

Draft Process Map – Rental Housing Improvement Program

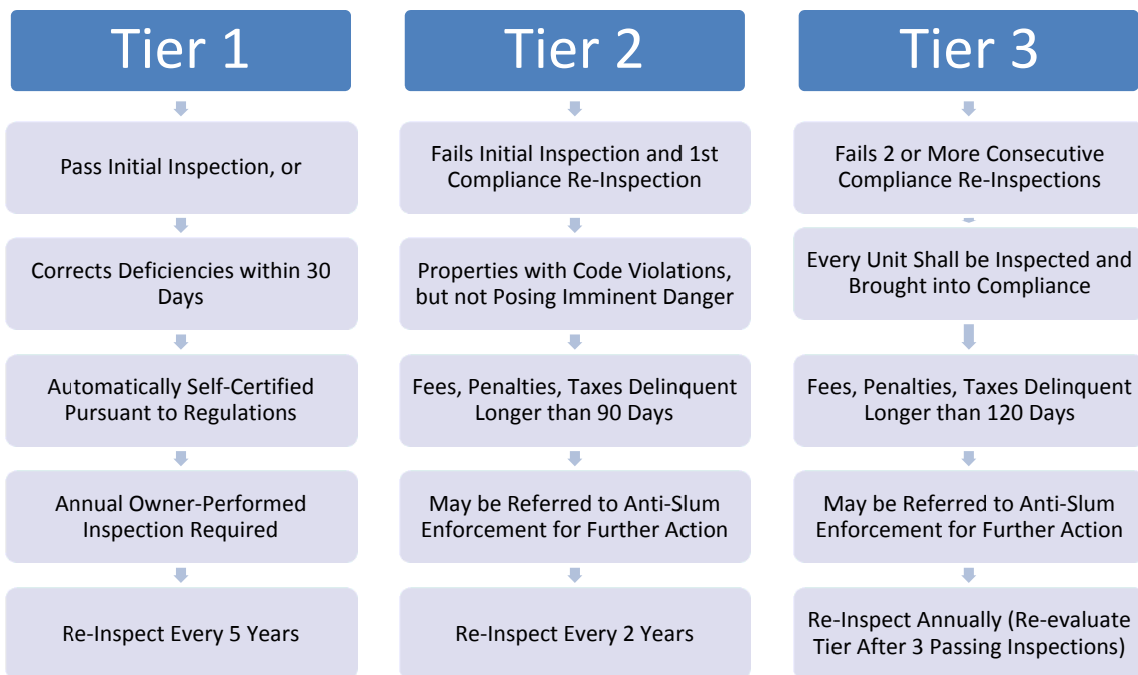
Registration				
Confidential Registry Process	All Residential Rental Units	Address, APN, # of Units, Date of Occupancy	Owner + Local Contact Information	No Registry Fee (Penalties for Failure to Register)

Baseline Inspection			
All Non-Exempt Rental Properties Subject to Baseline Inspection	Health and Safety Inspection (\$100 Fee Per Unit/Home)	1 multi family unit=100% 2-4 units=50% 5-15 units=25% 16-50 units=15% 51+ units=10%	1 single family home=100% 2-9 homes=50% 10-20 homes=30% 21-49 homes =20% 50+ homes =10%

Exemptions			
Exempt Properties are Subject to Registration	Buildings Under 10 Years of Age are Exempt	Subsidized Units Subject to Other Gov't Inspections are Exempt	Affidavit Required for all Exemptions

Inspection Cycles - Tiers

Following an initial inspection, the property shall be classified into a tier, and periodic re-inspections shall occur as follows:



SELF Certification Program Overview

Property Owner Inspection

Owner/property manager to inspect every 12 months/change in tenancy and provide documentation

Inspect each unit for health and safety violation, maintain compliance

Certification Requirements

Owner/property manager certification of annual/routine inspections and compliance required

Completed certification forms for at least 4 years shall be maintained by owner/local representative

Random City Inspection

10% of self-certified properties inspected on random basis annually

Selected properties that pass, are exempt from further random inspections for 5 years

Removal from Program

Fails random inspection and re-inspection

Two or more health and safety violations issued during any calendar year

Unable to self-certify because necessary repairs cannot or will not be made

Change in Ownership

Property shall remain in program for 2 years following date of transfer

New owner to self-certify property or subject to routine inspections
