

RICHMOND RENT PROGRAM

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

(510) 234-RENT (7368) | www.richmondrent.org | rent@ci.richmond.ca.us



Initial Certification of Occupancy Following Vacancy by Tenant due to an Owner Move-In Termination of Tenancy (RMC 11.100.050(a)(6))

In accordance with City of Richmond Rent Board Regulation 1010(B)(1), a Landlord who serves a Tenant with a notice of termination of tenancy to recover possession of a Rental Unit for the purposes of moving themselves or a qualifying relative into the unit is required to complete this form and file with the Richmond Rent Board within 30 days of the Tenant moving out of the Rental Unit. Landlords must complete this form even if they have withdrawn or rescinded said notification of termination of tenancy.

Richmond Property Address	<hr/> <hr/> <p>Street Address _____ Unit # _____ Zip Code _____</p>
Landlord/Property Owner Information	<p>Landlord/Property Owner's Name: _____</p> <p>Landlord/Property Owner's Mailing Address: _____</p> <p>Landlord/Property Owner's Phone Number: _____</p> <p>Landlord/Property Owner's Email Address: _____</p> <p>When did the Tenant who vacated originally move into the Unit? (mm/dd/yyyy): _____</p> <p>Initial Rent Amount Paid by Tenant: \$ _____</p> <p>Last Rent Amount Paid by Tenant: \$ _____</p>
Declaration & Signature	<p>I certify under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <p>Signature of Landlord/Property Owner: _____ Date: _____</p> <p>Printed Name: _____</p>