RENTAL HOUSING INSPECTON PROGRAM
REGISTRATION FORM
MAILING ADDRESS: 915 I Street, MC 20000 • Sacramento, CA 95814
(916) 808-7368 www.cityofsacramento.org/code

Please complete all information below and sign where appropriate. It is unlawful for any person to engage in the business of rental housing unless this completed registration form is provided to the City of Sacramento and the annual program fee is paid. A new registration form must be submitted not later than 30 days after a change of owner, agent or rental status. Form may be returned by mail (see mailing address above), by fax to 916-307-5834 or e-mail to RHIP@cityofsacramento.org

Please check one:

_____**New Registration** _____**New/Add Local Contact** _____**Update Mailing Address/Phone Number(s)**

Rental Property Address: _____ **Assessor's Parcel #:**_____
(As shown on property tax bill or property deed)

Total Number of Rental Units:_____

Property Owner Name: _____

Owner Mailing Address: _____
Street Name/Number City State Zip

Owner Phone #'s (please include area code):

(Day): _____ **(Evening):** _____ **(Cell):** _____

*****REGISTRATION FORMS WITHOUT A CONTACT PHONE NUMBER WILL NOT BE ACCEPTED*****

Local Contact Representative- (Per Chapter 8.120, Article II of the Sacramento City Code- Must reside or conduct business within 35 miles of Sacramento City Hall, maintain a local telephone number and be authorized to accept service of all notices from the City of Sacramento. PLEASE PROVIDE THE FOLLOWING INFORMATION:

If Same as Owner Check Here: _____

Local Contact: _____

Mailing Address: _____
Street Address **City** **State** **Zip Code**

Phone # (Day): _____ **Phone # (Eve):** _____ **Phone # (Cell):**_____

***Rental Unit Exemptions: Some rental units may be exempt from this program as determined by and to the satisfaction of the Director of Code Enforcement. If you believe your property or a portion of units within is exempt from this program, please complete the Exemption and Waiver Form and return to the mailing address listed above. Exempt categories include properties newly constructed within the last five years; Units inspected by other government or local agencies such as Housing and Urban Development (HUD), Sacramento Housing and Redevelopment Agency (SHRA) or similar; or if the unit(s) is not a "residential housing unit" as defined by section 8.120.030 of the Sacramento City Code.

It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required to register a rental housing unit pursuant to Chapter 8.120, Article II of the City of Sacramento City Code.

Signature of Owner:_____ Signature of Local Contact Representative: _____

Printed Name of Owner: _____ Printed Name of Local Contact Representative:_____

Date:_____ Date:_____