



## RESIDENTIAL RENTAL INSPECTION PROGRAM ANNUAL FEE - FREQUENTLY ASKED QUESTIONS

- 1. How should I handle inquiries or questions?** *Please continue reading for answers to frequently asked questions.* General inquiries can be handled via email at [RentalInspectionProgram@hayward-ca.gov](mailto: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.
- 2. 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. **This is different from the Residential Rent Stabilization Rental Fee. On July 25, 2019, the Hayward City Council passed the Residential Rent Stabilization and Tenant Protection Ordinance. For questions about the Annual Rent Review fee, please contact the Housing Division directly at (510) 583-4454.**
- 3. 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.
- 4. 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.
- 5. 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 (2020), the fee applies and is due.
- 6. 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 a collection bureau for payment.
- 7. 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.
- 8. 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.
- 9. 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](mailto: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.

- 10. 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.