



*Rental Housing Inspection Program  
Citrus Heights Police Department  
6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5520*

---

### **REQUEST FOR REGISTRATION**

You are receiving this enclosure in your Sacramento County Utilities Bill because you are identified as owning a rental property within the City of Citrus Heights. Citrus Heights Municipal Code requires a new registration form every year and within 30 days of any change in contact information (Section 50-247).

To register electronically, go to [www.citrusheights.net/RHIPRegistrationForm](http://www.citrusheights.net/RHIPRegistrationForm)

To register by mail or email, complete the form on the opposite side of this notice

Submit by email to: RHIP@citrusheights.net

Submit by mail to: Citrus Heights Police Department  
Attn: Rental Housing Inspection Program  
6315 Fountain Square Drive  
Citrus Heights, CA 95621

**The fine for failing to register is \$420.00.**

You may qualify for exemption from the program if:

1. You own and occupy your Citrus Heights property
2. A family member within one generation of the owner occupies the home
3. You participate in SHRA
4. The home is newly constructed within the last 5 years.

If your property is not a rental, complete an Application for Exemption at [www.citrusheights.net/RHIPExemptionForm](http://www.citrusheights.net/RHIPExemptionForm)

For more information visit [www.citrusheights.net/RHIP](http://www.citrusheights.net/RHIP).

Thank You,

Rental Housing Inspection Program  
Citrus Heights Police Department  
[RHIP@citrusheights.net](mailto:RHIP@citrusheights.net)  
(916) 727-5520



*Rental Housing Inspection Program  
Citrus Heights Police Department  
6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5520*

### RENTAL HOUSING INSPECTOR PROGRAM (RHIP) REGISTRATION FORM

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 Citrus Heights, and the annual registration and Housing Stock Fees are paid. A new registration form must be submitted **annually** and no later than 30 days after a change of owner, agent or rental status. One registration form is required per rental property. Form(s) may be returned by mail, by fax to (916) 727-5920, or by email to [RHIP@citrusheights.net](mailto:RHIP@citrusheights.net). **To Register online visit [www.citrusheights.net/RHIPRegistrationForm](http://www.citrusheights.net/RHIPRegistrationForm)**

#### Rental Property Information

Type of Registration (Please check one):

- New Registration                       Annual Registration/Renewal                       Add or Update Information

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

Type of Dwelling (Please check one):

- Single-Family       Duplex       Triplex       Fourplex       Multi-Family       Apartment Complex

Total Number of Rental Units: \_\_\_\_\_ Total Number of Buildings: \_\_\_\_\_ Complex Name: \_\_\_\_\_

#### Property Owner Information

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (Cell): \_\_\_\_\_ Email: \_\_\_\_\_

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

**If property is managed by Owner CHECK BOX and skip next section:**

#### Property Manager Information

*Must be authorized to accept service of all notices from the City of Citrus Heights RHIP and be able to be present for inspections*

Property Manager Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Property Manager Complete Mailing Address: \_\_\_\_\_

Phone # (Day): \_\_\_\_\_ Phone#(Cell): \_\_\_\_\_ Email: \_\_\_\_\_

#### Optional Tenant Information

Tenant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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 (CHMC 50-247).

Signature of Owner: \_\_\_\_\_ Signature of Property Manager: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_ Printed Name of Property Manager: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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 Application for Exemption Form and return to the Citrus Heights Rental Housing Inspection Program. Exempt categories include properties newly constructed within the last five years; Units inspected by other government 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."