



CITY OF RICHMOND HOUSING AUTHORITY

ADMINISTRATIVE OFFICE
330 - 24TH STREET • Richmond, CA 94804
(510) 621-1300 Voice • (510) 237-5230 FAX

TO LANDLORDS: (PRINT CLEAR AND USE BLACK INK)

ADDRESS OF UNIT: _____

CROSS STREETS: _____

SCHOOLS: ELEMENTARY _____ MIDDLE _____ HIGH _____

CONTACT PERSON/s (PRINT CLEAR AND USE BLACK INK)

NAME: _____

TELEPHONE #: _____

AVAILABLE DATE: _____

(Circle One) **UNIT TYPE:** Apartment Townhouse House Duplex Condo Triplex Fourplex

(Circle One) **NUMBER OF BEDROOMS:** Studio 1 2 3 4 5 6

NUMBER OF BATHROOMS: _____

MONTHLY RENT REQUESTED: _____ DEPOSIT: _____

UTILITIES: (Mark "T" if tenant responsible for paying or "O" if included in rent)

Water _____ Electricity _____ Heat _____ Gas _____ (Garbage is the responsibility of Owner)

FACILITIES/AMENITIES (Circle all that applies to your unit)

Handicap Unit Garage Carport Stove Refrigerator Dishwasher

Microwave Washer in the Unit Dryer in the unit Spa Pool

Washer/Dryer (Gas or Electric) Hookup Alarm System

PLEASE SIGN AND DATE BELOW:

SUBMITTED BY: _____ DATE: _____

RECEIVED BY RHA STAFF: _____ DATE: _____

RETURN FAX: (510) 237-5230

NOTE: Forms received after 11:30 am on Friday will be added to the listing for the following week. Units will remain on listing for 30 DAYS. The landlord must fill out another form in order to keep their unit on the list past 30 days. All revisions must be in writing.

