



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) Landlord in Good Standing Application

Incomplete forms will not be accepted

APPLICATION CHECKLIST

- | | | |
|--|---|--|
| <input type="checkbox"/> Completed Residential Rental Dwelling Unit (RRDU) Landlord in Good Standing Application and Rental Property Fee Calculation Worksheet | <input type="checkbox"/> Payment of RRDU Registration Fee and Application 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 to improve the health, safety, and aesthetics of rental property. Article XIV requires that all residential rental units be registered with the City of Hemet and inspected to ensure minimum property standards are being met. Additionally, the ordinance established a fee structure to cover the cost of registration and inspection. In recognition that some property owners are already maintaining their properties to the standards established by the program, a Landlord in Good Standing designation was established for landlords who have no outstanding code violations, maintain a certified property manager, and meet the other provisions outlined in this application. Landlords in Good Standing are assessed a reduced fee and are exempt from annual inspections. ***Eligibility for the Landlord in Good Standing designation is verified by the city. If a property owner fails to meet or maintain the required provisions, the designation will be revoked and annual inspections and standard fees will apply.***

ELIGIBILITY CHECKLIST: *The property will be eligible for the Landlord in Good Standing designation if:*

<input type="checkbox"/> There are no current or outstanding Code or Building violations on my property	<input type="checkbox"/> The Landlord in Good Standing Application and the Application Fee and Inspection Fees are submitted
<input type="checkbox"/> The property has not been deemed a chronic nuisance property by the Police Department	<input type="checkbox"/> There is a valid City issued Certificate of Occupancy for the property (<i>or one will be issued at the completion of the inspection</i>)
<input type="checkbox"/> The owner, agent or manager for this property received a Crime-Free-Housing Certification <u>or</u> have scheduled a date to attend a seminar	<input type="checkbox"/> There is a Property Manager, or Owner/Agent that actively manages the property.
<input type="checkbox"/> The property, per the Property Maintenance Checklist, passes the required site inspection performed by the City	<input type="checkbox"/> There is a valid City issued Business License for the Rental Property
	<input type="checkbox"/> There are no City delinquent fees, taxes or liens associated with this property

Please note that the City of Hemet will schedule an inspection to verify your eligibility before granting the "Landlord in Good Standing" status.

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
SEWER	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	ELECTRIC	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
TRASH	<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 lives within 40 miles of the property identified above, and serves as the designated Property Manager.

☐ By checking here, Owner acknowledges that s/he utilizes a Property Management Company. *(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)*

Section 18-470(D)(4) of the Hemet Municipal Code requires that the Owner of a multi-family dwelling with three (3) or more units shall have designated a local property manager or hired a local property management company to oversee the RRDU, or have an on-site manager living on the premises.

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

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.

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: _____

Landlord in Good Standing Fee Calculation Worksheet**SECTION 1: REGISTRATION**

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

SECTION 2: INSPECTION - Inspection Fees (One-time fee):

NUMBER OF UNITS	2A. BASE INSPECTION FEE	2B. UNIT INSPECTION FEE
1 or 2 UNITS	\$21.00	\$0 (Included in Base Inspection Fees)
3+ UNITS	\$42.00	\$12.50 (Per Unit – Calculation Below)

SECTION 3: CALCULATE ALL FEES

- Enter Registration Fee (Section 1) \$ 96.00
- Enter Base Inspection Fee (Section 2A) \$
- Enter number of units _____ X Unit Inspection Fee (2B) _____ = 3a. \$
- Enter result from line 3a. _____ x .15 (15% of units) (min. of \$12.50) = \$
- Total of lines **1, 2** and **4** = Registration and Inspection Fees **TOTAL** \$

***In accordance with the City of Hemet Ordinance 1870 and Resolution 4554, the minimum number of units to be inspected for LANDLORD IN GOOD STANDING is 15% of total units. Therefore, the following calculation is used: \$12.50 per unit x the number of units x 15%.**