



*Rental Housing Inspection Program
Citrus Heights Police Department
6315 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5520*

RENTAL HOUSING INSPECTOR PROGRAM (RHIP) REGISTRATION FORM

It is unlawful for any person to engage in the business of rental housing unless this completed registration form is provided to the City of Citrus Heights, and the annual registration and Housing Stock Fees are paid. A new registration form must be submitted **annually** and no later than 30 days after a change of owner, agent or rental status. One registration form is required per rental property. Form(s) may be returned by mail, by fax to (916) 727-5920, or by email to RHIP@citrusheights.net. **To Register online visit www.citrusheights.net/RHIPRegistrationForm**

Rental Property Information

Type of Registration (Please check one):

- New Registration Annual Registration/Renewal Add or Update Information

Rental Property Address: _____ Assessor's Parcel #: _____
(As shown on property tax bill or property deed)

Type of Dwelling (Please check one):

- Single-Family Duplex Triplex Fourplex Multi-Family Apartment Complex

Total Number of Rental Units: _____ Total Number of Buildings: _____ Complex Name: _____

Property Owner Information

First and Last Name: _____

Mailing Address: _____

Phone: _____ (Cell): _____ Email: _____

REGISTRATION FORMS WITHOUT A PHONE NUMBER WILL NOT BE ACCEPTED

If property is managed by Owner CHECK BOX and skip next section:

Property Manager Information

Must be authorized to accept service of all notices from the City of Citrus Heights RHIP and be able to be present for inspections

Property Manager Name: _____ Company Name: _____

Property Manager Complete Mailing Address: _____

Phone # (Day): _____ Phone#(Cell): _____ Email: _____

Optional Tenant Information

Tenant Name: _____ Address: _____ Phone: _____

Tenant Name: _____ Address: _____ Phone: _____

It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required to register a rental housing unit (CHMC 50-247).

Signature of Owner: _____ Signature of Property Manager: _____

Printed Name of Owner: _____ Printed Name of Property Manager: _____

Date: _____ Date: _____

Some rental units may be exempt from this program as determined by and to the satisfaction of the Director of Code Enforcement. If you believe your property or a portion of units within is exempt from this program, please complete the Application for Exemption Form and return to the Citrus Heights Rental Housing Inspection Program. Exempt categories include properties newly constructed within the last five years; Units inspected by other government agencies such as Housing and Urban Development (HUD), Sacramento Housing and Redevelopment Agency (SHRA) or similar; or if the unit(s) is not a "residential housing unit."