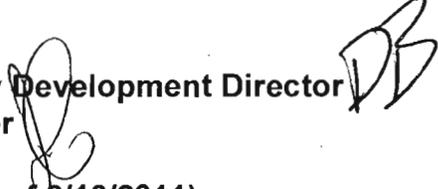


**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** David A. Bobardt, Community Development Director   
Joseph Fiss, Principal Planner

**DATE:** February 4, 2011 (CC Meeting of 2/16/2011)

**SUBJECT:** Consider Status of Rental Housing Inspection Program

**BACKGROUND**

On November 17, 2010, staff updated the City Council on the Status of the Rental Housing Inspection Program (RHIP), adopted in 2006 and applicable to all residential rental units within the City limits. A copy of the staff report is attached. The City Council asked for staff to reevaluate the program and return with alternative approaches to achieving its goal of ensuring safe rental housing in order to minimize the burden to property owners, in particular those that own only one rental unit.

**DISCUSSION**

***Issues***

The following issues have been raised as part of the current RHIP:

***Business Registration Permit Requirement:***

Currently, a Business Registration Permit is required for "any person engaged in any business" per Section 5.08.010 of the Moorpark Municipal Code. This applies to all landlords, regardless of the number of rental housing units owned in Moorpark. Through informal discussions with staff, some landlords who own only one rental unit have expressed to staff that they are not operating their rental as a traditional business venture. Some have indicated that they operate the rental at a monthly loss due to the slowdown in the real estate market, in order to not allow the home to go into foreclosure. Others have indicated that they have long-held family homes that are currently being rented, until such time as they might be re-occupied by a family member. Finally, others own other rental housing units in other cities and are truly operating their rental housing as a business. It would be impractical for staff to try to determine whether or not every person who owns only one rental unit in Moorpark is operating it as a "business" or not. All of the surveyed cities with inspection programs require a business license, registration, or tax, although Berkeley requires a license for three or more units, and Palmdale and Hayward each require a license for four or more units.

Inspection Cost:

The first year inspection fee for a single-family residence is \$180.00; for two or three unit multi-family dwellings it is \$240.00; and for four or more unit multi-family dwellings it is \$240.00 plus \$5.00 per unit. There is an additional Permit Issuance Fee of \$27.00 and an imaging fee of \$3.00. The annual renewal fee for single-family residence is \$60.00 and for multi-family dwellings the annual renewal fee is \$90.00. The initial fee for a Business Registration Certificate is \$90.00 for the certificate and \$40.00 (recently reduced to \$35.00) for annual renewals. The total RHIP fees for a typical single-family residence are \$300.00 for the first year, which includes an interior and exterior inspection, and \$100.00 for annual renewals. There has been concern that the costs of the program to landlords are excessive, although the charges have been set for cost recovery. Moorpark, Pinole, and El Cerrito have among the highest total program costs at approximately \$300.00, although Sacramento charges a Business Operations Tax, based on gross receipts.

Rights to Privacy:

Whenever a government official enters into a private home or business, there is a legitimate concern for the privacy rights of property owners and tenants. The rental inspection ordinance was carefully tailored, and approved by the City Attorney, so that inspection requirements do not exceed their stated purpose to safeguard the inventory of decent, safe, and sanitary rental housing units within the City and to protect persons entering or residing in them. Inspectors limit their inspection to check for general health and safety code requirements of the Housing Code or Health and Safety Code. The City's Rental Authorization Inspection Guide is attached as Attachment 2.

**Options**

As mentioned in the November 17, 2010 report, Camarillo, Simi Valley, and Thousand Oaks do not have RHIPs. RHIPs were proposed in Eureka, Loma Linda, and Villa Park, but were rejected by their respective City Councils. The City of El Cerrito and Richmond use a contract service to run their programs. Typical exemptions in all programs include hotel rooms, hospitals, and owner occupied dwellings. Business Registrations or Licenses of some sort are generally required with all RHIPs.

The City Council has directed staff to identify alternatives, in particular for cases where a landlord owns only one property. Staff has reviewed the rental housing programs from the Cities of Berkeley, El Cerrito, Hayward, Lancaster, National City, Palmdale, Pinole, Rancho Cordova, Richmond, and Sacramento (attached). Each of these cities approaches the issue of the provision of safe rental housing in a different way. Staff is providing the following options for City Council consideration to direct staff to draft amendments to Moorpark's ordinance:

1. **Waive the Business Registration when only one rental unit is owned by the landlord.** This option would require an amendment to the Municipal Code to create a new category under 5.08.020 (Exempt organizations, activities, persons) that would specifically exempt this type of business from Business Registration. As mentioned above, the Code requires that “any person engaged in any business” obtain a Business Registration. Business Registration is an important tool used to promote the general health, safety and welfare of the citizens by identifying business locations and operations within the city to enhance the efficient delivery of city services: including police, fire, water and wastewater services and to promote compliance with all planning, zoning, building, and all related City Ordinances and Codes. If waived, a small amount of annual revenue would be lost, as well as additional opportunities to identify those particular businesses in Moorpark. Another alternative would be to exempt landlords who already have a business registration in Moorpark (possibly under a different business name) from requiring a separate business registration for their housing rental business.
2. **Allow a “self-certification” when only one rental unit is owned by the landlord, AND, the inspection was not a result of code compliance activities.** Under a self-certification, the City would establish a set of criteria that could be checked by a landlord, for example, the existence of working smoke detectors, water heater straps, and window screens. The landlord could then file a rental inspection authorization under an “honor system”, but this would not be verified by a trained inspector. Although most landlords would comply to the best of their ability, it would be inevitable that in some cases, the documentation would not actually match the true conditions of the property. As an “honor system” program, it would be important to only allow self-certification when a landlord voluntary applies, typically, after a letter from the City. In cases where a rental unit is identified through the City’s code compliance process, a formal inspection would be appropriate, with appropriate fees and inspections, perhaps with a probationary process. This process would result in reduced costs for inspection and registration, but would not be as thorough a process as what is currently in place.
3. **Allow three years between inspections for single family homes under the current process, when the inspection was not a result of code compliance activities.** This would simplify the process for single unit landlords; however, it will increase tracking costs for the City as units come onto or drop off the registration rolls inconsistently. Additionally, costs to landlords could increase, as simple maintenance items could become full repair items over a three year period.
4. **Allow a “self-certification” for large apartment complexes and rental units in condominium complexes when they are under professional management, with annual documentation.** The City’s major apartment and condominium complexes are all under professional management and are all

generally well-maintained. Many owners of multiple units also have their properties professionally managed. A self-certification for these types of properties would operate in a similar manner to that for single-unit landlords, with the same benefits and disadvantages. Occasionally, code compliance staff will receive a complaint about hazards or maintenance within an individual unit, due to issues such as hoarding, where for example, a bad odor is noticed by a neighbor and that neighbor decides to call City staff instead of the apartment manager. Staff has been successful at achieve quick abatement of safety issues in these instances when working with the apartment managers. According to code compliance staff, unpermitted construction has not been a significant issue in the City's apartment complexes.

5. **Exempt units already inspected and approved for "Section 8" housing, with annual documentation.** This option would simplify the process for landlords that rent their units to low-income families and individuals under Section 8 of the U.S. Housing and Community Development Act of 1974. Section 8 units must undergo strict annual inspections by the Area Housing Authority, and tenant eligibility is reviewed annually. Allowing this exemption would free City resources while reducing costs to landlords that are providing affordable housing.
6. **Reduce the scope of the current inspection.** A reduced scope of inspection would result in lower fees, but it would also not be as thorough, for example, City staff could make sure that garages and sheds are not being rented for occupancy, that smoke detectors work, and that the property is maintained, but this would not ensure that all improvements are permitted.
7. **Eliminate the Rental Housing Inspection Program.** Elimination of the RHIP would result in reduced costs to landlords, but would also reduce the number of rental housing units that are inspected for safety. Minor code violations, such as smoke detectors and water heater straps, would go largely undetected, as they would not be identified unless a complaint was received. Some cases with larger violations of unpermitted construction or occupation of spaces not designed for habitation would also be undetected without an inspection program, as some of these would only be brought to the City's attention through a code-related complaint.

### **FISCAL IMPACT**

The Rental Housing Inspection Program is fully funded by inspection fees. The administration of Business Registration Permits is fully funded by Business Registration application and renewal fees.

### **STAFF RECOMMENDATION**

Direct staff as deemed appropriate.

Attachments:

1. November 17, 2011 Agenda Report (with attachments)
2. Rental Authorization Inspection Guide
3. Rental Inspection Programs
  - Berkeley
  - El Cerrito
  - Hayward
  - Lancaster
  - National City
  - Palmdale
  - Pinole
  - Rancho Cordova
  - Richmond
  - Sacramento

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** David A. Bobardt, Community Development Director  
Joseph Fiss, Principal Planner

**DATE:** October 15, 2010 (CC Meeting of 11/17/10)

**SUBJECT:** Consider Status of Rental Housing Inspection Program

On June 7, 2006 the City Council adopted Ordinance 337, creating the Rental Housing Inspection Program (RHIP) by adding Chapter 15.34 to the Moorpark Municipal Code (CC Attachment 1). The stated purpose of the ordinance is to "safeguard the inventory of decent, safe, and sanitary rental housing units within the city and to protect persons entering or residing in them by providing for annual inspection of rental housing units and associated common buildings and areas...". This program applies to all rental units within the City limits.

The 2006-2008 American Community Survey by the U.S. Census Bureau (ACS) identified 10,752 dwelling units within the City of Moorpark. Of those, 15.7 percent, or 1688 units, are identified as renter-occupied units. 1,088 units are within apartment buildings, and the remaining 600 units are single-family or duplex/triplex structures. Since the creation of the RHIP, approximately 365 rental units have been registered and inspected. Seventy-five to eighty percent of initial inspections have required remedial repairs. The majority of the issues that have been found are relatively easy to repair, such as missing/non-functioning smoke detectors, missing/inadequate water heater straps, and blocked doors and windows. Occasionally, inspections have revealed more serious problems such as substandard wiring, broken/missing heaters, illegal construction, and persons living in improper structures, such as garages. For those units that remain as rental units after the first year, there has been full compliance on paying for and obtaining annual re-inspections. Annual re-inspections are conducted by Community Development Department staff by means of exterior inspections. Staff has not identified any property maintenance issues as a result of the exterior annual re-inspections.

Once a potential rental unit is identified, a letter is sent to the property owner (CC Attachment 2). Once the owner files the proper forms, an inspection is arranged. Initial RHIP inspections are conducted by the Building Inspector, after payment of the appropriate inspection fee, business registration fee and scheduling of an inspection. The first year inspection fee for a single-family residence is \$180.00; for two or three unit multi-family dwellings it is \$240.00; and for four or more unit multi-family dwellings it is \$240.00 plus \$5.00 per unit. There is an additional Issuance Fee of \$27.00 and an imaging fee of \$3.00. The annual renewal fee for single-family residence is \$60.00 and for multi-family dwellings the annual renewal fee is \$90.00. The initial fee for a Business Registration Certificate is \$90.00 for the certificate and \$40.00 for annual renewals. The total RHIP fees for a typical single-family residence are \$300.00 for the first year, which includes an interior and exterior inspection, and \$100.00 for annual renewals.

During the interior inspection, the inspector looks for general maintenance, broken or missing windows, sound and water tight roof, rodent and insect infestation, smoke detectors, proper heating, working plumbing, water proofing in showers, proper venting and strapping of water heaters, functioning toilets, safe electrical and lighting systems, and general property maintenance. During the subsequent annual inspection, a City staff member observes the property only from public right-of-way to see if there are obvious signs of lack of maintenance and deterioration since the last inspection. If there are signs of major deterioration, the applicant is directed to pay for a complete inspection and to make any required repairs prior to issuance of the renewal.

In the past, many California cities have had inspection programs for apartment buildings, and upon resale of single-family homes. At the time that Moorpark enacted the RHIP, few cities had programs for regular inspections of all rental units, including single-family dwellings. Since 2006, several other California cities have instituted Rental Inspection Programs that include regular inspection of all rental units. The programs are similar to Moorpark's with some differences, including fees, frequency of inspection, and exemptions. The attached table (CC Attachment 2) shows a random survey of various cities and highlights of their programs. Camarillo, Simi Valley, and Thousand Oaks do not have RHIPs. RHIPs were proposed in Eureka, Loma Linda, and Villa Park, but were rejected by their respective City Councils. The City of El Cerrito and Richmond use a contract service to run their programs. Typical exemptions in all programs include hotel rooms, hospitals, and owner occupied dwellings. Business Registrations or Licenses of some sort are generally required with all RHIPs. The City Council may wish consider revising the ordinance by 1) discontinuing the annual inspections in favor of a three or five year full inspection, and/or 2) waiving the Business Registration when only one rental unit is owned by the landlord.

Honorable City Council  
November 17, 2010  
Page 3

**FISCAL IMPACT**

The Rental Housing Inspection Program is fully funded by inspection fees.

**STAFF RECOMMENDATION**

Direct staff as deemed appropriate

**Attachments:**

1. Chapter 15.34 Moorpark Municipal Code
2. RHIP Sample Mailing
3. RHIP City Comparison

## **Chapter 15.34 RENTAL HOUSING INSPECTION**

### **15.34.010 Purpose.**

The purpose of this chapter is to safeguard the inventory of decent, safe, and sanitary rental housing units within the city and to protect persons entering or residing in them by providing for annual inspection of rental housing units and associated common buildings and areas to ensure compliance with the provisions of Title 15 (Building and Construction) and Title 17 (Zoning) of the Moorpark Municipal Code. (Ord. 337 § 1 Exh. A (part), 2006)

### **15.34.020 Scope.**

The provisions of this chapter shall apply to single-family dwellings, two-family dwellings, multiple-family dwellings, second dwellings, boardinghouses, bed-and-breakfast inns, hotels, and motels as defined in Title 17. The following uses are specifically exempt from this chapter:

- A. Owner-occupied housing units not operated as boardinghouses or bed-and-breakfast inns;
- B. Second dwellings not occupied by person(s) paying rent or providing other goods or services in lieu of a rent payment;
- C. Accommodations in any hospital, extended care facility, residential care facility, convalescent home, hospice, or state-licensed community care facility;
- D. Mobilehomes within mobilehome parks;
- E. On-campus dormitories operated by secondary schools, colleges, or universities. (Ord. 337 § 1 Exh. A (part), 2006)

### **15.34.030 Rental authorization permit**

No person shall rent or lease a housing unit unless a valid rental authorization permit has been obtained. The application for a rental authorization permit shall be made on a form provided by the community development director with payment of a fee as established by resolution of the city council. The permit shall be valid for a period of one (1) year, unless revoked for cause. Renewal is the responsibility of the property owner, with an application for renewal of the rental authorization permit required to be filed at least fifteen (15) calendar days prior to expiration if the housing unit is to continue to be rented. A valid city business registration permit is also required for any person engaged in the rental of housing units. (Ord. 337 § 1 Exh. A (part), 2006)

### **15.34.040 Inspections.**

A. Prior to issuance of the initial rental authorization permit as well as each annual renewal, the community development director shall cause the subject rental housing unit(s) to be inspected for compliance with applicable municipal code sections relating to building, housing, zoning and property maintenance.

B. Inspections shall be made by appointment with the property owner. The property owner shall be responsible for making the rental housing unit(s) available for inspection. If the owner or tenant denies the city inspector access to the rental housing unit, an authorization to rent permit shall not be issued. If the rental housing unit is occupied, the city may pursue any remedy available to the city under the laws of the state of California, including but not limited to, obtaining an inspection warrant.

C. The initial inspection shall include an inspection of both the exterior and interior of the rental housing unit. Annual permit renewal inspections shall be made of the exterior of the rental housing unit, unless the exterior inspection gives evidence of possible interior violations, in which case the interior of the rental housing unit may be inspected.

D. Where inspection reveals a violation, the property owner shall be provided with a written notice describing the violation, location and a reasonable time for compliance. A rental authorization permit shall not be issued until all violations have been corrected and reinspected by the city. A reinspection fee as established by resolution of the city council shall apply. (Ord. 337 § 1 Exh. A (part), 2006)

**15.34.050 Smoke detectors required.**

At the time of the application for a rental authorization permit, the property owner shall certify that each rental housing unit has at least one (1) working smoke detector in each bedroom and one (1) working smoke detector in the area outside of the bedroom (i.e., hallway). Where required by the building code, smoke detectors shall be hard-wired with battery back-ups. All smoke detectors shall be tested by city inspectors as part of the interior inspection, when interior inspections are required. (Ord. 337 § 1 Exh. A (part), 2006)

**15.34.060 Revocation.**

A rental authorization permit may be revoked by the community development director at any time if municipal code violations are discovered on the property that make the rental housing unit unsafe or unfit for occupancy. (Ord. 337 § 1 Exh. A (part), 2006)

**15.34.070 Appeals.**

Any person aggrieved by the determination of the community development director under this chapter may appeal to the planning commission in accordance with the appeal procedures in Chapter 17.44 of this code. (Ord. 337 § 1 Exh. A (part), 2006)



# City of Moorpark

COMMUNITY DEVELOPMENT DEPARTMENT: PLANNING – BUILDING AND SAFETY – CODE COMPLIANCE

799 Moorpark Avenue, Moorpark, California 93021 (805) 517-6200 fax (805) 532-2540

<<Date>>

<<Property Owner>>

<<Street Address>>

<<City, State and Zip>>

**SUBJECT: Mandatory Rental Inspection of <<Property Address>>**

Dear <<Property Owner>>:

The City of Moorpark is contacting you at this time regarding a rental property you own within the City. All residential rentals are subject to the provisions of the City's mandatory Rental Inspection Program. This program requires that all rental housing in the City of Moorpark be inspected annually to safeguard the inventory of decent, safe and sanitary rental housing units within the City to protect the health and safety of the occupants.

To comply with the *mandatory* Rental Inspection Program you *must* complete the following:

1. The owner must complete and submit the enclosed Business Registration Permit Application.
2. The owner must complete and submit the enclosed Rental Authorization Permit Application.

These two forms *must* be submitted to the City of Moorpark along with the required fees for both the Business Registration Permit and the rental inspection itself. The total amount due for an initial Business Registration Permit and the initial rental inspection is \$300.00 for a single-family home rental. **You must submit the enclosed two applications and submit the related fees to the City of Moorpark within thirty days of the receipt of this notice.**

With the required forms and fees submitted, the property owner must sign the inspection permit application to allow the building inspector onto the property. Your property will then be subsequently inspected by the City Building Inspector at a time convenient for you. The owner or a representative must be present during the building inspection. Upon completion of the inspection, and after the resolution of any issues identified by the inspection, the property owner will be issued a Rental Authorization Permit and Business Registration Permit.

Again, this regulation applies to *all* rental properties in the City of Moorpark. However, if you feel that your property is not subject to this ordinance or if you have further questions or concerns, please call me directly at (805) 517-6230 or email me at [dlasher@ci.moorpark.ca.us](mailto:dlasher@ci.moorpark.ca.us). For your information and convenience, a rental inspection guide is enclosed.

Sincerely,

David C. Lasher  
Management Analyst

Enclosures

## ATTACHMENT 2

JANICE S. PARVIN  
Mayor

ROSEANN MIKOS  
Mayor Pro Tem

KEITH F. MILLHOUSE  
Councilmember

DAVID POLLOCK  
Councilmember

MARK VAN DAM  
Councilmember

City	Population	Year Program Established	Mandatory/ Self Certification	Approx Fee Business Lic./Reg)	Frequency of Inspections	Atypical Exemptions
Berkeley	108,119	2001	Self Certification	No initial fee. \$17.00 fee per year for all rental units	3 years	Units < 5 years old
Camarillo	66,690	No Program	-	-	-	-
El Cerrito	23,666	1991	Mandatory	\$267.00	2 years	Section 8 and units < 2 years old
Eureka	26,066	2009 (considered, but not implemented)	-	-	-	-
Hayward	153,104	1989 (revised 2003)	Mandatory	\$200.00	3.5 years or less	Typical
Lancaster	145,875	2007	Mandatory	\$170.00	0 to 3 years	Typical
Loma Linda	22,760	2007 (considered, but not implemented)	-	-	-	-
<b>Moorpark</b>	<b>37,576</b>	<b>2006</b>	<b>Mandatory</b>	<b>\$300.00</b>	<b>Annually</b>	<b>Typical</b>
National City	57,799	1996 (revised 1999 and 2006)	Mandatory	\$50.00 to \$150.00	Annually	Typical
Palmdale	152,622	2006	Mandatory	\$225.00	1-5 years	Typical
Pinole	19,555	2006	Mandatory	\$290.00	3 years	Typical
Rancho Cordova	62,899	2007	Mandatory	\$99.00 plus necessary inspections per fee schedule	As needed	Typical
Richmond	105,630	2005	Self Certification	\$171.00	3 years	Section 8, units <5 years old, and < 3 units owned
Sacramento	486,189	2008	Mandatory	\$28.00 per unit	Annually	Section 8 and units < 5 years old
Simi Valley	126,902	2005 (considered, but not implemented)	-	-	-	-
Thousand Oaks	130,209	No Program	-	-	-	-
Villa Park	6,307	2008 (considered, but not implemented)	-	-	-	-

**ATTACHMENT 3**



# City of Moorpark

COMMUNITY DEVELOPMENT DEPARTMENT: PLANNING – BUILDING AND SAFETY – CODE COMPLIANCE

799 Moorpark Avenue, Moorpark, California 93021 (805) 517-6200 fax (805) 532-2540

## Rental Authorization Inspection Guide

The list below is a general guide to a Rental Authorization Inspection in order to give of rental property owners an idea of what the inspection may cover. This is not an exhaustive list of the inspection requirements of the Housing Code or the Health and Safety Code but a general guide for compliance.

At a minimum the rental property will be inspected for the following:

- General overall exterior maintenance of the building
- No Broken or missing windows
- Sound and water tight roof
- All exposed wood painted or water proofed in an approved manner
- Structure free of rodent and insect infestation
- Working smoke detectors in each bedroom and in the hallway leading to the bedroom. (may be electrical or battery operated)
- Heating system properly vented and in good working order
- Plumbing systems in good working order
- All sink, bath and shower faucets have handles and are leak free
- Shower enclosures water proof to a height of 70 inches
- The water heater properly vented, earthquake strapped and in good working order
- Toilets leak free and in good working order
- The electrical system in safe and good working order with no exposed wiring or open receptacles, and all switches and receptacles having cover plates
- All light fixtures mounted in place and in good working order
- The firewall between the garage and the house must be intact without holes in the drywall.
- The door to the house from the garage must be a self-closing, tight fitting, 1 3/8 inch solid door. You may **not** have a doggie door in this door.
- General property maintenance (weeds, trash, debris, etc.)

After you have obtained your Rental Authorization Permit please check your rental property for any of the items in this list and make all appropriate repairs. When complete please call the inspection line at 805-517-6274 and leave an inspection request. If you require further assistance please call Leticia Briano at 805-517-6272.

## CC ATTACHMENT 2

JANICE S. PARVIN  
Mayor

KEITH F. MILLHOUSE  
Mayor Pro Tem

ROSEANN MIKOS, Ph.D.  
Councilmember

DAVID POLLOCK  
Councilmember

MARK VAN DAM  
Councilmember

# HOUSING AND COMMUNITY SERVICES DEPARTMENT

Housing and Community Services Department

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## City of Berkeley - Summary of the Rental Housing Safety Program

[RHSP Summary](#) | [RHSP Forms](#) | [Schedule of Fees](#) | [Safety Do's and Don'ts](#) | [Request An Inspection](#) | [District Map](#)

### I. Program Purpose

The purpose of the Rental Housing Safety Program (RHSP) is to increase the safety of rental properties through the participation of owners, tenants, the City, and the community. (This program incorporates the City's existing program of providing inspections in response to complaints.)

### II. Program Components

The following represents the fee schedule for the Rental Housing Safety Program. The Berkeley City Council adopted the Reinspection fees, and the Annual Per Unit/Room fees shown below on September 16, 2003 per Resolutions No.62,230-N.S. and No. 62,231 N.S., respectively. In addition, the City Council adopted the Penalty fees shown below on July 12, 2005 per Resolution No. 62,990-N.S., with an effective date of September 12, 2005 and Resolution No. 63,773-N.S. on July 10, 2007, with an effective date of September 10, 2007.

#### A. Owner's Rental Housing Safety Certification

1. Except as noted in item 4 below, all owners of rental housing are required to certify annually by July 1st of each year that their units meet housing safety standards on a checklist form prepared by the City. This requirement applies to owners of residential rental property (even if only one or two units are involved) and to owners of boarding houses or residential hotels with five (5) or more rooms. Owners who have not certified their unit are encouraged to do so as quickly as possible to avoid complications.
2. Owners are required to provide a copy of the certification to the tenant(s) of the unit certified. They do not have to provide a copy to the City. If the owner cannot self-certify to the proper functioning of the items on the certification checklist, he/she must inform the City by submitting Schedule A to the Housing Department indicating that certification was not possible.
3. Owners or tenants may request that the City conduct an inspection in lieu of self-certification. However, if the City is unable to conduct this inspection, the owner is still required to self-certify.
4. The following units are exempt from the owner self-certification:
  - a) Newly constructed rental units are exempt for 5 years after the issuance of a certification of occupancy.
  - b) Units where the tenant refuses consent to inspect to both the owner and the City are exempt until the earlier of either the following July 1st or a new tenancy.
  - c) Units receiving a City Housing inspection and cleared of all violations will not be subject to self-certification for a 3-year period following the inspection.

#### B. Gas Heating Certification and Enforcement Procedures

**Program Description and Requirements** - The Gas Heating Certification Program was initially adopted in November 2000 (City of Berkeley's Municipal Code, Section 19.40.040). The Program requires all owners of residential rental properties in Berkeley to obtain certification from a licensed mechanical contractor or the local utility company as to the proper functioning of gas heating appliances for each rental unit or room. This certification is required every five years, unless the unit or room meets one of the exemptions described below. (Property owners with rental units were required to submit the first five-year gas-heating certifications by July 1, 2005.)

Certification must be completed on City of Berkeley's Rental Housing Safety Program Gas Heating Certification (Schedule B) form. Completed forms must be submitted to the City of Berkeley, Housing Code Enforcement Program.

**Enforcement Procedures** - The City has initiated an enforcement program targeted to those property owners who failed to submit the required gas-heating certification forms by the July 1, 2005 due date. To accomplish enforcement efforts, the Housing Department has divided the City into five districts, each with approximately one-fifth of all residential rental units and rooms in Berkeley. (See attached map showing the five districts.) The Housing Code Enforcement unit will focus its enforcement efforts on rental properties located in individual districts starting with District A. Owners of rental properties in District A who are not in compliance with the Ordinance governing the gas-heating certification program will be the first group to receive notices that identify a grace period by which the property must be brought into compliance to avoid the issuance of an Administrative Citation and associated penalty fees. Owners of rental property in Districts B through E will receive similar notices at a later date. All property owners, regardless of district who are not in compliance, are encouraged to complete the requisite gas-heating certifications for their units/rooms as soon as possible to avoid being cited.

**Exemptions** - The following identifies the exemptions to the Gas-Heating Certification Program. For Exemptions 1, or 2, a Gas Certification Form must be filed with the Housing Department that indicates the Exemption being claimed

1. Units/Rooms Without Gas-Heating Appliances - Rental Units/Rooms that have electrical or steam operated heating appliances, as opposed to natural gas, are exempt. (Rental buildings with a centralized boiler/heating system providing heat to rental units/rooms must be certified.)
2. Newly Constructed Units/Rooms - Newly constructed residential rooms/units are exempt for a period of five years following issuance of the Certification of Occupancy for these units/rooms.
3. Compliance By July 1, 2005 - Units/Rooms for which property owners have submitted the requisite certification forms to the City of Berkeley by July 1, 2005 are exempt from having to re-certify until at least July 1, 2011.

### C. City Housing Inspections

1. The City has the authority to inspect any housing unit, but will give priority to units where there are indications of code violations.
2. The City's Code Enforcement Unit will inspect all units where a tenant has made a complaint of suspected code violations, and all common areas. Tenants are encouraged to contact the owner before making a complaint and requesting that needed repairs be made in a timely way.
3. If a City housing inspection takes place and no violations are found or violations found are cleared upon re-inspection, the City will issue a certificate of compliance. If violations are found, written notice will be given to the owner and tenant and the City will set a time period for compliance and reinspection.

### D. Fees

1. Inspection Fees: Resolution No. 62,230-N.S. establishes the fee schedule for City housing inspections. There are no fees for the initial City inspection, nor for the first re-inspection if all code violations are corrected. If violations have not been cleared there is a fee for all reinspections.
2. RHSP Annual Per Unit/Room Fee: Resolution No. 64,455-N.S. establishes an annual per unit or room fee to be paid by owners to help defray the costs of the RHSP. The fee is \$26.00 per rental unit. The fee is \$13.00 per room in boarding houses or residential hotels with 5 or more rooms.

### E. Refusal of Entry by the Tenant

1. Where a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection, the owner may request that the City carry out the inspection.

2. City Housing inspections are considered a "necessary service" under the California Civil Code Section 1954(b).
3. The City may also request a warrant from the Court to allow inspection.

#### **F. Citations and Penalties**

1. Owners can be cited for failure to bring the property into code compliance after receiving notice of the violation and being given a reasonable time to make repairs.
2. Tenants can be cited if they modify, damage, destroy or otherwise alter their premises in a manner which endangers the safety of the public or the occupants and, if they refuse to correct the violation after receiving written notice and being given a reasonable opportunity to do so by the City.
3. Any tenant, or the City, can bring a civil action where the owner has failed to submit a certification to the City or where the owner has failed to provide a copy of the certification after the owner has received written request to do so and been given a reasonable opportunity to provide the certification. Penalties are set at an amount not to exceed \$500 per violation.

#### **III. Outreach**

- A. The City has developed safety guides for tenants and other- informational materials for tenants and owners and work to increase housing safety awareness to reduce the number of housing related accidents and deaths.
- B. The City has a web page providing a variety of information about how to increase safety.
- C. The Housing Department works with the University of California at Berkeley, property owners associations, the Rent Stabilization Board, other City departments, and community groups to improve housing safety.

#### **IV. Program Review**

The City will periodically evaluate the Rental Housing Safety Program and encourages comments and suggestions for improving the program.

#### **V. Further Information**

For further information, contact the City's Rental Housing Safety Program Unit at (510) 981-5445; TDD (510) 981-6903; or by e-mail at [RHSP@ci.berkeley.ca.us](mailto:RHSP@ci.berkeley.ca.us).

[Home](#) | [Web Policy](#) | [Text-Only Site Map](#) | [Contact Us](#)  
Housing and Community Services Department, 2180 Milvia Street, 2nd Floor, Berkeley, CA 94704  
Questions or comments? Email: [housing@cityofberkeley.info](mailto:housing@cityofberkeley.info) Phone: (510) 981-5400



Building Division

Building Main Page

Permit FAQ

Residential Rental Inspection Program (RRIP)

## Frequently Asked Questions (FAQ)

Download the [FAQ \(PDF, 33Kb\)](#)

### What is the purpose of this program?

In 1991, the El Cerrito City Council adopted rules and regulations to implement the rental housing inspection program which is codified in Section 16.30 of the El Cerrito Municipal Code. The purpose of the program is to assure that rental housing units in the City are maintained in a safe and habitable condition and comply with all codes and standards applicable to rental housing.

Section 16.30.040 of the El Cerrito Municipal Code (ECMC) requires that each rental unit in the City be inspected every two years. If the property is in compliance with applicable codes and standards, a certificate of compliance shall be issued to the property owner.

### What are the steps of the program for an owner?

Owners will receive an information packet in the mail containing: an informational letter, an owner information sheet, and a property survey. The owner information sheet requests current owner / property manager information plus additional details of properties owned. The property survey is intended to collect information to assist the City of El Cerrito with developing an assessment of the rental stock and housing needs of our community. Once these forms have been received by the City, the owner will be scheduled for inspection in approximately 30 days. Once units have passed inspection, a certificate of compliance will be issued, which will be valid for 2 years.

### My units are under Section 8, aren't I exempt?

The owner will need to provide documentation with current dates stating their units are under Section 8. Landlords find it easy to send in the monthly voucher or stubs from the payments they receive from Section 8. The stubs must show the current date, address and unit. Once RRIP receives this documentation, we can exempt those units from the program. Any other units not under Section 8 will still need to be inspected.

### I can't make the date of inspection, can I re-schedule?

Changes made only if owner gives 72 hours notice before scheduled inspection. The inspection can be re-scheduled for a date that doesn't exceed the two week period from when the original inspection was scheduled for. If it is less than 72 hours notice, the inspector will still arrive at the unit and a "no show" will be noted in the failed items letter, and a new inspection will automatically be re-scheduled.

### What do you look for during an inspection?

The inspection normally takes 15-20 minutes. The program's scope includes interior unit conditions as well as exterior conditions such as parking lots, driveways, landscaping and accessory structures, fences, walls, trash enclosures, swimming pools, hot tubs and spas. The inspector will also check for electrical work and fire hazards. The owner or owner's designee must accompany the inspector during the inspection. A designee must be 18 years or older to give the inspector access to the unit. Tenants are welcome to be present during the inspection. All units will be inspected in one day or, in cases of large complexes, over a series of pre-scheduled days. The inspector's focus is identifying substandard maintenance conditions that do not meet the minimum standards established by local and state laws.

### What happens if violations are noted during the inspection?

Property owners will be issued a notice listing specific code violations found in each unit, as well as any exterior code violations. The notice will provide a specified time period in which the violations are to be corrected. The inspectors are available to answer any questions regarding the required repairs the property owner or owner's designee may have to help them successfully complete repairs. The inspector will return on the stated correction date and re-inspect the property to verify compliance.

### What if the violations aren't corrected within the time period provided?

If, upon re-inspection, the property owner has not complied with the notice, then the City will initiate code enforcement action. The purpose of the enforcement action is to ensure that the property is brought into compliance. Typical enforcement action includes, but is not limited to, assessment of administrative citations, charging of re-inspection fees, and actual abatement of the violation(s) by a contractor hired by the City. All costs for abatement are billed to the property owner. Clearly, it is in the property owner's best interest to correct all of the violations within the specific timeframes listed on any notice issued.

### Will the property owner receive documentation of the inspection results?

The property owner or agent will be furnished a copy of the inspection report. Additionally, a "Certificate of Compliance" will be sent once all items have either been approved or corrected.

**What if violations occur during the two-year period?**

If staff receives a complaint about conditions at the property, an inspection will be conducted. Staff will also conduct inspections if exterior violations are noted. If corrections are not made within the time allowed by the ordinance, or if the violations identified are caused by deferred maintenance or immediately affect the health and safety of the residents the property will be inspected immediately. The owner will have to pay the inspection fee for the remaining units left to be inspected, plus any citations or abatement costs.

**Is a business license required for rental property?**

If you have rental properties in the City of El Cerrito, you need to have a business license. Any questions regarding business licenses are directed to the Administrative Services Department.

**What number can I call or fax if I have questions?**

Telephone: 510-690-8261

Fax: 510-690-8201

**What is the mailing address?**

Residential Rental Inspection Program

Mailing Address: 3020 El Cerrito Plaza #407

El Cerrito, CA 94530



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PDF documents  
require Adobe Reader

Free download



10890 San Pablo Avenue, El Cerrito, CA 94530-2323

Tel 510 215-4300 Fax 510 215-4319

E-Mail [comments@ci.el-cerrito.ca.us](mailto:comments@ci.el-cerrito.ca.us)

[www.el-cerrito.org](http://www.el-cerrito.org)

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## City of Hayward Residential Rental Inspection Program

### ***Residential Rental Inspection Program***

In 1989, the City Council adopted an ordinance establishing a mandatory Residential Rental Inspection Program (RRIP). The establishment of this Program was an overall effort to maintain properties throughout the City of Hayward. The goal of the program is to encourage the conservation of Rental Housing units, to improve the physical environment, and to protect the health and safety of our citizens. In April 2003, the City of Hayward revised the Program in an effort to focus attention on rental housing units in higher density areas. Inspections in these areas generally occur approximately every 3.5 years or less. Properties outside of the Focus Areas are inspected less often unless the City receives a complaint on the property.

### ***Complaints***

Complaints regarding possible code violations not addressed by the property owner will result in a mandatory inspection. For more specific information regarding complaint policies and procedures, please call us at 510-583-4142.

### ***What is covered by the Residential Rental Inspection Program?***

Most non-owner occupied homes and all rental units--single family homes, duplexes, apartments, condominiums, motels and hotels are covered. Section 8 units are also subject to inspection.

### ***What are the costs to the property owner?***

The fee for the initial inspection of a duplex and multi-family units is \$265, plus \$26 for each unit in which a violation is found. The fee for progress checks is on a sliding scale and ranges from the base fee of \$63 - \$150, plus \$52 per unit, not including penalty fees. The cost for the initial inspection and each progress check of single-family houses, condominiums or townhouses is \$265 per site visit. However, if no violations are noted, or if violations are found during the initial inspection and are corrected by the first scheduled progress check (typically 30 days), no fee will be charged for the progress check. To minimize undue delays in compliance, penalty fees ranging from \$200-\$1,000 will be assessed if the property owner does not correct the violations in a timely manner. Additionally, fees may be charged if access to the unit(s) is not granted.



## City of Hayward Residential Rental Inspection Program

### ***What is inspected?***

Rental units, common areas and accessory structures are inspected for compliance with Building, Plumbing, Mechanical, Electrical and Housing Codes, including but not limited to such items as:

#### *Building Code Items*

- Balcony, deck, roof, or stairway defects
- Significant dry rot
- Deteriorated or damaged shower wall or subfloor
- Improperly modified or damaged fire safety walls, doors or windows
- Illegal construction or use of premises

#### *Plumbing and Mechanical Code Items*

- Improperly installed or missing water heater drain line
- Inadequate combustion air supply to water or wall heater
- Gas leak
- Use of plastic drain, waste or vent lines
- Defective wall heater or water heater valve handle

#### *Electrical Code Items*

- Unsafe wiring
- Ungrounded or defective receptacles or switches
- Circuit breaker or sub-panel defects
- Missing or improper fuses or spacers
- Defective range top, burner or oven

#### *Housing Code Items*

- Illegal storage of hazardous materials or liquids
- Inoperable exhaust fan
- Severely deteriorated exterior paint or siding
- Missing or defective smoke detector
- Insect or rodent infestation
- Broken window or door

### ***What is the timeframe for correcting violations?***

Time for correction of violations ranges from 30-45 days, depending on the number and nature of the violations. Extensions may be allowed for significant progress; however, penalty charges could be assessed for not correcting the violations within the initial 30-45 days. Imminent hazards must be corrected within seven days or less. Citations may be issued, fees assessed or abatement procedures initiated in cases of uninhabitable homes and/or lack of good faith compliance. All enforcement costs will be billed to the owner.

January 2009



## City of Hayward Residential Rental Inspection Program

### *Examples of items that are not Code Violations*

Below are items that are not code violations:

- Missing or defective light bulbs, except where located in exterior common areas, corridors or areas controlled by house meters
- Worn carpets or other floor coverings, except when there is a tripping hazard
- Deteriorated tub, lavatory or kitchen caulking or grout, except when water damage is evident
- Items stored or left on landings, exit balconies or in stairwells, e.g., toys, plants (recommend owner or manager establish and enforce rule prohibiting this practice)
- Storage of possessions (not permitted in water heater room)
- Deteriorated interior painting
- Noisy bathroom or kitchen vent fan
- Dirty range hood or vent fan
- Cracking of interior wall joint, except when integrity of wall is compromised
- Deteriorated interior cabinetry or wood trim
- Mold or mildew in tub or shower areas or on window areas, except if window or fan is inoperable or wall is damp

City of Hayward  
Residential Rental Inspection Program  
777 B Street  
Hayward, CA 94541  
(510) 583-4142  
Hours: Monday - Friday  
8:00 am - 5:00 pm

*Please note: Permit Center closed  
Friday 12:00 pm - 5:00 pm*

January 2009

# Rental Housing Business License (LANCAP)

## Rental Housing Business License and Preservation Program

On January 23, 2007, the Lancaster City Council adopted Ordinance No. 869 establishing the Rental Housing Business License and Preservation Inspection Program. The purpose of the ordinance is to ensure the rehabilitation or elimination of housing that does not meet minimum Municipal and/or State Building, Housing Code and Health and Safety standards. In addition, the ordinance is intended to promote safety and enhance the quality of life for City residents.

The property owner is responsible for completing the business license application annually and maintaining a business license separate and apart from obtaining a Certificate of Compliance for the Rental Housing Inspection Program. Rental property includes the following: single-family dwellings, duplexes, apartments, town homes, or condominiums, which are leased, rented or occupied by a person or persons other than the owner. There is both a business license fee and an initial inspection fee, and a re-inspection fee (if applicable). The registration fee is paid annually for a business license. After the first inspection and re-inspection (if applicable), inspection fees will be invoiced to the account. For additional information, please contact the City of Lancaster Housing & Neighborhood Revitalization Department at (661) 723-6121. There are no exceptions from the licensing and inspection requirements.

For additional information, please click on the applicable link below:

[Rental Housing Business License Application](#)

[Rental Housing Business License Fee Schedule](#)

[Rental Housing Additional Unit Form](#)

[Ordinance No. 869 - Rental Housing Business License and Preservation Inspection Program](#)

For additional information regarding the Preservation Inspection Program, please contact:

City of Lancaster

Housing & Neighborhood Revitalization Department

44933 Fern Avenue

Lancaster, CA 93534-2461

(661) 723-6121

For additional information regarding the Rental Housing Business License, please contact:

City of Lancaster

Finance - Business License Department

44933 Fern Avenue

Lancaster, CA 93534-2461

(661) 723-6237

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# Residential Rental Inspection Program

## RESIDENTIAL RENTAL INSPECTION PROGRAM



On January 23, 2007, the Lancaster City Council adopted Rental Housing Ordinance 869 establishing the Rental Housing Inspection Program. The purpose of the ordinance is to ensure the rehabilitation or elimination of housing that does not meet minimum Municipal and/or State Building, Housing Code and Health and Safety Standards. In addition, the ordinance is intended to promote safety and enhance the quality of life for City residents living in multi-family units.

The existence of substandard and unsanitary residential rental properties and residential rental units, the physical conditions and characteristics of which violate applicable state housing, county and local codes and render them unfit or unsafe for human occupancy and habitation, threatens the physical, social and economic stability of sound residential buildings and areas, and their supporting neighborhood facilities and institutions; necessitates disproportionate expenditures of public funds for remedial action; impairs the efficient and economical exercise of governmental power and functions; and destroys the amenity of residential areas and neighborhoods and the community as a whole. It has been statistically demonstrated that areas with rental housing facilities are responsible for a disproportionate share of police calls for service.

The disproportionate demand upon police services necessitates a disproportionate expenditure of public funds for such properties and impairs the property value of these properties and the surrounding neighborhoods as well as the community as a whole.

The purpose of this Ordinance is to implement a crime free rental housing program to provide a stable, more satisfied tenant base; increase demand for rental units with a reputation for active management; lower maintenance and repair costs; increase property values, and improve the personal safety for tenants, landlords and managers.

This Ordinance will also identify the existence of substandard and unsanitary residential rental properties and rental units and to cause the owner thereof to cure such defects.

Residential Rental Inspection Program Documents:

- Rental Compliance Brochure
- Owner Inspection Letter

- Rental Housing Business License Application

Last updated: 12/3/2009 12:01:23 PM

## Rental Housing Inspection Program

The City of National City established a Rental Housing Inspection Program. The purpose of this program is to address the issue of substandard rental properties, promote greater compliance with health and safety standards and preserve the quality of National City's neighborhoods and available housing.

The program achieves compliance of health, safety and welfare code violations in/on residential rental property that are:

- A threat to the occupant's safety
- A threat to the structural integrity of the building
- A negative impact on the surrounding neighborhoods

The Rental Housing Inspection Program (RHIP) is designed to focus on single family dwelling, duplexes, and apartment complexes. The Program's objective is to identify and correct substandard housing conditions through voluntary compliance from landlords/property owners. This will ensure that residential properties meet minimum health and safety standards. It is the City's intent to educate property owners of the need for preventative maintenance to ensure residential properties meet the minimum health and safety standards. In many instances, the owner/tenant may be unaware of the applicable regulations.

Housing Inspectors will perform inspections to identify inadequate sanitation, structural hazardous, hazardous electrical, plumbing, or heating systems, faulty weather protection, fire hazards, inadequate exits, and unhealthy or unsanitary premises. The identification and correction of substandard housing helps property owners improve their property and neighborhood. This will also ensure that families are living in safe and decent homes.

### For Further Information

1243 National City Blvd., National City, CA 91950

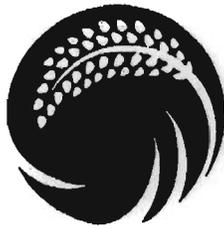
**Telephone Number:** (619) 336-4250 / 4216

**Fax Number:** (619) 336-4349

**Bonifacio Salazar**, Housing Inspector II

**Direct:** 619-336-4216

**Email:** [housing@nationalcityca.gov](mailto:housing@nationalcityca.gov)



P A L M D A L E

*a place to call home*

Residential Rental Unit  
Inspection Program

## **Residential Rental Housing Inspection Program Summary**

The City adopted Ordinance No. 1273 on February 13, 2006. This ordinance requires all residential rental properties to be inspected by the Building and Safety department. All properties must be registered by December 1, 2006. A copy is attached for your review.

### **Goals**

- Reduce housing code complaints and substandard property conditions.
- Maintain rental property values.
- Support quality property owners.

### **Program Overview**

- The inspection program applies to all residential rental (RRU) property including multi-family and single-family housing.
- Inspections are for compliance with existing minimum building and housing codes.
- The program will provide the ability to inspect all rental housing units in a pro-active one, three, or five-year format.
- Well-maintained properties will be inspected only every five years.
- Non-maintained properties will be inspected yearly if not more often.
- Required repair and maintenance logs assist in the protection of quality property owners from unfounded complaints and tenant damages.

### **All Rental Housing Units Require Registration**

- All rental housing will be required to register with the building department.
- There is a six-month grace period from time of adoption to become registered. This time period ends Dec 1, 2006 and all RRU properties must be registered by this date.
- **You are in compliance if you have submitted your application and have paid all fees due and are waiting for inspection of your property.**
- Non-registration of RRU property will be a violation after December 1, 2006.
- The registration fee for a rental-housing unit on an individual property will be \$225.44
- The registration fee for multiple housing units on one property will be \$131.67 for the first unit \$104.37 for each additional unit.

### **Scheduling Inspection of RRU Property**

- A ten-day notice will be sent to all properties in order to schedule an inspection day.
- All units will be inspected the first registration cycle.
- Registration fees will cover first and one follow-up inspection for each housing unit.
- Additional inspections will require additional inspection fees to be paid.
- Thirty-day correction notices will be issued for most violations found.

### **Issuing Certificates of Compliance**

- Once all inspections are completed and all violations are corrected a certificate of compliance can be issued.
- Certificates will be issued for one, three or five (star) years based on violations found and time taken to correct.

- A multi-unit rental property must be PAC certified in order to obtain and maintain a five-year certificate.
- Single-family residential units need not to be PAC certified to obtain a five-year certificate.

### **Re-inspection and Re-issuance of Certificates of Compliance**

- Prior to a Certificate of Compliance expiring the property owner must re-register and pay new registration fees.
- Five-year certificates will have fewer RRU re-inspected than one-year certificates.
- During the re-registration process one year certificates can move to five-year certificates if PAC certified, specified contractor work certifications are completed and no major violations are found from the re-inspection process.

### **Definitions**

**"Building Official"** means the Director of the Building and Safety Department, or his designee who shall possess all statutorily mandated certifications to enforce state building and construction codes.

**"Certificate of Compliance"** means a certificate issued by the Building Official for residential rental unit properties, certifying compliance with this chapter and the housing and property maintenance standards of the City of Palmdale.

**"Frequency Upgrade"** means modifying the inspection frequency to extend the length of time between re-registration and renewal of certificate of compliance of a residential rental unit.

**"Housing and property maintenance standards"** means the Health, Safety, and Technical Construction codes as amended, adopted and incorporated by reference in Chapters 8.04 and 8.08 and in the property maintenance standards set forth in Chapter 8.36 of this Code.

**"Inspection Frequency"** means the length of time between inspections for renewal of certification of residential rental units.

**"Maintenance Request log"** means the log required to be maintained by the owner or manager of a residential rental unit, which shall record all tenant requests for repairs, the time estimated at the time of the request for repairs to be completed, and the completion date of the repairs. See page 7.

**"Major Violation"** shall mean any one or more of the following violations:

- A. Heating system not fully operational at any time between October and May of the following year.

B. Hazardous code violations, including any one or more of the following:

- (1) Exposed electrical wiring;
- (2) Collapsed ceiling or walls caused by water leakage;
- (3) Sewage leakage into walls, floors or onto the ground;
- (4) Structural damage resulting in the building being determined by the Building Official to be unsafe;
- (5) Fire alarm system not fully operational;
- (6) Firewalls damaged or not maintained.

**"Non-compliance with Notice and Order"** means that the owner, his authorized agent, or other responsible party does not make required repairs as provided in Notice and Order from the Building Official.

**"Other Violations"** means any violation other than those defined as a major violation.

**"Partners Against Crime (PAC) certified property"** shall mean a property containing one or more residential rental units certified to meet the requirements of the City's PAC program. See page 11 & 12.

**"Property Management Posting"** means a sign required to be posted and maintained at all times which shall include the address and location to obtain repair requests and a current 24-hour emergency phone number. The sign shall be posted close to the main entrance in an area accessible and visible to the general public, or as may otherwise be approved in writing by the Building Official. See page 5 & 6.

**"Repair request Form"** means a two-part form the owner of a property must provide to all tenants. The form shall indicate the address the form is to be delivered to for repair requests and an area for the manager or owner to sign the receipt of the repair request. The owner shall provide a copy of the request to the tenant. See page 8, 9 & 10.

**"Residential Rental Unit"** means a rented or leased single-family residential building or a rented or leased residential dwelling unit within a single-family or multi-residential building.

#### **ADDRESSING OF APARTMENT HOUSE.**

1. Multi-building projects will be issued one house number only. This includes non-subdivided property and subdivided property wherein common access is being used to serve all buildings. Numbers shall be a minimum of eight inches high. (Note: it is the policy of the Los Angeles County Fire Department in Antelope Valley to have horizontal numbers reading left to right only).

Building

Welcome

Services Provided

Residential  
Permits/Handouts

Commercial  
Permits

The Permit  
Process

Rental Inspection

Related Links:

Business Info

Housing Division

Planning Division

Public Works

Redevelopment  
Agency

## RENTAL INSPECTION PROGRAM

### About Rental Inspection

The [Rental Inspection Ordinance](#) was adopted by Pinole City Council on April 4, 2006. This Ordinance can be located in Chapter 8.30 of Title 8, "Health & Safety," of the Pinole Municipal Code.

The Ordinance provides that rental units in the City be inspected to meet habitability and safety standards. The intent of this Ordinance is to insure that rental stock is maintained and compliant with City Codes.

### Downloadable Forms

PDF files for the Rental Inspection Program are provided below:

[Rental Inspection Exemption Form](#)

[Ordinance Amendment 2007-06](#)

[Rental Inspection Checklist](#)

### Business License

If you are the owner of a rental property in the City of Pinole, a business license must also be obtained for each property used for rental purposes. The base fee for an annual business license is \$114.

[Rental Property Business License Application](#)

### Contact information

Additional information may be obtained by contacting the rental inspection program administrator / inspector at (510) 724-9843 or by e-mail at [code-enf@ci.pinole.ca.us](mailto:code-enf@ci.pinole.ca.us).

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[Website info](#) | [Privacy Policy](#) | [Accessibility](#)

## Rental Inspection Program Questions

### Why was the Rental Inspection Program Created?

The program was created to proactively identify blighted and deteriorated housing stock. The program helps to ensure rehabilitation and prevention of rental housing that does not meet applicable building and housing codes, City Municipal Codes standards, or is not safe to occupy. The program was also put in place to enhance the quality of life for residents of the city living in rental properties.

### What am I required to do as a property owner for my rental ?

Besides assuring that your property is in compliance with Federal, state and local codes you must register your rental property with the Neighborhood Services Department and provide the following information:

- Name
- Contact Number
- Property Type
- Number of Buildings
- Management Co. Name
- Site Manager
- Address
- Property Address
- Site Number
- Number of Units
- Management Contact Number
- Emergency Contact Number

You may contact us with the information above by phone at 916-851-8770 or by emailing the City's Rental Housing Inspector Phillip Nichols at [pnichols@cityofranhocordova.org](mailto:pnichols@cityofranhocordova.org).

### What type of Codes do the Rental Inspection Program Enforce?

All housing in California is mandated to abide by the State Housing Code also know as The California Health and Safety Code. This code established minimum housing standards for both owner and renter occupied housing units. Additionally the City of Rancho Cordova, like most jurisdictions also enforce other federal, state and local code adopted by the Municipality which pertain to housing. Some of these Codes include:

- Rancho Cordova Municipal Code
- **Rancho Cordova Zoning Code**
- 2007 California Building Code
- 2007 California Mechanical Code
- 2007 California Plumbing Code
- 2007 California Fire Code

### What types of problems can I call in about?

State and local codes pertaining to housing cover a variety of substandard issues. From lack of power or water to deteriorating landscaping and lack of general maintenance. Below is an example of some of the most common issues reported, however always feel free to contact us with your concern:

- Exterior Site Conditions (such as non-maintained landscaping, junk and rubbish etc)

- Substandard Building Exterior (such as damaged siding, lighting, walkways roofing or railings)
- Non-Maintained Plumbing (such as leaks, non-permitted work, non-functioning toilets etc)
- Substandard Electrical ( Damaged breakers or wiring, no electricity, etc)
- Substandard unit interiors (such as deteriorating flooring, counters, fixtures, appliances, walls pest infestation water intrusion etc)

### **Can my Landlord retaliate if I report substandard housing issues to a public agency ?**

In short NO. Under California Civil Code, Protection from Retaliatory Conduct [CA Civil Code §1942.5] The law infers that the property owner(s) has a retaliatory motive if the property owner(s) seeks to evict the tenant or raise rents within six months after the tenant has exercised their tenant rights by notifying a public agency or having a public agency inspect a rental unit.

If the violations do not pose an immediate threat, report the violation to management and allow them reasonable time to resolve the problem. If they do not resolve the problem or your situation can not wait contact your Code Enforcement Department at 916-851-8770.

### **What Does State Housing Law Require?**

The State Housing Law for California (\* California Health & Safety Code, 17910 et seq.) requires property owners to maintain his or her property free of substandard housing conditions which may endanger the life, limb, property, safety or welfare of the occupants or general public. These regulations apply to both owner occupied and rental property.

### **What types of housing does the Rental Inspection Program and State Housing Codes Apply to?**

- Hotels
- Motels
- Lodging houses
- Apartment Buildings
- Single-Family homes
- Duplexes
- or other occupied dwelling

### **What types of fees or penalties are associated from maintaining substandard rental housing?**

Maintaining substandard housing is a violation of California State Housing Law as well as the City of Rancho Cordova Rental Inspection Ordinance.

Pursuant to the City of Rancho Cordova Municipal Code, Sections 16.20.1100, 16.20.1105 and 16.20.1150 Rental Housing Enforcement Fees may be issued for any substandard housing violation following the issuance of a notice and order for a violation of the City or State Housing Codes. The fees are \$253 for the first reinspection, and \$510 for the notice and order, where a violation continues to exist following the first reinspection. All subsequent reinspections occurring thereafter to determine whether corrective action has been made are \$253. There shall be no fee charged for an inspection by any complaint if no violation is discovered. In every instance in which a notice and order is issued and served there shall be a fee of \$253 charged to cover costs of administration and completion of the documentation associated with concluding the enforcement activity.

Pursuant to the City of Rancho Cordova Municipal Code Sections 16.20.1120, additional cost of enforcement shall be levied at a rate of \$253 per hour

Additionally ongoing violations may result in the issuance of a criminal citation, filings with State Revenue and Taxation for the disallowance for state income tax purposes, Certificate of Nuisance filing and possible receivership of property.

### **How do I request an appeal for an Order?**

You have the right to appeal the order at a hearing before a neutral hearing officer. The written appeal and an Appeal Fee of \$150 must be filed within fifteen (15) days from the date of the service of the order. The written appeal shall contain: 1) names of all appellants; 2) brief statement setting forth the legal interest of each of the appellants in the building or land described in the notice and order; 3) brief statement of the specific order being appealed together with any materials facts claimed to support the contentions of the appellant(s); 4) brief statement of the relief sought and the reasons why it is claimed the protested order should be reversed, modified or otherwise set aside; 5) signature of each party named as an appellant and their official mailing address(es); and 6) verification (by declaration under penalty of perjury) of at least one appellant as to the truth of the matters stated in the appeal. For more details please call the Neighborhood Services Department (call (916) 851-8770 for more details). You will be notified of the date and time of your hearing. Your failure to appear at the hearing will result in a forfeiture of your deposit of the fine and will constitute a failure to exhaust your administrative remedies.

Failure to timely request a hearing or to pay the deposit for the hearing constitutes a waiver of the right to appeal and a failure to exhaust administrative remedies.

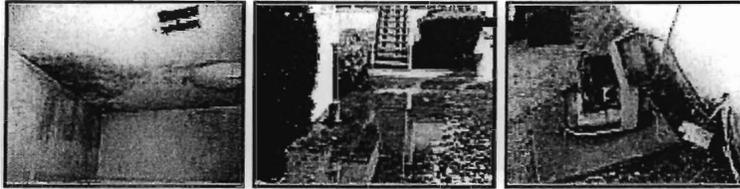
### **What can I do to avoid fees and penalties associated with the Rental Inspection Program?**

Rental Inspection fees are only assessed when rental properties are found to be in violation of Federal, State or Local codes. The City encourages all owners to develop appropriate maintenance and monitoring programs which effectively keep their properties in compliance with all applicable codes and assure safe, sanitary, and well maintained rental housing within the City of Rancho Cordova. It is our hope that by encouraging all property owners to actively take part in the care of their property, we as a community can foster better neighborhoods and better housing for our residents.

# Rental Housing Inspection Program

## About the Program

Adopted in 2007, The City of Rancho Cordova has established a rental housing inspection program in order to safeguard the interests of property owners and the character of neighborhoods, and to protect the public health, safety, and welfare of individuals living in the city.



Substandard Interior

Plumbing Problems

Damaged Mechanical

## Inspections

Site inspections can occur in three ways. 1. Request for inspection from tenant. 2. Request for inspection of unit by owner or his/her designee. or 3. Periodic inspection(s) conducted by the City.

**Periodic Inspections:** Upon notification by the City, owners of rental property in the City of Rancho Cordova are subject to rental housing inspections. During inspections inspectors conduct door-to-door inspections of rental properties to assure compliance with applicable codes. Rental properties are inspected for interior and exterior code violations and issued corrective notices. The most common violations are:

- Pest infestation
- Deteriorating exterior siding, stucco or paint
- Deteriorating plumbing and plumbing fixtures
- Deteriorating interior drywall and flooring
- Poor landscape maintenance
- Missing electrical covers
- Unsightly, deteriorated fencing
- Broken windows
- Overgrown yards
- Deteriorated or ineffective waterproofing of exterior walls, roof, foundation or floors, broken windows or doors
- Inoperable vehicles

## Request an Inspection

If you are a tenant living in substandard conditions or a property owner wishing to conduct an inspection with our department to assure your dwellings are currently up to code;

**Contact Us: 916-851-8770 to schedule an inspection.**



## Frequently Asked Questions



### **What is the purpose of this program?**

*On August 2, 2005,, the Richmond City Council unanimously passed the Residential Rental Dwelling Unit Inspection and Maintenance Code of the City of Richmond (Ordinance 34-05) (RMC 6.40).*

*"The purpose of this chapter is to safeguard and preserve the housing stock of decent, safe and sanitary dwelling units within the City and to protect persons entering or residing in them by providing for a regular and comprehensive system of inspection of rental dwelling units and, through such inspections and/or owner certifications, identifying and requiring the correction of substandard conditions."*



### **What is "Self-Certification"?**

*Self-Certification is a process by which owners conduct annual self-inspections and "certify" that each of their residential rental dwelling units are well-maintained properties. The properties must have no existing violations of the California Code of Regulations, including the California Building Code, Health and Safety Code Section 17920.3 et seq. (State Housing Code), Code for Abatement of Dangerous Buildings, California Plumbing, Electrical, Fire and Mechanical Codes or Richmond Municipal Codes. The number of audit inspections performed by the City of Richmond inspectors will be limited to twenty (20) percent of the total units with a minimum of one (1) unit.*



### **How do I apply for Self-Certification?**

*City staff will send a cover letter explaining the self-certification process, a self-certification application, a self-certification affidavit, a self-certification checklist and an invoice for the annual inspection fees. Eligible property owners wishing to participate in the self-certification program should take the following steps:*

1. Use the Self-Certification checklist to conduct a self-inspection of all rental units including interior, exterior and site conditions. Determine whether the property meets the conditions identified on the Self-Certification Inspection Checklist.
2. Complete the Self-Certification Affidavit. By signing the affidavit the responsible party is certifying that the property meets or exceeds the standards set forth in the Self-Certification Inspection Checklist.
3. Complete the Self-Certification Application.
4. Return the Application, the Affidavit and payment (invoiced registration fees plus inspection fees) to:

City of Richmond - Department of Planning and Building  
Residential Rental Inspection Program,  
PO Box 2089  
Richmond, CA 94802-1089



### **Do I need to return the Self-Certification Inspection checklist?**

*The Self-Certification checklist should not be returned to the City of Richmond. Each property owner and/or property management company shall be required to retain a signed and dated Self-Certification Program Checklist for each unit for a minimum of three (3) years and provide the checklist within 24-hours upon request of any Inspector, Code Compliance Officer or other City official. Failure to maintain complete checklists shall result in disqualification from the Self-Certification Program for all rental properties of that owner for a minimum of six years (2-complete inspection cycles).*



### **What happens after I return the Self-Certification documentation?**

*Upon receipt of the Self-Certification Application Packet, Department of Planning and Building staff will review and make a determination whether the property is eligible to participate in the Self-Certification Program. If the property is deemed eligible, the property owner will receive an inspection notice advising of the date that staff will conduct an audit inspection of 20% of the dwelling units, the entire exterior of the buildings, and the site.*



### **What do you look for during an inspection?**

*The program's scope includes interior unit conditions as well as exterior conditions such as parking lots, driveways, landscaping and accessory structures, fences, walls, trash enclosures, swimming pools, hot tubs and spas. An inspector will notify the owner of an inspection date and time. The owner or owner's designee must accompany the inspector during the inspection. Tenants are welcome to be present during the inspection. All units will be inspected in one day or, in cases of large complexes, over a series of pre-*

*scheduled days. The inspector's focus is identifying substandard maintenance conditions that do not meet the minimum standards established by local and state laws.*



### **What happens if violations are noted during the inspection?**

*Property owners will be issued a notice listing specific code violations found in each unit, as well as any exterior code violations. The notice will provide a specified time period in which the violations are to be corrected. The inspectors are available to answer any questions regarding the required repairs the property owner or owner's designee may have to help them successfully complete repairs. The inspector will return on the stated correction date and re-inspect the property to verify compliance.*



### **What if the violations aren't corrected within the time period provided?**

*If, upon re-inspection, the property owner has not complied with the notice, then the City will initiate code enforcement action. The purpose of the enforcement action is to ensure that the property is brought into compliance. Typical enforcement action includes, but is not limited to, assessment of administrative citations, charging of re-inspection fees, and actual abatement of the violation(s) by a contractor hired by the City. All costs for abatement is billed to the property owner. Clearly, it is in the property owner's best interest to correct all of the violations within the specific timeframes listed on any notice issued.*



### **Will the property owner receive documentation of the inspection results?**

*The property owner or agent will be furnished a listing of the inspection results. Additionally, a "Certificate of Compliance" will be sent once all items have either been approved or corrected.*



### **What must I do to maintain Self-Certification status?**

*Each year, owners are required to use the Self-Certification Inspection Checklist and conduct a self-inspection of all rental units including interior, exterior and site conditions. After the property has been inspected, the property owner will determine whether the property still meets the conditions identified on the Self-Certification Inspection Checklist. These Self-Certification Inspection Checklists should be dated and*

*filed by the landlord, then provided to the Inspection staff upon request at the next inspection cycle.*

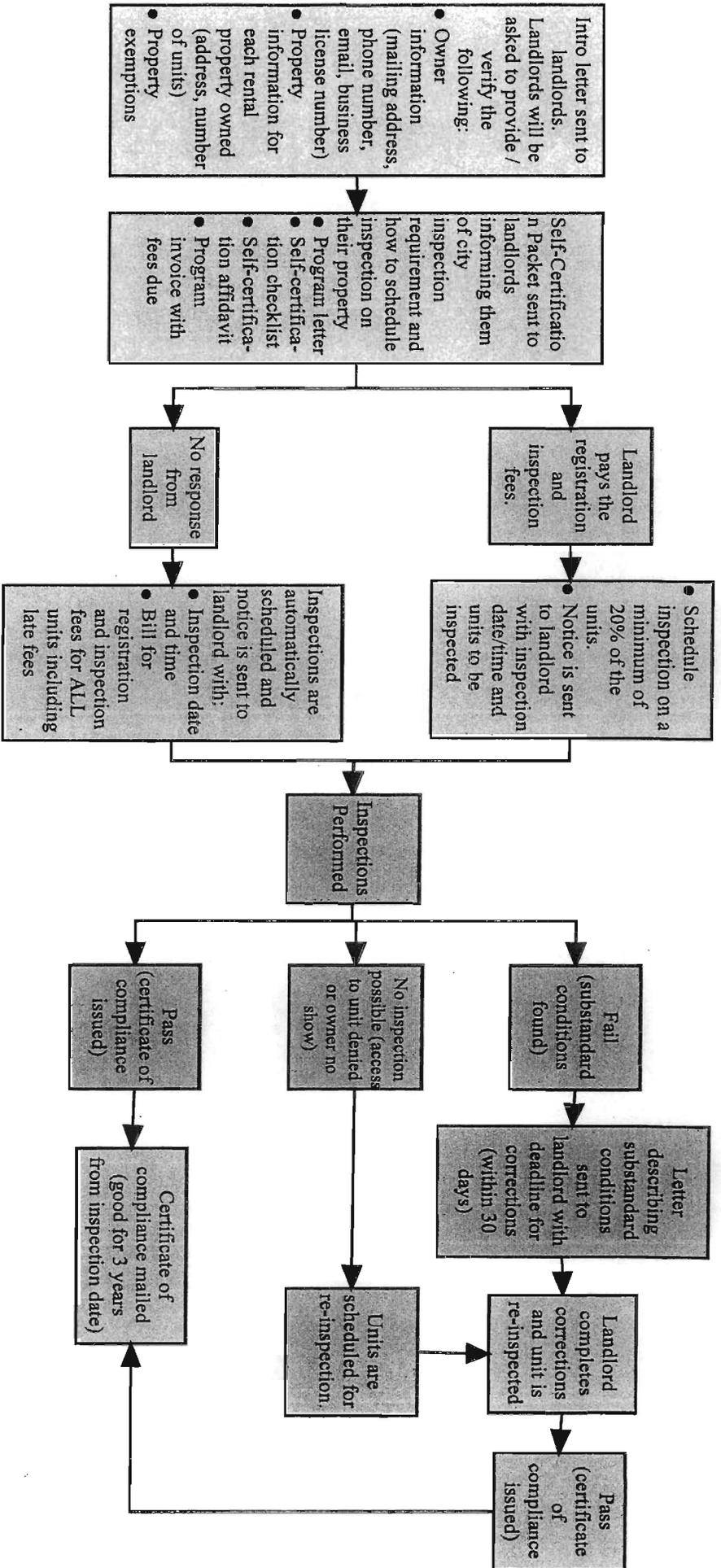
*Any property that participates in the Self-Certification Program may be removed from the program for three (3) years, at any time if that property fails to meet all of the interior and exterior standards designated on the self-certification checklist. Upon removal from the program, the full inspection fee shall be due and payable.*



### **What if violations occur during the three-year period?**

*If staff receives a complaint about conditions at the property, an inspection will be conducted. Staff will also conduct inspections if exterior violations are noted. If corrections are not made within the time allowed by the ordinance, or if the violations identified are caused by deferred maintenance or immediately affect the health and safety of the residents the property will be removed from the self-certification program and all units will be inspected. The owner will have to pay the inspection fee for the remaining units left to be inspected, plus any citations or abatement costs.*

# City of Richmond - Rental Inspection



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## **RESIDENTIAL RENTAL HOUSING INSPECTION PROGRAM**

**Phone (916) 808-7368**

**e-mail [RHIP@cityofsacramento.org](mailto:RHIP@cityofsacramento.org)**

On March 4, 2008 the City of Sacramento adopted Chapter 8.120 of the Sacramento City Code, establishing a Rental Housing Inspection Program. The purpose of this program is to address the issue of substandard rental properties, promote greater compliance with health and safety standards and preserve the quality of Sacramento's neighborhoods and available housing.

The program achieves compliance of health, safety and welfare code violations in/on residential rental property that are:

- A threat to the occupant's safety
- A threat to the structural integrity of the building
- A negative impact on the surrounding neighborhoods

The Rental Housing Inspection Program fee is \$28 per rental housing unit, billed on an annual basis. There is no cost for the initial inspection or 30 day re-inspection. Additional fees would be imposed only if the property is not brought into compliance within 30 days of the initial inspection, if the inspection appointment is not kept by the owner or responsible party or if the annual fee is not paid to the city in a timely manner.

Approximately two weeks before the scheduled inspection date, the property owner will receive a Rental Housing Inspection Notice listing the date and time, as well as an inspection checklist to prepare for and allow the owner an opportunity to fix problems before the inspection. If violations are found during the initial inspection, the owner is given 30 days to make the corrections. If all violations are not corrected before the 30-day progress inspection, an administrative Notice and Order may be issued. Properties taking more than 30-days to complete repairs are required to be inspected the following year and pay a \$150.00 re-inspection fee.

If no violations exist on the property at the time of the initial inspection or if the violations are corrected before the 30-day progress inspection, the inspector will issue an approved inspection checklist and the property will be placed in the Self-certification Program. Properties that are in the Self-certification Program will only be subject to random inspections, and will become eligible to receive a discount on their Rental Housing Inspection Program fee during the next 5-year billing cycle. The Self-certification Program requires owners to perform their own inspections of each rental unit on an annual (calendar year) basis and upon any change in tenancy. Owners are required to keep their inspection forms which are subject to random audits. As long as the property is maintained and no violations exist, the property will continue in the Self-certification Program.

The program requirements apply to all residential rental housing units, however some rental housing units may be exempt under certain conditions. Exemption categories include units that are regularly inspected by another agency or rental properties that are less than five (5) years old. If any of these circumstances exist, a property owner must submit an Application for Exemption or Waiver form to the Code Enforcement Department.

For further information regarding this program, please see the Rental Inspection Program Outline and Frequently Asked Questions page.

### **Rental Housing Inspection Program Outline**

- All rental housing units are required to register with the City of Sacramento
- Properties must have a registered local contact representative within 35 miles of Sacramento City Hall
- Property owners are billed the Rental Housing Inspection Program fee of \$28 on an annual basis.
- All parcels with rental housing units will be inspected within the first 5-year program cycle
- Properties with violations require the owner makes necessary repairs in 30 days
- Properties with no violations may be eligible for the Self-certification Program
- Approximately 5% of the properties in the Self-certification Program will be audited at random each year
- Owners of properties in the Self-certification Program must perform their own annual inspections and inspect each unit when there is a change in tenant
- Rental housing units that are less than 5 years old or inspected by another agency may be exempt from the program

#### **Program Fees:**

Rental Housing Inspection Program Fee	\$28 per unit, billed annually
Rescheduling Fee	\$80
Re-inspection Fee (for continuing violations)	\$150 per inspection
Late Penalty Fee	20% of Amount Due

#### **LINKS:**

**[View Top Ten Rental Housing Violations \(pdf\)](#)**

**[View Rental Housing Inspection Flow Chart \(pdf\)](#)**

**[View Residential Housing Inspection Program Brochure \(pdf\)](#)**

**[View Residential Housing Inspection Program Ordinance \(pdf\)](#)**

**[View Rental Housing Inspection Program Checklist \(pdf\)](#)**

**[Rental Housing Inspection Program Application for Exemption \(pdf\)](#)**

**[Rental Housing Inspection Registration Form \(pdf\)](#)**

**[Rental Housing Inspection Tenant Consent to Enter \(pdf\)](#)**

**[Self Certification Checklist \(pdf\)](#)**

**[Rental Housing Inspection Area Map \(pdf\)](#)**

**[Rental Housing Inspection Area Map with Major Streets\(pdf\)](#)**

**[Attention City of Sacramento Multi-Unit Landlords & Property Owners!](#)**

If you are currently designating at least 50 percent of your apartment community in the City of Sacramento as non-smoking, including private patios and balconies, you could qualify to receive recognition!

**Rental Housing Inspection Program Frequently Asked Questions:**

**Q: How does the city determine that a property is a rental?**

**A:** The Sacramento County Tax Assessor's Office provides the city with ownership information each month. The most recent set of records was used to determine the rental properties based on the following: 1) The property address is different than the owner's mailing address and there is no Homeowners Tax Exemption filed with the Assessor's Office.

**Q: Is there a form that has to be filled out to register a property?**

**A:** Yes. Registration forms will be mailed directly to the property owner.

**Q: Are any units exempt from the Rental Housing Inspection Program?**

**A:** Yes. Exemptions include owner-occupied units, properties five years old or less, properties in escrow (for sale) or units that are routinely inspected by other local agencies. Exemption forms are available here on our web page. Completed forms may be submitted by mail at 915 I Street MC 20000, Sacramento CA 95814 or faxed to (916) 808-7722.

**Q: If my property is exempt from inspections, do I still have to pay the fee?**

**A:** No. As long as the property is exempt, no fees are required to be paid. As long as an exemption form is submitted to the program, you should not receive an invoice.

**Q: Who is responsible for the payment of annual fees?**

**A:** The fees are the sole responsibility of the property owner(s).

**Q: Why is an annual fee collected if the rental units aren't inspected every year?**

**A:** The five-year program fee is \$140 per unit; however it is being billed in five (5) annual installments to amortize the cost over the program cycle.

**Q: What is a local contact representative & why are they required to be within 35 miles of Sacramento City Hall?**

**A:** A local contact representative is either the property owner or their designated representative who has full authority to act on behalf of the property owner. The contact person must work or reside within 35 miles to allow for personal service of any notices from the City of Sacramento.

**Q: Does the property owner need to be present for the inspections?**

**A:** The property owner or their listed contact representative owner must be present.

**Q: Does the property owner need to contact the city to schedule the inspections?**

**A:** No. The property owner or their listed contact representative owner will be contacted by mail at least three (3) weeks prior to their scheduled inspection.

**Q: What can the property owner do to prepare for the inspection?**

**A:** The property owner can prepare for the inspection appointment by obtaining a copy of the inspection checklist used by the City of Sacramento Code Enforcement Department. The list may be downloaded here on the Code Enforcement Department web page or you may request a copy be sent by mail by calling (916) 808-7368.