



RESIDENTIAL RENTAL INSPECTION PROGRAM ANNUAL FEE - FREQUENTLY ASKED QUESTIONS

- 1. What is this bill for?** This is an annual fee for the City of Hayward's mandatory Residential Rental Inspection Program. The purpose of the program is to ensure that all rental properties are safe, sanitary, and comply with state and local codes and ordinances.
- 2. 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.
- 3. How much are the fees?** *Effective 01/01/17* - The fees are based on the number of units on your parcel. Single-family homes, duplexes, triplexes, or four-plex are assessed an annual fee of \$88.00. Parcels with 5 or more units assessed an annual fee of \$22.00 per unit.
- 4. Are fees assessed every year?** Yes, fees are assessed annually for the previous calendar year. If your property was a rental at any point in the previous calendar year, the fee applies and is due.
- 5. 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 \$630 City assessment fee, and a 1.7% Alameda County fee.
- 6. If I receive an invoice, does that mean that my property is going to be inspected?** Yes, however, mandatory city-wide inspections are conducted based on our inspection cycle, which may or may not occur on the current year.
- 7. What if my children or friends live in the home?** *Single-Family homes 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 a *City of Hayward RRIP Annual Exemption Affidavit* 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 Affidavit can be downloaded from our website at: <http://hayward.prod.acquia-sites.com/sites/default/files/documents/Rental%20Affidavit.pdf>
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 Street, 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.
- 8. 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.
- 9. Can I be removed from the program?** Due to the sheer quantity of invoices generated, and the fact that a property with two addresses could become a rental unit at any time, we are unfortunately unable to remove your property from this process.
- 10. I sold the property last year, do I still have to pay this fee?** Fees are assessed annually for the previous calendar year. If you were the property owner and the property was a rental at any point during the previous calendar year, 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 the collection bureau for payment.
- 11. How should I handle inquires or questions?** General inquiries can be handled via email to RentalInspectionProgram@hayward-ca.gov or over the phone by calling 510-583-4107; however, due to the volume of calls that result from the initial mailing of invoices, phone contact may 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 777 B Street, Hayward, CA 94541.

