



# 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*

**For Office Use Only**

Registration #:	_____
No. of Units:	_____
Fee Collected:	_____
Date Received:	_____
Accepted By:	_____
Business License #	_____

## Residential Rental Dwelling Unit (RRDU) Landlord in Good Standing Application

*(Incomplete forms will not be accepted)*

### APPLICATION CHECKLIST

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Completed Residential Rental Dwelling Unit (RRDU) Registration Form | <input type="checkbox"/> Payment of RRDU Registration Fee and Application 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 to improve the health, safety, and aesthetics of rental property. Article XIV requires that all residential rental units be registered with the City of Hemet and inspected to ensure minimum property standards are being met. Additionally, the ordinance established a fee structure to cover the cost of registration and inspection. In recognition that some property owners are already maintaining their properties to the standards established by the program, a Landlord in Good Standing designation was established for landlords who have no outstanding code violations, maintain a certified property manager, and meet the other provisions outlined in this application. Landlords in Good Standing are assessed a reduced fee and are exempt from annual inspections.

***Please note that the City of Hemet will schedule an inspection to verify your eligibility for the “Landlord in Good Standing” status. If a property owner fails to meet or maintain the required provisions, the designation will be revoked and annual inspections and standard fees will apply.***

### ELIGIBILITY CHECKLIST

*The property will be eligible for the Landlord in Good Standing designation if:*

<ul style="list-style-type: none"> <li>There are no current or outstanding Code or Building violations on my property.</li> </ul>	<ul style="list-style-type: none"> <li>The Landlord in Good Standing Application with the Registration and Application Fees were submitted.</li> </ul>
<ul style="list-style-type: none"> <li>The property has not been deemed a chronic nuisance property by the Police Department.</li> </ul>	<ul style="list-style-type: none"> <li>There is a Property Manager, or Owner/Agent that actively manages the property.</li> </ul>
<ul style="list-style-type: none"> <li>The owner, agent or manager completed all 3 phases of the Crime Free Rental Housing Program.</li> </ul>	<ul style="list-style-type: none"> <li>There is a valid City issued Business License for the Property Owner and Property Manager.</li> </ul>
<ul style="list-style-type: none"> <li>The property passes the required site inspection performed by the City.</li> </ul>	<ul style="list-style-type: none"> <li>There are no City delinquent fees, taxes or liens associated with this property.</li> </ul>

*If you have questions regarding any of these forms, please contact Casandra Marin at 951.765.3893 or at [Cmarin@CityofHemet.org](mailto:Cmarin@CityofHemet.org)*

**PROPERTY INFORMATION**

A separate registration form for each street address and/or Assessor’s Parcel Number is required.

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

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

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

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

**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 lives within 40 miles of the property identified above, and serves as the designated Property Manager.
- By checking here, Property Owner acknowledges that s/he utilizes a Property Management Company. (Provide Property Management Company information requested below)

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

Section 18-470(d)(4) of the Hemet Municipal Code requires the Owner of a multi-family dwelling with three (3) or more units to have a local property manager, local property management company or an on-site manager living on the premises.

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)

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**AUTHORIZED AGENT**

Authorized agent information must be confirmed in writing 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)*

**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: \_\_\_\_\_

**LANDLORD IN GOOD STANDING – FEE CALCULATION**

**SECTION 1: REGISTRATION FEE**

Registration: \$140.00

**SECTION 2: APPLICATION FEES**

NUMBER OF UNITS	2a. BASE APPLICATION FEE	2b. APPLICATION FEE - PER UNIT
1 or 2 Units	\$42.00	\$0 (Included in Base Application Fee)
3+ Units	\$84.00	\$21.00 (Per Unit – Calculation Below)

\*In accordance with the City of Hemet Ordinance 1870 and Resolution No. 4554, the minimum number of units to be inspected for "Landlord in Good Standing" is 15% of the total units. Therefore, the following calculation is used: \$21.00 per unit x the number of units x 15%.

**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 .15 (15% of units) = .....  
*(A minimum of \$21.00 will be charged for 3+ Units)* \$
5. Add the totals from lines 1, 2 and 4 = **TOTAL AMOUNT DUE** \$

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