence and shares kitchen or bathroom with tenants. Nonprofit homes for Seniors <i>(Additional exemptions may apply – See RMC 11.100.030(d))</i>	RMC 11.100



Rent Program Fees

City of Richmond FY 2023-2024 Fees Applicable to Residential Rental Properties

RICHMOND RENT PROGRAM COMPLIANCE CHECKLIST

- I have submitted a Property Enrollment form for my rental property to the Richmond Rent Program

For more information, please visit www.richmondrent.org/enroll

- I have submitted Tenancy Registration forms for each of my rental units to the Richmond Rent Program (*only applies to multi-unit dwellings [2+ units] built before February 1, 1995, and are not under any Government Subsidy [Section 8, LIHTC, etc.]*)

For more information, please visit www.richmondrent.org/enroll

- My Residential Rental Housing Fees for the Richmond Rent Program are paid

For more information, please visit <https://www.ci.richmond.ca.us/3678/Billing>

- I have an active Business License

For more information, please contact the Business License Department:

Phone: 510-620-5555

Email: measure_u_info@ci.Richmond.ca.us

Website: <https://www.ci.richmond.ca.us/66/Business-Licenses>

- I have reviewed the City of Richmond FY 2023-2024 Fees Applicable to Residential Rental Properties

For more information, please visit <https://www.ci.richmond.ca.us/3679/Fees>

We recommend to contact each City of Richmond department to ensure compliance with any associated fees.

**THANK
YOU!**

Questions?

Contact the Richmond Rent Program

(510) 234-RENT (7368)

rent@ci.richmond.ca.us

Or visit our website at:

www.richmondrent.org