



Planning & Development Department
Building & Safety Division
Housing Code Enforcement

Rental Housing Safety Program (RHSP) **Frequently Asked Questions** **Regarding Yearly per Unit/Room Fees and** **the Self-Certification Checklist (Schedule A)**

YEARLY RHSP PER UNIT/ROOM FEES:

- I submitted an exemption/correction form last year, why am I being billed for all the units?

You will be billed for the total number of rental Units/Rooms located on your property annually. Each year you will need to complete the Exemption/Correction form.

- How can I be permanently removed from this billing?

Residential properties which are SFR/Condos, claim a homeowner's exemption and show the owner's mailing address being the same as the property address can be removed from the yearly billing. However, even if these three criteria are met, if any part of the residential property is being rented the program applies to that property.

- The property is not rented?

If the property does not meet the criteria for permanent removal, you should complete the Exemption/Correction form which provides an exemption for one billing cycle.

- How do I notify you that a unit which was previously owner occupied has been rented?

Notification can be done by email (rhsp@cityofberkeley.info), phone (510-981-5445) or by mail/in person (1947 Center Street, 3rd floor; Berkeley, CA 94704).

- What is the period (dates) being billed?

The bill is for the current fiscal year (ie bills sent in October 2019 are for FY19-20 / July 1st thru June 30th).

- Annual Per Unit/Room Fees

Applies to rental properties, including boarding houses, fraternities, sororities and residential hotels, as follows:

Residential rental buildings.	\$40.00 per unit
Residential hotels and boarding houses with five or more rooms.	\$20.00 per room

- Are any units/rooms exempt from the annual per unit/room fee?

The following units/rooms are exempt from the annual fee:

Single-family rental dwellings, apartments, or rooms that are occupied by the owner or family members of the owner who do not pay rent.

Units/rooms that are currently vacant and have been vacant for at least one year.

- The bill is for more units than are located at the property and/or I qualify for one of the above exemptions:

Complete the Exemption/Correction form enclosed with the bill and remit your payment based upon the total amount due on the enclosed bill, less amount of claimed exemption(s). If an exemption is not granted you will be notified.

- I sold this property.

The owner of record on July 1st is responsible for paying the bill.

- How do I notify your office of a property sale or status change?

Notification can be done by email (rhsp@cityofberkeley.info), phone (510-981-5445) or by mail/in person (1947 Center Street, 3rd floor; Berkeley, CA 94704).

- Can I pay my bill by credit card?

Yes, by visiting the Finance Department's Customer Service Center at 1947 Center Street, 1st Floor in Berkley or calling the City's Customer Service Center at 510-981-CITY (2489).

- What will happen if I do not pay the inspection fee or the annual fee that I am billed?

Property owners who do not pay these fees will have these fee amounts placed on the property tax bill as a special assessment lien on the property.

- How do I arrange to have an account set-up?

Contact our office by email (rhsp@cityofberkeley.info), phone (510-981-5445) or by mail/in person (1947 Center Street, 3rd floor; Berkeley, CA 94704).

RENTAL HOUSING SAFETY PROGRAM (RHSP):

- When does the unit inspection need to be completed?

Owners of residential rental housing are required to certify annually, by July 1st of each year, that their units meet minimum housing safety standards by using the City's RHSP Safety Certification Checklist (Schedule A form).

- What do I do with the Schedule A form once I have completed the unit inspection?

Provide a copy of the completed Schedule A form to the tenant(s) of the unit certified and keep the completed form for your records. You do not provide a copy to the City, unless requested to do so by the City.

- I am unable to gain access to the unit to perform the self-certification inspection.

If a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection, notify the City, by submitting the Schedule A form to the Housing Code Enforcement/RHSP office.

- Where do I send the City's RHSP Safety Certification Checklist (Schedule A form)?

You do not provide a copy to the City, unless requested to do so by the City or if a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection.

- Are any units/rooms exempt from the yearly owner self-certification inspections?

The following units are exempt from the owner self-certification:

Newly constructed rental units are exempt for 5 years after the issuance of a certification of occupancy.

Units/Rooms that received a City Housing Inspection by Housing Code Enforcement/RHSP staff are exempt from certifying for a 3-year period from the date of Notice of Closure/Compliance is issuance.

- Who can do the self-certification inspection?

The owner or owner's agent/representative can do the inspection. Additionally, owners or tenants may request that the City conduct an inspection in lieu of self-certification. However, if the City is unable to conduct this inspection, the owner is still required to self-certify.

- Who can I contact for additional information?

For questions regarding RHSP fees owed or questions regarding the billing statement, call the RHSP Billing Number at 510-981-5445.

To make a payment by phone call Finance Customer Service at 510-981-CITY (2489) or pay in person at 1947 Center Street 1st floor, Berkeley, CA 94704.

For program information, call Housing Code Enforcement at 510-981-5444.