



**City of Hemet**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 445 E. Florida Avenue  
 Hemet, CA 92543  
 (951) 765-2375  
 www.cityofhemet.org

*This form is also available as a fillable form online*

<i>For Office Use Only</i>	
Registration #:	_____
No. of Units:	_____
Fee Collected:	_____
Date Received:	_____
Accepted By:	_____
Business License #	_____

## Residential Rental Dwelling Unit (RRDU) Registration Form

*(Incomplete forms will not be accepted)*

### REGISTRATION CHECKLIST

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Completed Residential Rental Dwelling Unit (RRDU) Registration Form | <input type="checkbox"/> Payment of RRDU Registration Fee and Inspection Fees | <input type="checkbox"/> Property Owner letter for Authorized Agent <i>(if applicable)</i>                     |
| <input type="checkbox"/> Completed Property Owner Certification Form                         | <input type="checkbox"/> City of Hemet Business License                       | <input type="checkbox"/> Crime-Free Rental Housing Program Certificates <i>OR</i> Date of Phase I Class: _____ |

### 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. Article XIV requires that all residential rental units be registered with the City of Hemet and inspected regularly to ensure that the rental properties afford tenants a safe and decent place to dwell, reduce criminal activity, and meet minimum building and housing code standards. Additionally, the ordinance established a fee structure to cover the cost of registration and inspections. **Registration and fees are valid for a one-year period and must be renewed annually. Completion of the Crime-Free Rental Housing Program is required.**

### PROPERTY INFORMATION

**A separate registration form is required for each street address and/or Assessor's Parcel Number.** Refer to Hemet Municipal Code Section 18-470(a)(1) for additional information.

Rental Property Site Address(es): \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Name of Complex: \_\_\_\_\_ Total Number of Units: \_\_\_\_\_  
*(if applicable)*

Rental Type:  
 Apartment    Townhome/Condo    Four-Plex    Tri-Plex    Duplex    Single Family Residence

Please mark the responsible person for the following utilities:

<b>WATER</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<b>GAS</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
<b>TRASH</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<b>ELECTRIC</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant

*If you have questions regarding any of these forms, please contact Cindy Herzog at 951.765.2377*

**PROPERTY OWNER INFORMATION**

---

Property Owner: \_\_\_\_\_  
*(Include all Names)*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

City of Hemet Business License #: \_\_\_\_\_  
*(Required, unless obtained by the authorized agent on behalf of the owner)*

- By checking here, Property Owner acknowledges that s/he is responsible for the maintenance of the property.
- By checking here, Property Owner acknowledges that s/he utilizes a property management company located within 40 miles of the property.

**PROPERTY MANAGEMENT** *(This Section must be completed if a Property Manager or Management Company is used)*

---

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

City of Hemet Business License #: \_\_\_\_\_  
*(Required for any person/company who manages, operates or engages in any business within the city)*

**AUTHORIZED AGENT**

---

**Authorized agent information must be confirmed by the property owner.**

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

City of Hemet Business License #: \_\_\_\_\_  
*(Required if obtaining license on behalf of property owner)*

*If you have questions regarding any of these forms, please contact Cindy Herzog at 951.765.2377*

**PROPERTY OWNER CERTIFICATION**

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 Name: *(print)* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RESIDENTIAL RENTAL PROPERTY – FEE CALCULATION**

**SECTION 1: REGISTRATION FEE** - This property is submitting for *(check one)*:

Registration: \$140.00       Renewal: \$91.00

**SECTION 2: INSPECTION FEES** - Required annually:

NUMBER OF UNITS	2a. BASE INSPECTION FEE	2b. UNIT INSPECTION FEE
1 or 2 UNITS	\$62.00	\$0 (Included in Base Inspection Fees)
3-25 UNITS	\$182.00	\$0 (Included in Base Inspection Fees)
26-100 UNITS	\$168.00	\$21.00 (Per Unit – Calculation Below)
101-199 UNITS	\$210.00	\$21.00 (Per Unit – Calculation Below)
200+ UNITS	\$252.00	\$21.00 (Per Unit – Calculation Below)

\*In accordance with the City of Hemet Resolution No. 4554, the minimum number of units to be inspected is 30% of the total units. For properties with 26 or more units the following calculation is used: \$21.00 per unit x the number of units x 30%.

**SECTION 3: CALCULATE ALL FEES**

1. Registration Fee (Section 1) ..... \$ 140.00
2. Enter Base Inspection Fee (Section 2a)..... \$
3. Number of units \_\_\_\_\_ x Unit Inspection Fee (2b)\_\_\_\_\_ = \_\_\_\_\_(3a)
4. Enter total from line 3a \_\_\_\_\_ x .30 (30% of units) = ..... \$
5. Add the totals from lines 1, 2 and 4 = ..... **TOTAL AMOUNT DUE** \$



Residential Rental Dwelling Unit (RRDU)  
Property Owner Certification Form

Registration #: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Please read each Section below and initial each paragraph where indicated.**

This completed form must be attached to your RRDU Registration Application.

By completing and submitting this form, you acknowledge having read each section below and understand the requirements.

**Crime Free Rental Housing Certification.** Every owner of a Residential Rental Dwelling Unit located in the City of Hemet shall complete all 3 phases of the Crime Free Rental Housing Program. The property owner and/or the property manager will need to attend an 8-hour class (Phase 1). Please contact our Crime Free Housing Coordinator, John Start, at (909) 437-2256 for additional information. If a property has been transferred to a new owner, or is under the control of a new property manager, the new owner or owner's representative shall complete the seminar within 90 days of the transfer of property. Phase 2 requires the property assessed (inspected), phase 3 is a commitment from owner/property manager to maintain rental property to CPTED criteria.

Initial \_\_\_\_\_

**Crime-Free Lease Addendum.** I pledge to implement and enforce the Crime-Free Lease Addendum in all rental agreements and leases executed or extended. I shall not allow any person to occupy the Residential Rental Dwelling Unit(s) in violation of any provision of the Crime-Free Lease Addendum. I understand as a requirement of registering an RRDU I agree to implement and enforce the Crime-Free Lease Addendum. I will not allow any person to occupy the RRDU in violation of any provision of the Crime-Free Lease Addendum. I will utilize any equitable and legal remedies as may be afforded under the law to address and resolve my tenant's violations of the Crime Free Lease Addendum. Failure of a property owner to enforce the Crime-Free Lease Addendum is cause for revocation of the Owner's registration of his or her Residential Rental Dwelling Unit. .

Initial \_\_\_\_\_

**Revocation.** I understand that this registration for a RRDU may be revoked if the Director determines that I have violated paragraph C of Hemet Municipal Code Section 18-470 or have failed to pay any registration, inspection, and/or re-inspection fees, or if the RRDU has been cited by a City or County employee of a violation of the Applicable Codes, including without limitation to, any public nuisance violation, any violation of sections 46-50 et seq. [Drug-and Gang-Related Nuisance Residential Property] and Section 46-60 et seq. [Abatement of Chronic Nuisance Properties] of the Municipal Code, property maintenance violations, Health and Safety Code violations, or violations of any building regulations under Chapter 14, and I have failed to remedy such violation within the period of time specified in the written notice.

Initial \_\_\_\_\_

**Landlord in Good Standing.** I understand that I can apply for this program by separate application if my property qualifies. If applicable, I understand my Landlord in Good Standing can be revoked if my property is subject to a citation or written notice for any violation of any Applicable Codes, including without limitation of the Hemet Municipal Code, any public nuisance violation, any violation of sections 46-50 et seq. [Drug-and Gang-Related Nuisance Residential Property] and Section 46-60 et seq. [Abatement of Chronic Nuisance Properties] of the Municipal Code, property maintenance violations, Health and Safety Code violations, California Housing Code or California Fire Code violations, or violations of any building regulations under Chapter 14.

Initial \_\_\_\_\_



## Residential Rental Dwelling Unit (RRDU) Property Owner Certification Form

**Non-Transferable.** Registration of a RRDU accepted by the Director is non-transferrable to a new Owner of the RRDU. Upon transfer of ownership, the property owner shall re-register the RRDU, including Crime Free Multi-Family Housing certification within 90 days of the date of transfer.

Initial \_\_\_\_\_

**Inspection and Entry.** I understand the City of Hemet or their designee, which may include Code Enforcement, Building Inspectors, Fire Inspectors, Riverside County enforcement agencies; Law Enforcement, etc. may come upon my property to make an exterior inspection. If an interior inspection is necessary, the City will make a reasonable effort to notify the owner and tenant. If the tenant does not allow entry to the RRDU, the City will notify the Owner and request that the owner obtain the tenant's consent to inspect the interior of a RRDU or otherwise obtain legal access to the RRDU under the terms of the applicable lease. The City will prepare and make inspection reports available to the property owner/agent.

Initial \_\_\_\_\_

**Re-Inspection Fee.** I understand that if I fail to correct violations by the first compliance re-inspection, I will be required to pay a re-inspection fee for the second and subsequent compliance re-inspections at the rate of \$167.00 + \$21.00 for each unit that is required to be re-inspected.

Initial \_\_\_\_\_

**Smoke and Carbon Monoxide.** I certify that these alarms have been installed in the dwelling and are in compliance with the current adopted edition of the California Residential and Building Codes and installed per the manufacturer's installation instructions and further that they have been tested and do function properly. Smoke alarms have been installed in all the following locations within the dwelling unit: each sleeping room; hallway leading to the sleeping rooms; each level of the dwelling, including basements and habitable attic rooms. Carbon Monoxide alarms have been installed in the following locations, wherein the building contains a fossil fuel-burner heater, appliance or fireplace: outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom, on every level of a dwelling unit including the basement.

Initial \_\_\_\_\_

**Enforcement.** I further understand that if after a report of inspection is issued pursuant to Section 18-471(D), and I fail to correct a violation of the Applicable Codes identified in the report of inspection within the time allowed, the City may issue an administrative citation pursuant to Section 30-80.5, issue a notice of intent to abate pursuant to Section 30-35, or may take any other action authorized by law to enforce the provisions of this Code.

Initial \_\_\_\_\_

**Failure to Pay Fees.** Should I fail to timely pay the initial Residential Rental Dwelling Unit Registration fee, annual fee or any re-inspection fee, the City is authorized to recover it, plus accrued interest and penalties, utilizing any remedies authorized by law.

Initial \_\_\_\_\_

**I certify under the penalty of the laws of the State of California that I am the property owner or authorized 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.**

Property Owner Name (or Authorized Agent) **Printed:** \_\_\_\_\_

Owner/Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_