



HOUSING CODE ENFORCEMENT
RENTAL HOUSING SAFETY PROGRAM (RHSP)
SELF-CERTIFICATION CHECKLIST INSTRUCTIONS
(SCHEDULE A)

Planning & Development Department
Building & Safety Division
Housing Code Enforcement

The purpose of the Rental Housing Safety Program (RHSP) is to increase the safety of rental properties through the participation of owners, tenants, the City, and the community. All 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). As the owner you are required to fulfill items #1 and #2 below:

1. Provide a copy of the completed Schedule A form to the tenant(s) of the unit certified. You do not provide a copy to the City, unless requested to do so by the City.
2. Notify the City, by submitting the Schedule A form to the Housing Code Enforcement/RHSP office, if a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection.
3. 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.
4. 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 issued.

For further information regarding the City's Rental Housing Safety Program contact the Housing Code Enforcement office at 1947 Center Street, 3rd Floor in Berkeley, call at (510) 981-5444; TDD (510) 981-6903; e-mail at RHSP@cityofberkeley.info or visit the website at www.cityofberkeley.info/housing/rhsp.