



CITY OF HAYWARD RESIDENTIAL RENTAL INSPECTION PROGRAM (RRIP) ANNUAL FEE

PLEASE READ FOR IMPORTANT CHANGES & INFORMATION

- 1. NEW* WHY DOES MY BILL LOOK DIFFERENT?** The City of Hayward has introduced a new online system, changing the look of our forms and certain processes, please visit <https://www.hayward-ca.gov/epermits-help-center> for more information.
- 2. WHAT IS THIS BILL FOR?** This is the annual fee for the City of Hayward, Code Enforcement Division's mandatory Residential Rental Inspection Program (RRIP). The purpose of the program is to ensure that all rentals within the city are safe, sanitary, and comply with state and local codes and ordinances through interior and exterior inspections.
PLEASE NOTE: Both rental fees are due annually. The RRIP fee is different from the annual Residential Rent Stabilization Rental Fee. Invoices for Rent Review annual fees were sent to all property owners the week of October 10, 2022. For questions about the Annual Rent Review fee, please contact the Housing Division directly at (510) 583-4454 or housing@hayward-ca.gov.
- 3. NEW* HOW CAN I PAY?** Landlords may pay their fees in the following ways:
 - **ONLINE:** Please visit <https://www.hayward-ca.gov/epermits>, click on the 'Pay Invoice' box and type in the complete INVOICE NUMBER from your bill (including letters and dashes). Once on the invoice information page, click the 'Pay Now' button to pay by credit card or e-check.
 - **BY MAIL:** You can pay with a check by mail to City of Hayward, ATTN: Code Enforcement, 777 B St., Hayward, Ca 94541. Please be sure to include the invoice number on your check and write "Code Enforcement" on the outside of the return envelope.
 - **PLEASE NOTE: Payments will not be accepted in-person at our Revenue department, kiosks, or City Hall drop box.**
- 4. HOW SHOULD I HANDLE INQUIRES OR QUESTIONS?** *Please continue reading for answers to our most asked questions.* General inquiries can be handled via email at RentalInspectionProgram@hayward-ca.gov or by phone by calling our message line at 510-583-4107; however, please be aware that phone contact will be delayed. You may send a letter outlining your concern along with a copy of the invoice to us via fax to 510-583-4994 or by mail to Attn: Code Enforcement, 777 B Street, Hayward, CA 94541.
- 5. HOW WAS MY PROPERTY IDENTIFIED AS A NON-OWNER-OCCUPIED PROPERTY OR AS A RENTAL PROPERTY?** The City of Hayward obtains ownership information from the County Assessor's Office that potentially identifies properties in these categories. When county records list two addresses for a property (the physical address and a separate mailing address), our system will automatically generate an invoice each year. Updating the list of properties is an on-going process, so not all possible rental properties in the city to date are on record at any given time.
- 6. WHY AM I RECEIVING AN INVOICE AGAIN IF I FILED A REQUEST FOR AN EXEMPTION IN THE PAST?** Exemptions are on an annual basis and will need to be submitted each year that the exemption applies. The City of Hayward recognizes that residency changes can occur from one year to the next.
- 7. HOW MUCH ARE THE FEES?** Single-family homes, condos, duplexes, triplexes, or four-plex are assessed an annual fee of **\$88.00**. Parcels with 5 or more units are assessed an annual fee of **\$22.00** per unit. Fees are assessed annually for the calendar year. If your property was a rental at any point in the calendar year (2022), the fee applies and is due.
- 8. WHAT IF MY CHILDREN OR FRIENDS LIVE IN THE HOME?** Single-family homes & condos only - You *may* qualify for an annual exemption if your child or others live in the home, and they do not pay rent for the use of the home. An owner can request an exemption based on the above-mentioned circumstances.
TO FILE FOR AN EXEMPTION: We request that the owner complete the City of Hayward *RRIP Annual Exemption Affidavit* on the back of this page stating that no form of compensation is being received by the owner for the use of the property AND the expenses related to the home (insurance, maintenance repairs, utilities, etc.) are not being claimed on your personal income taxes. **A copy of the RENTAL AFFIDAVIT can be found on the back of this sheet.**
 - Documentation will be required to substantiate this exemption (i.e., a utility bill for the property listed in the property owner's name), along with a copy of the invoice to ensure proper handling of the exemption.**Please submit your request for exemption to:** Code Enforcement - Rental Inspection Program, via email to RentalInspectionProgram@hayward-ca.gov, via fax to 510-583-4994, or by mail to 777 B St, Hayward, CA 94541.
Please note: Properties with two (2) or more units are not eligible for an exemption unless each unit is occupied by an owner as listed on the property title with the Alameda County Assessor's Office.
- 9. I SOLD THE PROPERTY; DO I STILL HAVE TO PAY THIS FEE?** If you were the property owner at any point during the calendar year (2022) and the property was a rental at any point within that time, the fees for your property apply and are due. We will update the property information to reflect the new ownership for the annual billing next year. **NOTE:** Unpaid fees will be forwarded to a collection bureau for payment.
- 10. WHAT HAPPENS IF I DO NOT PAY?** Failure to pay the outstanding fees will result in the imposition of a special assessment against your property under Government Code Section 38773.5. The amount special assessed will include the total amount past due on the invoice, a \$1,811 City assessment fee, and a 1.7% Alameda County fee.