



*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

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 Citrus Heights, and the annual registration and Housing Stock Fees are paid. A new registration form must be submitted 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 (see mailing address above), or by email to RHIP@citrusheights.net.

Type of Registration (Please check one):

- New Registration Annual Registration New/Add Local Contact Update Mailing Address/Phone Numbers (s)

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

Type of Dwelling (Please check one):

- Single-Family Duplex Condominium Fourplex Apartment Complex

Total Number of Rental Units: _____ Total Number of Buildings: _____

Property Owner Name: _____

Owner Complete Mailing Address: _____

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

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

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

Property Manager (If different than owner)- Must be authorized to accept service of all notices from the City of Citrus Heights RHIP and be able to be present for inspections. **PLEASE PROVIDE THE FOLLOWING INFORMATION:**

If Same as Owner Check Here:

Property Manager Name: _____ Company Name: _____

Property Manager Complete Mailing Address: _____

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

****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 on the form. 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." Please complete the RHIP Application for Exemption on the rear of this form and return to the address listed above if you believe your rental unit is exempt.**

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: _____
Printed Name of Owner: _____
Email Address: _____
Date: _____

Signature of Property Manager: _____
Printed Name of Property Manager: _____
Email Address: _____
Date: _____



RENTAL HOUSING INSPECTION PROGRAM (RHIP) APPLICATION FOR EXEMPTION

To request that your property be exempt from the inspection process by the Rental Housing Inspection Program (RHIP), fill in the property information, indicate the reason for exemption by checking the appropriate boxes below and sign and date the following declaration:

DECLARATION

I, _____ hereby declare the following:

I am the property owner located at _____, also described as Assessor's Parcel Number _____ - _____ - _____, Sacramento, California ("Property").

I understand and acknowledge that pursuant Division 3, Subdivision V of Chapter 50 of the Citrus Heights Municipal Code all rental housing properties and rental housing units are subject to a routine periodic inspection by the City of Citrus Heights

I believe that the following unit(s) identified on the property noted above is/are exempt from inspection for the following reason(s):
 (Please check all boxes that apply)

<input type="checkbox"/>	The unit(s) is/are newly constructed and has/have passed final inspection by the City of Citrus Heights within the last five (5) years.
<input type="checkbox"/>	The unit(s) is subject to routine interior and exterior periodic inspection by another government agency as listed below: Agency Name: _____ <u>(Please attach documentation such as a copy of the last payment voucher or agency agreement. Documentation must be current and must show the rental property address)</u>
<input type="checkbox"/>	The unit(s) is not a rental housing unit as defined by the Citrus Heights Municipal Code Section 50-244
<input type="checkbox"/>	I/We no longer own this property. Please provide the name and contact information for the new owner: Name: _____ Address: _____ Phone Number: _____

I understand that if I engage in the business of rental housing with any non-exempt rental housing unit(s), I am required to register the property with the City of Citrus Heights, Rental Housing Inspection Program and must pay any and all related fees as required by the RHIP regardless of this request for exemption. I also understand that this request for exemption may require additional documentation confirming the basis for this exemption request.

Please note: If this is an owner occupied property, you are not required to pay the annual RHIP fee.

Name: _____ Owner/Mgr Signature: _____

Address: _____

Phone: _____ Email: _____

You may return this form via mail at the address listed at the top of the form, or by email to RHIP@citrusheights.net