

RENTAL HOUSING REGISTRATION APPLICATION

To ensure healthy and safe rental housing for our residents, every residential rental property located within the city is required to be registered annually (R.C.M.C. 16.20.1215) and maintain an active business license (R.C.M.C. 4.06.005) with the city. You may submit this form to the Department of Finance along with any required fees to complete the registration requirement specific to the residential rental property. **The Rental Housing Registration is issued to the property owner.**

Do not use this form if you are registering a short-term rental.

SECTION 1

PROPERTY OWNER INFORMATION		
Owner information provided must be consistent with the information as listed on Sacramento County's Assessor's Records		
Owner Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Emergency Phone:	
Fax:	Email:	

SECTION 2

PROPERTY MANAGEMENT INFORMATION	
Agent:	Business Name:
Site Emergency Contact:	Mailing Address:
City:	State:
Zip:	Email:
Phone:	Fax:

SECTION 3

CONTACT PREFERENCES (Required)	
Site Emergencies:	<input type="checkbox"/> Owner as listed on County Records <input type="checkbox"/> Property Manager
Site Inspections:	<input type="checkbox"/> Owner as listed on County Records <input type="checkbox"/> Property Manager

SECTION 4

PROPERTY INFORMATION					
Property Type:					
<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex	<input type="checkbox"/> Multi-Unit Complex: Number of Units: _____	<input type="checkbox"/> ADU	<input type="checkbox"/> Hotel	<input type="checkbox"/> Motel
Number of Buildings: _____ Bedrooms: 1 _____ 2 _____ 3 _____ 4+ _____					
Property Address:					
City:	State:			Zip:	

Please Note: If you own additional rental properties located in the City of Rancho Cordova jurisdiction, please list each additional property on the Supplementary Rental Property Section on the back of this form.

I declare under penalty of perjury under the laws of the State of California the information I have provided is true and correct:

Print Name

Signature

Date

OFFICIAL OFFICE USE ONLY

Date:	ID #:	RPR:	AC#:	Case ✓
Date:	ID #:	RPR:	AC#:	Case ✓
Date:	ID #:	RPR:	AC#:	Case ✓

THIS APPLICATION IS PUBLIC RECORD



The Rental Housing Code Compliance Fee is assessed to provide a base level of revenues to support the Rental Housing Inspection Program. The program provides enforcement of the provisions of the State Housing Law. Unsafe housing is a community blight often associated with unlawful activity. While the cost of enforcement is significant, the result of failing to abate substandard housing has more adverse and far-reaching consequences such as loss of housing and displaced individuals. Those persons who violate the State Housing Law should bear the greatest practical share of the costs of operating the program through enforcement fees and penalties. However, if such a program is to achieve its objectives, a constant and reliable source of revenue is needed. Collection of enforcement fees and penalties is inherently unreliable as a funding source and therefore cannot be relied upon to fully support the ongoing operational costs of the program. The Rental Housing Code Compliance Fee was established for the purpose of generating the revenue required to fund the difference between the ongoing costs of the program and the revenues received from the collection of enforcement fees and penalties. Periodically, the City may review program costs and revenues, which may result in an adjustment of licensing and code compliance fees in the future.

FEES DUE

Registration fees are renewable yearly per property. The City of Rancho Cordova will mail a courtesy reminder notice prior to the expiration date. Please keep in mind it is the owners' responsibility to renew the registration(s) yearly upon expiration.

The State of California enacted SB 1186, which requires us to collect \$4.00 with each new and renewed registration. The \$4.00 will be used by the State and the city to facilitate compliance with the Federal Americans with Disabilities Act of 1990.

Rental Housing Registration Fee (per each rental property):	\$50.00
SB 1186 State Disability Access Fee (per each rental property):	\$ 4.00
Rental Housing Code Compliance fee: (per each rental unit)	\$16.00

Calculating total fees owed: Registration fee of \$50.00 + SB 1186 fee of \$4.00 + \$16 Rental Housing Code Compliance fee for each rental unit owned = the total fees due.

For Example:

- 1. If you rent a single-family home, the rental fees due are: \$50.00 + \$4.00 + \$16.00 = \$70.00**
- 2. If you rent a duplex, the rental fees due are: \$50.00 + \$4.00 + \$16.00 + \$16.00 = \$86.00**
- 3. If you rent a four-plex, the rental fees due are: \$50.00 + \$4.00 + \$16.00 + \$16.00 + \$16.00 + \$16.00 = \$118.00**
- 4. If you own an apartment complex, the rental fees due are: \$50.00 + \$4.00 + the \$16.00 fee for each apartment.**
- 5. If you are renting out an ADU (Accessory Dwelling Unit), the rental fees due are: \$50.00 + \$4.00 + \$16.00 = \$70.00**