
Rental Housing Code Compliance Fee Billing Information

All rental properties within the County of Sacramento jurisdiction are required to pay the annual Rental Housing Code Compliance (RHCC) fee of \$16 per unit. They are also required to have a registration form on file with the program.

For your convenience, County of Sacramento is currently including the Rental Housing Code Compliance (RHCC) fee as part of the Consolidated Utility bill. If you have questions regarding your bill, please call **916-875-5555**.

Who Pays The Housing Code Compliance Fee?	As a result of the housing ordinance approved on October 12, 1993, all recorded owners of rental property in the unincorporated area are to pay a fee for each fiscal year (July-June). In November of 2018, The County Board of Supervisors approved a fee in the amount of \$16.00 per rental unit.
Why Are Rental Property Owners Receiving This Bill?	Under the County's housing ordinance, a regulatory fee is required to finance the County's state mandated housing program. Sacramento County Code 16.20.400 requires that this fee be paid in order for properties to be occupied by tenants or to operate as a rental. A vacancy credit is prohibited.
What Service Does The Fee Pay For?	The financing obtained from the regulatory fee pays for the Rental Housing Inspection Program and Substandard Housing Enforcement Program, which have the responsibility to enforce health and safety codes concerning residential properties within the unincorporated area of the County.
Who Is Responsible If I Just Bought Or Sold This Property?	The bill is the responsibility of the owner of record as of January 1, of each year.
What If I Don't Collect Rent From This Property?	The Rental Housing Code Compliance Fee applies to all property owners engaged in the business of renting or allowing tenants to utilize the property. A vacancy credit is prohibited. If the property this bill refers to is not a rental property, please fill out an Exemption Form online. Instructions can be found on the reverse side of this form. If there is no approved owner-occupied exemption on file, the bill will continue to be outstanding and could result in penalties and other collection efforts.
Is This Amount Due Upon Billing?	The ordinance states the RHCC fee shall be billed on January 1, of each year. However, there is a delinquent date indicated on the bill that represents the last possible day the payment can be received without incurring a late charge.
What Happens If My Payment Is Late?	Charges unpaid at the due date become delinquent, and shall incur a penalty charge of 25%. Any unpaid amounts may be transferred to the Department of Revenue Recovery for other collection efforts.
Will The Amount Change Each Year?	Because the annual fee is for the purpose of covering costs for the State mandated housing program, the fee can be adjusted by resolution of the County Board Supervisors after a duly noticed public hearing.
What If The Wrong Number Of Rental Units Are Being Billed?	Apartments or properties such as duplexes that have multiple units, may have one or more units that are not being used as a rental unit due to owner occupancy. If you are being billed for the wrong number of rental units, please fill out a registration form to update your information. Instructions can be found on the reverse side of this form.

Fill out the Registration Form / Exemption Form

Either a Rental Housing Registration Form or Exemption Form may be needed in order to update the occupancy status of your property. Follow the instructions below to complete the application process.

If the property is a rental and you have not submitted a current registration form to Rental Housing, a registration form needs to be filled out. If, however, a registration form has been recently submitted to Rental Housing, and all contact info listed on it is current, nothing else is needed at this time. You may disregard this notice.

If the property is no longer a rental and is now considered owner occupied; or a correction of occupancy status is being requested, you are required to complete an Exemption Form and provide proof of exemption.

Some Rental Properties may be exempt from the **inspection portion** of the program. Complete an Exemption Form **along** with a Registration form. You will be asked to provide documentation confirming your exemption.

Both the Registration Form and Exemption Form can be found online at:

<https://actonline.saccounty.net>

- **No login** is needed to access either form.
- To access the forms, click on the **3rd Tab** heading labeled **“Rental Housing Registration/Exemption”**



- Once you have read the instructions and accepted the terms, select the desired form to fill out.

If you have any questions regarding the Rental Housing Inspection Program, please call 916-876-9020 or email RHIP@saccounty.gov. You can also find general information about the program at: www.code-enforcement.saccounty.gov