



County of Sacramento
RENTAL HOUSING INSPECTION PROGRAM (RHIP)
 Code Enforcement Division
 9700 Goethe Rd Ste A, Sacramento, CA 95827
 Ph. 916-876-9020 | Fx. 916-874-2957

For official use only	<input type="checkbox"/> R
Record Number: RHIP201__-__-__-__-__	<input type="checkbox"/> A
	<input type="checkbox"/> S
	<input type="checkbox"/> (A)

Registration Form

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 County of Sacramento and the annual program fee is paid. A new registration form must be submitted no later than 60 days after a change of owner, agent, or property information. Please complete a separate registration form for each parcel owned within Sacramento County. Please do not send checks to Code Enforcement. The RHCC fee is billed and paid through the County Utility Billing Department.

Rental Property Address: _____

Total Number of Rental Units: _____ Assessor's Parcel Number: _____

Property Owner Name: _____

Mailing Address: _____

Phone #1: _____ Phone #2/fax/cell/other/emergency: _____

Email address: _____ I choose to receive email updates about the program:

Property Manager/Agent: _____

Mailing Address: _____

Phone #1: _____ Phone #2/fax/cell/other/emergency: _____

Code Enforcement Inspection / Self Certification

I request to have the County of Sacramento Code Enforcement Division inspect the rental units located at _____

I understand that if I engage in the business of rental housing with any non-exempt housing units, I am required to register the property and pay any and all related fees as required by the Rental Housing Inspection Program. Please be advised that inspectors have an obligation to issue appropriate notices and/or citations for any health and safety hazards that are noted during their inspection of the property. Please also be aware that there is a cost that you will be charged for the inspection. The current charge is \$335.

I request to self-certify the property located at _____

I understand that the property cannot be self-certified if there is previous Code Enforcement case history on this property. I also understand and agree to have my inspector go through a mandatory training class to obtain the certification. I understand that the property owner is not required to attend such training if the inspections are solely done by the property owner. I understand that I will be responsible for ensuring all units are inspected and keeping records of each inspection done as stated in the Rental Housing Ordinance 16.20.900-16.20.909.5. If I do not adhere to the regulations set forth in this ordinance the self certification will be null and void until further notice.

Rental Unit Exemptions

Some rental units may be exempt from this program as determined by and to the satisfaction of the Chief of Code Enforcement. If you believe your property or a portion of units within said property is exempt from this program, please complete the Exemption and Waiver form (found in the Rental Housing Inspection Program home page) and return it to the mailing address listed above. Exempt categories include properties with unit(s) that are not a "rental dwelling unit" as defined by section 16.20.100 of the Sacramento County Code; properties during the first five years after receiving a final permit of occupancy for initial construction from the County of Sacramento; public housing owned or operated by the Sacramento Housing and Redevelopment Agency; rental units subject to the federal Housing Choice Voucher Program.

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 16.20 of the Sacramento County Code.

Name (Printed): _____ Owner/Agent/Manager/Other: _____

Signature: _____ Date: _____