

City of Berkeley  
Planning & Development Department  
Building & Safety Division  
Housing Code Enforcement

## RENTAL HOUSING SAFETY PROGRAM (RHSP)

**UPDATES — OCTOBER 2020**

[www.cityofberkeley.info/housing/RHSP](http://www.cityofberkeley.info/housing/RHSP)

Due to the Health Officer's Shelter-In-Place order the due date for completion of this year's Self-Certification Inspection Checklist (Schedule A) has been moved from July 1, 2020 to November 1, 2020.

### HOW TO PAY

Payments for the yearly RHSP per unit/room fees will no longer be accepted in person. Payments can be made in the following ways:

**By Mail (check or money order):**

City of Berkeley  
RHSP Payment  
1947 Center Street, 3<sup>rd</sup> Floor  
Berkeley, CA 94704

**By Phone (credit card payments):**

510-981-7200

### REQUIRED ANNUAL INSPECTION

#### RHSP Self-Certification Safety Checklist (Schedule A)

Property owners are required to annually inspect their rental units or rooms utilizing the Rental Housing Safety Program Self Certification Safety Checklist (Schedule A) and certify they meet housing safety standards. Owners are required to provide a copy of the completed Schedule A form to each tenant whose rental unit or room has been inspected. The Rental Housing Safety Program (RHSP) applies to all residential rental units and rooming houses regardless of the number of units being rented. If the owner is unable to carry out the self-certification inspection due to refusal by the tenant to allow entry, the owner is required to follow the instructions on the back of the Schedule A form.

#### Penalties for Non-Compliance

At the time of any City scheduled inspection of a rental unit or room, the property owner is required to produce a copy of the completed Schedule A form for any units or rooms scheduled for inspection. If the owner fails to produce a copy, they may be issued a citation and fined \$200 per unit for being in violation of Berkeley Municipal Code (BMC) 12.48.050.

### HOW TO PERFORM A SELF-CERTIFICATION INSPECTION DURING SHELTER-IN-PLACE

The Rental Housing Safety Program has developed instructions to provide guidance to property owners on performing Schedule A inspections safely during the COVID-19 pandemic. These guidelines can be found on the RHSP website under [Schedule A Inspections during SIP](#).

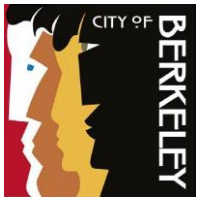
The Self-Certification inspection may be performed by the owner, landlord, property manager, contractor or any persons representing the owner. The owner may appoint the tenant to represent them and perform the self-certification checklist inspection.

#### SCHEDULE A FORM UPDATED

The Self Certification Safety Checklist (Schedule A) has been updated to make the form easier to use. The form itself consists of two pages with an additional two pages of instructions and explanations to assist owners and their representatives when conducting the inspections.

### RESOURCES / CONTACT INFORMATION

- Additional FAQ's can be found at: [www.cityofberkeley.info/housing/RHSP](http://www.cityofberkeley.info/housing/RHSP).
- For additional information regarding the Rental Housing Safety Program or the checklist, contact the Housing Code Enforcement office at (510) 981-5444 or visit the website at: [www.cityofberkeley.info/housing/RHSP](http://www.cityofberkeley.info/housing/RHSP).
- If you have questions regarding your bill, please email [rhspbilling@cityofberkeley.info](mailto:rhspbilling@cityofberkeley.info) or call (510) 981-5445



Additional Frequently Asked Questions can be found on the Rental Housing Safety Program (RHSP) website at [www.cityofberkeley.info/housing/rhsp](http://www.cityofberkeley.info/housing/rhsp).

- How can I be permanently removed from this billing?

Residential properties which are Single Family Residences or Condos, claim a homeowner's exemption and show the owner's mailing address as 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.

- 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.

- 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 or provide services in lieu of rent.

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

To claim an exemption, complete the Exemption/Correction form which provides an exemption for one billing cycle.

- Annual Per Unit/Room Fees

On May 28, 2019 the Berkeley City Council passed Resolution 68,940-N.S. increasing RHSP per unit/room fees over a two year period. These fees apply to rental properties, including boarding houses, fraternities, sororities and residential hotels. The fees for this year are:

Residential rental buildings.	\$56.00 per unit
Residential hotels and boarding houses with five or more rooms.	\$28.00 per room

- 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 the amount of claimed exemption(s). If an exemption is not granted, you will be notified.