



## 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.*

### **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.*

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### **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.*