

CITY OF RICHMOND RENT PROGRAM

440 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us



DISCLAIMER: The attached form is a template Landlords may use to notify Tenants of the Annual General Adjustment (AGA) rent increase as required by law. Please visit www.richmondrent.org or call (510) 234-RENT (7368) to review Landlord responsibilities and Tenant rights.

30-DAY NOTICE OF ANNUAL GENERAL ADJUSTMENT (RENT INCREASE)

Purpose: This form may be used by a Landlord to notify the Tenant of the Annual General Adjustment Rent Increase. 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 two business days after service on the Tenant.



CAUTION: Tenancies that began on or after September 1, 2017, are NOT currently eligible for any Annual General Adjustment rent increases.

Tenant's Name(s): _____

Street Address

Apt/Unit #

Richmond, CA

Zip Code

YOU ARE HEREBY NOTIFIED, effective (Month/Day/Year) _____ your

rent will increase by \$ _____ (Line 12 on reverse side) for a total of

\$ _____ (Line 9 on reverse side) per month. *Per California Civil Code Section 827(b), this date MUST be at least 30 days from the date this notice was delivered for month-to-month tenancies (an additional five (5) days must be added if the notice is mailed)*

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, including, but not limited to, payment of all applicable registration fees and penalties.

Landlord/Agent Signature: _____ Date: _____

Landlord/Agent Name: _____

Email: _____ Phone: _____

NOTE: APPLICATION OF THE 2018 ANNUAL GENERAL ADJUSTMENT RENT INCREASE MAY NOT TAKE EFFECT PRIOR TO SEPTEMBER 1, 2018. IF YOU HAVE ANY QUESTIONS, CALL (510) 234-RENT (7368) TO SPEAK WITH A RENT PROGRAM ANALYST.

MAXIMUM ALLOWABLE RENT CALCULATOR ON REVERSE →

MAXIMUM ALLOWABLE RENT (MAR) CALCULATOR

DISCLAIMER: This resource applies to rent-controlled units only. Information has not been verified by City staff.
 Questions? Please call (510) 234-RENT (7368).

STEP 1: ENTER THE BASE RENT

The Base Rent is the rent in effect as of July 21, 2015, or the first rent charged for Tenants that moved in after July 21, 2015.

LINE 1	Enter the Base Rent :	
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STEP 2: CALCULATE THE MAXIMUM ALLOWABLE RENT

The Annual General Adjustment is equal to 100% of the Consumer Price Index and is adopted annually by the Rent Board. In order to be eligible to apply the Annual General Adjustment rent increase for a given year, the Tenant must have resided in the unit prior to September 1 of the prior year.

LINE 2	If the Tenant moved into the Rental Unit prior to September 1, 2015, multiply the amount in Line 1 by 0.03 (Line 1 x 0.03): <i>(if the tenancy began on or after September 1, 2015, enter "0")</i>	
LINE 3	Add the amounts in Lines 1 and 2 (Line 1 + Line 2):	
LINE 4	If the Tenant moved into the Rental Unit prior to September 1, 2016, multiply the amount in Line 3 by 0.034 (Line 3 x 0.034): <i>(if the tenancy began on or after September 1, 2016, enter "0")</i>	
LINE 5	Add the amounts in Lines 3 and 4 (Line 3 + Line 4):	
LINE 6	If the Tenant moved into the Rental Unit prior to September 1, 2017, multiply the amount in Line 5 by 0.036 (Line 5 x 0.036): <i>(if the tenancy began on or after September 1, 2017, enter "0")</i>	
LINE 7	Add the amounts in Lines 5 and 6 (Line 5 + Line 6): <i>This number represents the Maximum Allowable Rent</i>	

STEP 3: DETERMINE THE RENT INCREASE AMOUNT

Whether or not a Landlord chooses to apply the Annual General Adjustment rent increase in a given year does NOT change the Maximum Allowable Rent. Landlords may recover deferred Annual General Adjustment rent increases at a later date in accordance with Rent Board Regulation 602.

LINE 8	Enter the Tenant's current monthly rent:	
LINE 9	Enter the new rent to be charged: NOT TO EXCEED LINE 7	

STEP 4: CHECK FOR COMPLIANCE WITH RENT BOARD "BANKING" REGULATION

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 level does not exceed the Maximum Allowable Rent); however, the percentage rent increase cannot exceed the current year's Annual General Adjustment rent increase plus up to five percent (5%) of any deferred rent increases.

LINE 10	Enter the new rent to be charged: (copy the number entered in Line 9)	
LINE 11	Enter the Tenant's current monthly rent: (copy the number entered in Line 8)	
LINE 12	Subtract the amount in Line 11 from Line 10 (Line 10 - Line 11):	
LINE 13	Divide the amount in Line 12 by Line 11 (Line 12 ÷ Line 11):	
LINE 14	Multiply the amount in Line 13 by 100 (Line 13 x 100): <i>This number represents the percent by which rent will be increased.</i>	



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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: _____