



Landlord Attachment B Increase in Number of Occupants Allowed

This form must be completed for a Landlord to request up to a 15% Rent Increase for additional occupants

The Regulations of The Richmond Rent Board Chapter 9 Section 903

The Maximum Allowable Rent for a controlled rental unit may be increased by up to fifteen percent (15%) for each additional occupant above the base occupancy level, in addition to any Maximum Allowable Rent adjustment to which the Landlord is otherwise entitled. The Base Occupancy Level for a Rental Unit shall be the number of Tenants allowed by the Rental Housing Agreement as defined in Section 11.100.030(k) of the Ordinance for the unit effective July 21, 2015, or at the beginning of any subsequent tenancy established after a vacancy. No increase in the Maximum Allowable Rent for additional occupants shall be granted for any additional Tenant who is a spouse, registered domestic partner, child, grandchild, parent, grandparent, legal guardian of a child, parent of any of the Tenants, or caretaker/attendant as required for a reasonable accommodation for a person with a disability, unless the Tenants agree in writing to the specific Maximum Allowable Rent increase (if approved by the Hearing Examiner or the Rent Board).

Please provide the information requested in the chart below for each unit covered by this attachment.

Explanation of Chart (on page 2):

- Column 3 – Base Occupancy Date means the starting date of the tenancy;
- Column 4 – Base Occupancy Level means the maximum number of tenants allowed or occupying the unit as their principal residence on the base occupancy date (See Richmond Rent Board Regulation 903(A));
- Column 5 – Current Occupancy Level means the number of tenants currently occupying the unit as a principal residence;
- Column 6 – Maximum Allowable Rent is calculated as the base rent, plus all Annual General Adjustments and any individual rent adjustments granted through the Rent Adjustment Petition Process;
- Column 7 - Rent Increase Requested means the % of increase in rent being requested for one or more occupants if approved.(up to 15%/occupant).

Landlord Information	Name: _____ Phone:(_____)_____
	Business Address: _____
	City, State, Zip: _____
	Bus. Email: _____

Agent Information <i>(if applicable)</i>	Name: _____ Phone: (_____) _____
	Business Address: _____
	City, State, Zip: _____
	Bus. Email: _____

Occupancy Level Chart

1. Unit # or Defined Unit Address	2. Number of Additional Tenants	3. Base Occupancy Date <i>mm/dd/yy</i>	4. Base Occupancy Level	5. Current Occupancy Level	6. Maximum Allowable Rent	7. Rent Increase Requested
		/ /			\$	%
		/ /			\$	%
		/ /			\$	%
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