



## RENTAL HOUSING INSPECTION PROGRAM (RHIP) APPLICATION FOR EXEMPTION

To request that your property be exempt from the inspection process by the Rental Housing Inspection Program (RHIP), fill in the property information, indicate the reason for exemption by checking the appropriate boxes below and sign and date the following declaration:

### DECLARATION

I, \_\_\_\_\_ hereby declare the following:

I am the property owner located at \_\_\_\_\_, also described as Assessor's Parcel Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, Citrus Heights, California ("Property").

I understand and acknowledge that pursuant Division 3, Subdivision V of Chapter 50 of the Citrus Heights Municipal Code all rental housing properties and rental housing units are subject to a routine periodic inspection by the City of Citrus Heights.

I believe that the following unit(s) identified on the property noted above is/are exempt from inspection for the following reason(s): (Please check all boxes that apply).

<input type="checkbox"/>	The unit(s) is/are not a rental housing unit as defined by the Citrus Heights Municipal Code Section 50-244. <b><u>(Please attach documentation that the house is owner occupied in the form of a Cable bill or Phone bill, a Voter Registration form or a copy of your county tax statement showing homeowner's exemption.)</u></b>
<input type="checkbox"/>	The unit(s) is/are subject to routine interior and exterior periodic inspection by another government agency as listed below: Agency Name: _____ <b><u>(Please attach documentation such as proof of most recent inspection and agency agreement. Documentation must be current and must show the rental property address).</u></b>
<input type="checkbox"/>	The unit(s) is/are newly constructed and has/have passed final inspection by the City of Citrus Heights within the last five (5) years. Provide documentation of the inspection.
<input type="checkbox"/>	I/We no longer own this property. <b>Attach a copy of the legal transfer of ownership.</b> <i>Please provide the name and contact information for the new owner:</i>  Name: _____  Address: _____  Phone Number: _____

I understand that if I engage in the business of rental housing with any non-exempt rental housing unit(s), I am required to register the property with the City of Citrus Heights Rental Housing Inspection Program and must pay any and all related fees as required by the RHIP regardless of this request for exemption. I also understand that this request for exemption may require additional documentation confirming the basis for this exemption request.

Please note: If this is an owner occupied property, you are not required to pay the annual RHIP fee.

Name: \_\_\_\_\_ Owner/Mgr Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

You may return this form via mail at the address listed at the top of the form, or by email to [RHIP@citrusheights.net](mailto:RHIP@citrusheights.net). To complete this form online visit [www.citrusheights.net/RHIPExemptionForm](http://www.citrusheights.net/RHIPExemptionForm)