



Rental Housing Inspection Program (RHIP) FAQ's

- 1. Do I need to register my rental property every year?**
 - a. Yes. Annual registration, including payment of the annual registration fee is a requirement of the program
- 2. I own more than one rental. Do I need to pay a separate registration fee per property?**
 - a. Yes. The annual registration fee is per rental property.
- 3. Is the Housing Stock Fee (HSF) per rental unit or per rental property?**
 - a. The HSF is per rental unit. If you own a duplex, you would need to pay one annual registration fee and a HSF per unit (door).
- 4. How do I qualify for the self-certification program?**
 - a. If your rental property passes the initial inspection or has minor violations and they are corrected within 30 days, and you have not been the subject of a code enforcement investigation within the last five years, you would qualify for self-certification. You will also be required to complete, within 5 years, an educational class for "conducting effective property inspections" through the California Apartment Association or other class approved by the Director of the RHIP, as evidenced by a valid certificate of completion.
- 5. What are the requirements of a self-certified property?**
 - a. You must conduct an inspection every three years and at the change of tenancy. You must also keep a record of all inspections for a period of six years and present them to a RHIP inspector upon request.
- 6. Are self-certified properties inspected by the RHIP?**
 - a. Yes. The RHIP will randomly inspect a minimum of ten (10) percent of all self-certified properties.
- 7. What if violations are caused by the tenant?**
 - a. All violations are the responsibility of the rental property owner. If the tenant has caused the violations, the RHIP will work with the owner and the tenant to achieve compliance; however, the owner is ultimately responsible to bring the rental property into compliance.
- 8. As the property owner, can I refuse an inspection?**
 - a. No. If the tenant desires an inspection, an inspection will be conducted.
- 9. Can a tenant refuse an inspection?**
 - a. Yes. But, only if there are no known substandard living conditions or exigent circumstances.
- 10. Will I be notified of the inspection?**
 - a. Yes. The RHIP will notify the owner and tenant at least 30 days in advance.



11. Are there any rental properties that are exempt from registering with the RHIP?

- a. Yes. Properties that are newly constructed within the last five years and properties that are subject to verifiable, routine, periodic inspections by another government agency are exempt. Proof of the routine, periodic inspections will be needed. You must also complete a RHIP application for exemption and return it to RHIP@citrusheights.net

12. Why did I receive a letter stating I am a rental property owner? I am the owner and have always occupied the home.

- a. The RHIP receives their records through a Sacramento County database. Your property was identified as a rental property because the address of record for the owner was different than the property location. On occasion, we have found errors with the data entry. If your property is owner occupied, please call us to discuss. We may be able to remove you from the list without further proof of occupancy.

13. What if my property is occupied by a family and they do not pay rent? Do I still have to register for the RHIP.

- a. Yes. Any non-owner occupied property will be considered a rental property. "Rent" is defined as "means to grant the possession or enjoyment of, in exchange for money or any other consideration." (CHMC 50-244)

14. Can the program fees be passed on to the tenants?

- a. Yes. The RHIP has no authority to demand the rental property owner not pass the fees on to the tenant. However, the cost of the program is a max of \$6.66 per month for a single unit rental property.

15. How will the RHIP fees be collected?

- a. The HSF and the annual registration fee will be collected by the Sacramento County Consolidated Utility Billing and Service (CUBS) at the beginning of each calendar year. The county will then forward the fees to the City.

16. Are the RHIP fees a tax?

- a. No. They are a fee for service only billed to rental property owners as opposed to all Citrus Heights residents.

17. When will inspections begin?

- a. July 1, 2019

18. Why is the RHIP operated out of the police department?

- a. The RHIP will be part of the Code Enforcement Unit. The Code Enforcement Unit has been within the police department since 2007. Police Officers will not be conducting the inspections.