



City of Hemet
 COMMUNITY DEVELOPMENT DEPARTMENT
 445 E. Florida Avenue
 Hemet, CA 92543
 (951) 765-2375

For Office Use Only

Application #: _____
 No. of Units: _____
 FEE Collected: _____
 Date Received: _____
 ACCEPTED BY: _____

Note: This form is also available as a fillable form online at www.Cityofhemet.org

Residential Rental Dwelling Unit (RRDU) Registration Form

Incomplete forms will not be accepted

REGISTRATION CHECKLIST

- | | | |
|--|--|---|
| <input type="checkbox"/> Completed Residential Rental Dwelling Unit (RRDU) Registration Form and Rental Property Fee Calculation Worksheet | <input type="checkbox"/> Payment of RRDU Registration Fee and Inspection Fees (<i>payable by check or credit card</i>) | <input type="checkbox"/> Crime-Free Rental Housing Program Completion Certificate OR Seminar Date and Location to attend. _____ |
| <input type="checkbox"/> Completed Property Owner Certification Form | <input type="checkbox"/> Property Owner letter for Authorized Agent (<i>if applicable</i>) | |

PURPOSE

On August 27, 2013, the Hemet City Council adopted Ordinance 1873 adding Article XIV to Chapter 18 of the Hemet Municipal Code establishing the Residential Rental Registration and Crime-Free Rental Housing Program. Article XIV requires that all residential rental units be registered with the City of Hemet and inspected regularly to ensure that the rental properties afford tenants a safe and decent place to dwell, reduce criminal activity, and meet minimum building and housing code standards. Additionally, the ordinance established a fee structure to cover the cost of registration and inspections. **Registration and fees are valid for a one-year period and must be renewed annually. A current city business license for the rental property and completion of the Crime-Free Rental Housing Program are also required.**

PROPERTY INFORMATION

Please provide all information requested below and sign the form. **A separate registration form for each street address and/or Assessor's Parcel Number is required (See Section 18-470A. of the Hemet Municipal Code).**

Rental Property Site Address: _____

Property Name (if applicable) _____ Total Number of Rental Units at this Address or Complex _____

Rental Type: Apartment Townhome/Condo Single Family Duplex Tri-Plex 4-Plex Other _____

Utilities paid for by Owner or Tenant: (*check boxes below*)

WATER	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	GAS	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
TRASH	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	ELECTRIC	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

PROPERTY OWNER INFORMATION

Property Owner Name(s): _____

Owner Mailing Address: _____

Phone: _____ Cell Phone: _____

Property Owner Email Address: _____

- By checking here, Owner acknowledges that s/he is responsible for the maintenance of the property.
- By checking here, Owner acknowledges that s/he DOES utilize a property management company located within 40 miles of the property. *(Provide Property Management Company information requested below)*

PROPERTY MANAGEMENT *(This Section is required to be completed whenever a Property Manager or Management Company is used by the Property Owner for any purpose)*

Company: _____ Contact Person: _____
Phone: _____ Emergency Phone #: _____
Address: _____
Email Address: _____

AUTHORIZED AGENT

- A letter signed by the property owner authorizing me/my company as the authorized manager of the rental unit is attached.

Company: _____ Contact Person: _____
Phone: _____ Emergency Phone #: _____
Address: _____
Email Address: _____

- I certify under the penalty of the laws of the State of California that I am the property owner/agent of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Hemet, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner _____ Date: _____

If you have questions regarding any of these forms, please contact Cindy Ochoa at 951.765.2377 or Melissa Couden at 951.765.3881 of the City of Hemet Community Development Department.



CITY OF HEMET

Rental Registration Program

Rental Property Fee Calculation Worksheet

(This form is to be completed when "Landlord in Good Standing" is not applicable)

For Office Use Only	
REGISTRATION FEE:	_____
INSPECTION FEE:	_____
TOTAL FEES PAID:	_____
CRW NUMBER:	_____
PROCESSED BY:	_____

Property Address: _____

Name of Complex: _____

Number of Multi-Family Units (at this property): _____

Owner Information: Name: _____

Address: _____

Phone: _____ Cell: _____

E-Mail: _____

Property Manager: Name: _____

(if applicable)

Address: _____

Phone: _____ Cell: _____

E-Mail: _____

SECTION 1: REGISTRATION - This property is submitting for (check one):

Registration: \$96.00 PLUS Inspection Fee (see below)

SECTION 2: INSPECTION - Inspection Fees (Required annually):

NUMBER OF UNITS	2A. BASE INSPECTION FEE	2B. UNIT INSPECTION FEE
1 or 2 UNITS	\$32.00	\$0 (Included in Base Inspection Fees)
3-25 UNITS	\$92.00	\$0 (Included in Base Inspection Fees)
26-100 UNITS	\$84.00	\$12.50 (Per Unit – Calculation Below)
101-199 UNITS	\$105.00	\$12.50 (Per Unit – Calculation Below)
200+ UNITS	\$126.00	\$12.50 (Per Unit – Calculation Below)

SECTION 3: CALCULATE ALL FEES

- Enter Registration Fee (Section 1) \$ 96.00
- Enter Base Fee (Section 2A) \$
- Enter number of units _____ X Unit Inspection Fee (2B) _____ = 3a. _____
- Enter result from line 3a. _____ x .30 (30% of units) = \$
- Total of lines **1, 2** and **4** = Registration and Inspection Fees **TOTAL** \$

*In accordance with the City of Hemet Resolution 4554, the minimum number of units to be inspected is 30% of total units. Therefore, the following calculation is used: \$12.50 per unit x the number of units x 30%. The minimum unit inspection fee shall be \$12.50