



## SELF-CERTIFICATION APPLICATION - AFFIDAVIT AND CHECKLIST INSTRUCTIONS

Owners of well-maintained rental properties with the following characteristics may apply to participate in the Self-Certification Program:

- No previously identified and uncorrected violations of the Hayward Municipal Codes, International Property Maintenance Code and/or California State Building, Housing and Health and Safety Codes; and
- No outstanding citations, inspection or abatement fees and charges due to the City.

Each owner eligible to participate, or his/her designee, must conduct an inspection of all rental units, the exterior and site. The responsible party must then certify that conditions at the property meet or exceed the interior, exterior, and site standards listed on the Self-Certification Checklist, and complete the Application - Affidavit.

Upon receipt of the completed Application-Affidavit, the City (if applicable) will conduct a random inspection of a minimum of 20% of the units to verify that the rental property meets or exceeds the criteria detailed in the Self-Certification Checklist. If the complex fails the verification inspection, the owner will be given a 30-day period of time to correct the violations. Upon re-inspection by the City, if the violations remain uncorrected, the property will not be eligible to participate in the Self-Certification Program and may not reapply until five calendar years from the date of compliance. Properties that have deferred or improper maintenance will not be allowed to participate in the Program.

At all times, the City shall retain the authority to investigate and address all complaints received by the City. If violations are found and corrected within the required time period, the Owner may continue to participate in the Self-Certification Program provided that the annual self-inspections have been completed and the affidavit has been returned to the City.

**Change of property ownership:** The Property Owner will notify the City of a change of ownership upon close of escrow. The new property owner will be required to re-submit a Self-Certification Application – Affidavit and conduct a self-inspection of the property certifying that the property meets the standards established for the program.

**Exemptions:** The following are exempt from the mandatory inspection program and annual inspection fee.

- a) Accommodations in any hospital, extended care facility, convalescent home, nonprofit home for the aged, or dormitory that is owned and operated by an educational institution.
- b) Accommodations in a nonprofit cooperative that is owned, occupied, and controlled by a majority of the residents.

**THE CITY RESERVES THE RIGHT TO REFUSE THE SELF-CERTIFICATION OPTION TO PARTICIPANTS THAT OWN RENTAL PROPERTIES THAT REMAIN IN NON-COMPLIANCE AND/OR FAILS TO COMPLY WITH ALL OF THE ELIGIBILITY REQUIREMENTS.**

**Submission Address:** Please return the completed Application-Affidavit to the address below:

City of Hayward  
Code Enforcement Division - Rental Housing Program  
777 B Street, Hayward, CA 94541-5007

**Additional Information:** Please contact the Code Enforcement Division at (510) 583-4159 if you need clarification and further information to facilitate completion of the Self-Certification Checklist or to obtain additional information about the Residential Rental Inspection Program and related documents. All materials may also be viewed online at <http://www.hayward-ca.gov>.