

REQUEST FOR REGISTRATION

You are receiving this enclosure in your Sacramento County Utilities Bill because you are identified as owning a rental property within the City of Citrus Heights. Citrus Heights Municipal Code requires a new registration form every year and within 30 days of any change in contact information (Section 50-247).

To register electronically, go to www.citrusheights.net/RHIPRegistrationForm

To register by mail or email, complete the form on the opposite side of this notice

Submit by email to: RHIP@citrusheights.net

Submit by mail to: Citrus Heights Police Department

Attn: Rental Housing Inspection Program

6315 Fountain Square Drive Citrus Heights, CA 95621

The fine for failing to register is \$420.00.

You may qualify for exemption from the program if:

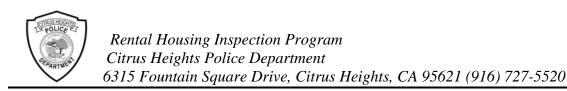
- 1. You own and occupy your Citrus Heights property
- 2. A family member within one generation of the owner occupies the home
- 3. You participate in SHRA
- 4. The home is newly contructed within the last 5 years.

If your property is not a rental, complete an Application for Exemption at www.citrusheights.net/RHIPExemptionForm

For more information visit www.citrusheights.net/RHIP.

Thank You,

Rental Housing Inspection Program Citrus Heights Police Department RHIP@citrusheights.net (916) 727-5520



RENTAL HOUSING INSPECTON PROGRAM (RHIP) REGISTRATION FORM

It is unlawful for any person to engage in the business of rental housing unless this completed registration form is provided to the City of Citrus Heights, and the annual registration and Housing Stock Fees are paid. A new registration form must be submitted annually and no later than 30 days after a change of owner, agent or rental status. One registration form is required per rental property. Form(s) may be returned by mail, by fax to (916) 727-5920, or by email to RHIP@citrusheights.net/ Register online visit wwww.citrusheights.net/RHIPRegistrationForm

Rental Property Informa	tion				
Type of Registration (Please					
New Registration	Annual Registra	tion/Renewal		Add or Update Information	
		Assessor's Parcel#:			
Rental Property Address:		Assess	Or S Parcel #:(As show	rn on property tax bill or property deed)	
Type of Dwelling (Please ch	eck one):		_	_	
Single-Family	Duplex Triplex	Fourplex	Multi-Family	Apartment Complex	
Fotal Number of Rental Uni	ts: Total Number of	_ Total Number of Buildings: Com		nplex Name:	
Property Owner Informat	ion				
First and Last Name:					
Vailing Address:					
hone:	(Cell):	(Cell):		Email:	
•	tion t service of all notices from the City o	_			
	Mailing Address:				
		Phone#(Cell): Email:			
Optional Tenant Informat	tion				
enant Name:	ne: Address:		Phone:		
enant Name:	Address: _	Phone:		e:	
It is unlawful for	any person to knowingly make a false to register a ren	e statement of fac tal housing unit (C		information that is required	
Signature of Owner:		Signature of Property Manager:			
Printed Name of Owner:		Printed Name	Printed Name of Property Manager:		
Date:			Date:		

Some rental units may be exempt from this program as determined by and to the satisfaction of the Director of Code Enforcement. If you believe your property or a portion of units within is exempt from this program, please complete the Application for Exemption Form and return to the Citrus Heights Rental Housing Inspection Program. Exempt categories include properties newly constructed within the last five years; Units inspected by other government agencies such as Housing and Urban Development (HUD), Sacramento Housing and Redevelopment Agency (SHRA) or similar; or if the unit(s) is not a "residential housing unit."