



County of Sacramento
RENTAL HOUSING INSPECTION PROGRAM (RHIP)

Code Enforcement Division
PO Box 276950, Sacramento, CA 95827
916.876.9020

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. * To register online please refer to www.code-enforcement.saccounty.net and click on the Rental Housing Inspection Program. Please complete a separate registration form for each property 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: _____

Mailing Address: _____

Phone (Day): _____ Phone (Evening): _____

Property Manager/Agent: _____

Mailing Address: _____

Phone (Day): _____ Emergency Phone: _____

Code Enforcement Inspection / Self Certification

I choose 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.

I choose to self-certify the property located at _____

I understand that the property can not 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 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 "rental dwelling unit" as defined by section 16.20.100 of the Sacramento County Code; granted a final permit of occupancy by the County of Sacramento within in the last five years; units inspected by other government or local agencies such as Housing and Urban Development, Sacramento Housing and Redevelopment Agency (SHRA); or any other rental housing units that are subject to routine periodic inspections by another government agency, and the frequency and scope of the inspections are to the satisfaction of the Building and Code Enforcement Director.

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: _____

Signature: _____ Date: _____