



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

Planning & Development Department  
Building & Safety Division  
Housing Code Enforcement

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 Rental Housing Safety Program (RHSP) Safety Certification Checklist (Schedule A form). As the owner you are required to fulfill items #1, #2 and #3 below:

1. Provide a copy of the completed Schedule A form to the tenant(s) of the unit certified.  
Do not provide a copy to the City, unless requested to do so by the City.
2. If a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection, fill out the bottom section of the Schedule A and submit it to the Housing Code Enforcement office.
3. If subject to a housing inspection, you will be required to produce a copy of the completed Schedule A form for the unit or room being inspected. Failure to do so may result in the issuance of an Administrative Citation for non-compliance with Berkeley Municipal Code 12.48. Administrative Citations carry a minimum fine of \$200 per unit or room.
4. 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.
5. 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 the Notice of Closure/Compliance is issued.

For further information regarding the City's Rental Housing Safety Program:

- Visit the website at [www.cityofberkeley.info/housing/rhsp](http://www.cityofberkeley.info/housing/rhsp)
- Call at (510) 981-5444; TDD (510) 981-7474
- E-mail at [RHSP@cityofberkeley.info](mailto:RHSP@cityofberkeley.info)
- Come into the Housing Code Enforcement office at 1947 Center Street, 3<sup>rd</sup> Floor in Berkeley