



December 10, 2018

Citrus Heights Rental Property Owner(s)
Citrus Heights, CA 95610 & 95621

Attention: Citrus Heights Rental Property Owner(s)

This letter is to inform you of the creation of our new Rental Housing Inspection Program (RHIP). The RHIP was approved by City Council Resolution #2018-112 and will become effective January 1, 2019. We believe this program will enhance the overall beauty of our great city, resulting in increased property values and increased quality of life for all. The RHIP mission will be to work in partnership with you and your tenants.

The purpose of the RHIP is to proactively identify blighted, deteriorated, or substandard rental housing units, to ensure the rehabilitation and prevention of substandard and/or unsafe rental housing. This program was developed to preserve and enhance the quality of life for City residents living in or near rental housing properties.

The new City ordinance governing the RHIP can be found in the Citrus Heights Municipal Code within Chapter 50, specifically Sections 50-239 through 50-258. Although the RHIP will become effective as of January 1, 2019, proactive inspections will not begin until July 1, 2019. Between January 1, 2019 and June 30, 2019, staff will be hired and trained, equipment will be purchased, and the all necessary administrative needs will be completed. Please make sure to review the ordinance in its entirety at www.citrusheights.net/179/Municipal-Code or www.citrusheights.net/222/Police as it explains the program in detail including, but not limited to, the inspection cycle, registration requirements, violations, the self-certification program and potential fees for non-compliance.

The funding for the RHIP will be generated through a small increase to the current \$12.00 annual Housing Stock Fee (HSF) and a new annual RHIP annual registration fee. The fees are based on the number of rental units per rental property.

FEES DUE

The HSF and the annual registration fee are due and payable yearly. All rental property owners must also register their rental properties with the RHIP, yearly.

New annual HSF for rental properties with 1 to 4 rental units	\$27.00 per unit (\$15.00 increase)
New annual HSF for rental properties with 5 to 99 rental units	\$20.00 per unit (\$8.00 increase)
New annual HSF for rental properties with 100 or more rental units	\$17.00 per unit (\$5.00 increase)
Annual registration fee for rental properties with 1 rental unit	\$65.00 per property, annually
Annual registration fee for rental properties with 2 to 4 rental units	\$105.00 per property, annually
Annual registration fee for rental properties with 5 or more rental units	\$140.00 per property, annually

CHPD Mission: *To safeguard the people we serve and enhance quality of life by impacting crime with skilled policing professionals and community partnerships.*



Calculating total fees owed:

Annual registration fee per property + HSF per unit = the total fees due

For example:

1. If you own one (1) single-family rental, RHIP fees due are: $\$65.00 + \$27.00 = \$92.00$ annually
2. If you own two (2) single-family rentals, RHIP fees due are: $\$130.00 + \$54.00 = \$184.00$ annually
3. If you own a duplex (2 units) rental, RHIP fees due are: $\$105.00 + \$54.00 = \$159.00$ annually
4. If you own a four-plex (4 units) rental, RHIP fees due are: $\$105.00 + \$108.00 = \$213.00$ annually
5. If you own an apartment complex with 20 units, RHIP fees due are: $\$140.00 + \$400.00 = \$540.00$ annually

The HSF and the annual registration fee will be billed through the County's Consolidated Utilities Billing & Services (CUBS). This is the way all Citrus Heights rental properties owners currently pay their annual HSF. If you currently pay your HSF through Electronic Fee Transfer (EFT), please make sure to open and view your January utility bill. It will have more information as well as a registration form. The increased HSF and the annual registration fee will be debited in early 2019. You will either need to complete the registration form (yellow in color) and mail it in, or go online to www.citrusheights.net/222/Police and complete a registration form under the RHIP section. You will be able to electronically send the registration form to the RHIP Unit.

We look forward to working closely with you. If you have any questions, you can email us at RHIP@citrusheights.net or call us at 916-727-5520.

Kind Regards,

Rental Housing Inspection Program Staff