

## RENTAL APPLICATION AND PROPERTY USE VERIFICATION AFFIDAVIT

This form is used to verify status of the property as it pertains to the Residential Rental Inspection Program. It is a requirement to register all rental properties. Please check the box that pertains to your property and return this form along with any required documentation no later than January 31<sup>st</sup>. Please print clearly.

I, \_\_\_\_\_, hereby declare the property at  
\_\_\_\_\_, Oakley, CA

*(Please make only one selection)*

☐ Is currently being **RENTED** or is intended to be a rental within 6 months of today's date.

**Your Rental Registration fee is \$108**

**Make check payable to the City of Oakley or complete Credit Card authorization form and return signed affidavit to the above address. You may also email all forms to: [rental-inspections@ci.oakley.ca.us](mailto:rental-inspections@ci.oakley.ca.us)**

☐ Was **SOLD** on *(date required)* \_\_\_\_\_

☐ Is currently **OWNER OCCUPIED** and is not intended to be a rental within 6 months of today's date.  
*As verification that I occupy this property, I have attached a copy of my most recent utility bill. The bill is in my name (owner) & the service address (property address) is the mailing address. You must live on property.*

☐ Is currently **Occupied by an Immediate Family Member (Father/Mother/Son/Daughter only)** and exempt from the Rental Program

Please List Name and Relationship of Family Member: \_\_\_\_\_

☐ Is **OTHER** than the options above. Explain below.  
\_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_  
*(if different than above)*

**Property Owner Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Under penalty of perjury, I declare that all of the above statements are true.**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Rental Inspection Program FAQ's

### **Why did I receive this letter for my property?**

*According to our research of public records, this property may be a rental and subject to the requirements of this ordinance.*

### **Is this Program mandatory?**

*Yes. All rental dwellings in the City of Oakley are required to be registered.*

### **How did you get my name/address?**

*From a variety of sources including the Contra Costa County tax records.*

### **Is there a penalty if I don't register my rental property?**

*Yes. Administrative Citations will be issued at 30-days past due beginning at \$100 and increasing to \$500. Additionally, property owners may be liable for treble damages that can include all administrative and legal costs associated with violation of the ordinance.*

### **When am I required to register the rental property?**

*Rental properties must be registered annually beginning in December for the next Calendar Year or within 45 days of being advertised for rent and/or occupied by a tenant. Open Enrollment registration begins in December of each year and ends on January 31st. For new Rental Properties the Rental Registration Fee will be pro-rated on a monthly basis.*

### **How often must I register the property?**

*Properties must renew their Rental Registration annually.*

### **Is this Rental Inspection fee new?**

*The Rental Inspection ordinance is not new; it has been in place since 2008. The inspection fee amount has been reduced to encourage compliance.*

### **What does an Immediate Family Member consist of?**

*An Immediate Family Member is defined as a Father/Mother/Son/Daughter only.*

### **Is there a Self-Certification Process?**

*No. Self-Certification is not an option. The Self-Inspection Checklist provided is just a recommended guide toward ensuring your Rental Property passes the inspection.*

### **What does Code Enforcement check at the time of inspection?**

*For a comprehensive list of items, please see the Rental Inspection Program Checklist. Please note that surrounding properties also receive an inspection to ensure property values are being protected for both Home-Owner occupied and Investor- properties alike.*



## Rental Inspection Program FAQ's

### **How does the City know my property is a rental?**

*Information obtained through our review of public records indicates that this property may be rented and thus subject to the requirements of this ordinance. If it is not a rental property, when filling out The Rental Application and Property Use Verification Affidavit, check the appropriate box and submit without payment. Regardless of whether your property is a rental, to avoid any potential penalties please fill out and return the affidavit.*

### **I'm already paying income taxes on the rental income, how can you tax me again?**

*This is not a tax. It is a fee to cover the cost associated with the administration and inspection of your rental property.*

### **How is the Rental Inspection Fee being used?**

*The Rental Inspection fee is being used to fund the costs of inspection, processing, and any non-extraordinary follow-up administrative and/or re- inspection costs.*

### **What are you doing about the abandoned/foreclosed properties or bank owned properties which are not being maintained?**

*The City of Oakley has a Neighborhood Preservation Ordinance which requires all properties to be maintained. Code Enforcement handles all complaints for properties not being maintained. If you would like to file a complaint, there are three convenient ways to contact Code Enforcement. Please email [code-enforcement@ci.oakley.ca.us](mailto:code-enforcement@ci.oakley.ca.us), call us at 925-625-7031, or visit [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us) and click on "Report a Concern."*

### **How can the City just decide to do this without any input from the community?**

*Community Members have continuously expressed their concern regarding the maintenance of rental properties, absentee landlords, and the adverse impact on the value of surrounding properties when tenants or property owners disregard property maintenance standards. This program was voted into place by the City Council and has been in effect since 2008.*

### **I have other questions regarding this program and/or requirement, who can I contact?**

*For information about the Rental Inspection Program, please email [code-enforcement@ci.oakley.ca.us](mailto:code-enforcement@ci.oakley.ca.us).*

*For information about the Rental Inspection Fee, please email [rental-inspections@ci.oakley.ca.us](mailto:rental-inspections@ci.oakley.ca.us).*

### **How do I pay the annual fee?**

*Payment is accepted by check, cash or credit card. Cash or credit card payments can be made in person at 3231 Main St., Oakley, CA 94561. If paying by check make payable to City of Oakley. **Please include rental property address on check along with the Signed Affidavit.** Mail payment to 3231 Main St., Oakley, CA 94561, Attention: Rental Inspection Program. If paying remotely via Credit Card, please email [rental-inspections@ci.oakley.ca.us](mailto:rental-inspections@ci.oakley.ca.us) and submit the Signed Affidavit and Payment Authorization Form via either email or facsimile.*

## Rental Inspection Program Checklist

Properties must be in compliance with all applicable City of Oakley Municipal Codes. Though not all inclusive, the majority of these requirements can be found in Title VI, Chapter 4: *Neighborhood Preservation*. **Please use the following self-inspection checklist to ensure your property is following City guidelines.** We encourage you to share this checklist with the tenant and keep a copy for future reference.

- ☐ Establish Garbage Service. **(Your tenant may establish garbage service however the property owner is ultimately responsible for ensuring garbage service is present at the address).** Service can be obtained by calling (925) 757-7660
- ☐ No unsecured buildings or structures including broken or missing windows, screens, or doors.
- ☐ Building is not in disrepair including roof coverings, lack of weather protection, infestation, deterioration, boarded up windows or peeling paint.
- ☐ Address numbers are clearly posted on building.
- ☐ No attractive nuisances dangerous to children and/or adults such as: abandoned, broken, or neglected equipment, machinery, appliances and unsecured pools, ponds, or hot tubs.
- ☐ Front and side yard landscaping is maintained (i.e. no overgrown grass, vegetation, weeds).
- ☐ Dead landscaping not present (Grass is not required but Improved Landscaping is mandatory).
- ☐ No inoperative vehicles in public view on private property (Cars, boats, trailers, or RVs) — i.e., no flat tires, cobwebs, missing parts. Covering an inoperable-appearing vehicle does not meet requirement.
- ☐ No parking of vehicles (cars, boats, trailers, or RVs) on an unimproved surface OR on second driveways NOT immediately adjacent to existing primary driveway. Parking behind a fence on side yard is allowed.
- ☐ No parking/storing of commercial vehicle. (No commercial vehicles are allowed unless approved by City Planning when obtaining a Home-Based Business Permit). Commercial vehicles are defined by California Vehicle Code Section 15210.
- ☐ No Basketball Hoop or other structure (Skate Ramp, etc.) encroaching upon street or sidewalk.
- ☐ No storing/depositing or accumulating for longer than 30 days dirt, sand, or other construction materials within public view.
- ☐ No broken fence, gate, window, or other condition that is blight upon the neighborhood present.
- ☐ No graffiti (All graffiti must be removed within 72 hours).

## Rental Inspection Program Fee Schedule

### **ANNUAL RENTAL REGISTRATION AND INSPECTION FEE:**

**\$108\***

### **RE-INSPECTION FEE:**

Re-inspection fees are based on costs incurred. These costs are separate from citations and may be placed as a special assessment on the property tax rolls if not reimbursed.

### **NON-COMPLIANCE PENALTY:**

#### **Administrative Citation for Failure to Register and Pay Fee**

**First Citation: \$100**

**Second Citation: \$200**

**Third Citation: \$500**

Rental Property Owners failing to register & pay the annual fee by January 31<sup>st</sup> of the calendar year or within 30 days of renting the property will be issued an Administrative Citation.

Administrative Citations are in addition to the Rental Registration and Inspection Fee and any other citations issued for Building and/or Code Enforcement violations.

\* Rental Registration and Inspection Fee for property not inhabited by tenants or vacant and not listed for rent on January 1<sup>st</sup> of each calendar year will be prorated on a monthly basis.



## Credit Card Authorization

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

Company Name: \_\_\_\_\_

Cardholders Name (exactly as shown on credit card): \_\_\_\_\_

Billing Address (credit card): \_\_\_\_\_

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

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

☐ MasterCard

☐ Visa

Card Number: \_\_\_\_\_ Card CCW/I.D. Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount Authorized: \$ \_\_\_\_\_

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

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FOR OFFICE USE ONLY

Authorization Number: \_\_\_\_\_