



# 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) Registration Form

*(Incomplete forms will not be accepted)*

### REGISTRATION CHECKLIST

- Completed Residential Rental Dwelling Unit (RRDU) Registration Form
- Payment of RRDU Registration Fee and Inspection Fees
- Property Owner letter for Authorized Agent *(if applicable)*
- Completed Property Owner Certification Form
- City of Hemet Business License
- Crime-Free Rental Housing Program Certificates *OR* 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.

### 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: \_\_\_\_\_ *(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**

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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)*

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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**

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**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 Casandra Marin at 951.765.3893 or at [Cmarin@CityofHemet.org](mailto:Cmarin@CityofHemet.org)*

**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** \$

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