

SCC NO. _____

**AN ORDINANCE ESTABLISHING OWNERSHIP,
CONTACT INFORMATION, AND INSPECTION REQUIREMENTS
FOR RENTAL HOUSING**

The Board of Supervisors, County of Sacramento, State of California, ordains as follows:

SECTION 1. Section 16.20.900 of Chapter 16.20, Title 16, of the Sacramento County Code is amended to read as follows:

16.20.900 Rental Housing Code Compliance Fee Requirement.

No rental dwelling unit shall be occupied by a tenant unless there has been paid to the Department the annual Rental Housing Code Compliance Fee for such rental dwelling unit and has provided the information required by Section 16.20.905 of this Chapter.

SECTION 2. Section 16.20.905 of Chapter 16.20, Title 16, of the Sacramento County Code is amended to read as follows:

16.20.905 Payment of a Rental Housing Code Compliance Fee and Provision of Contact Information as a Condition to Rental.

A. There is hereby established, levied, and imposed for each dwelling unit within the unincorporated area of the County which is operated as a rental dwelling unit, as defined by this chapter, an annual Rental Housing Code Compliance Fee. For each such rental dwelling unit, the owner shall pay the Rental Housing Code Compliance Fee to the Department in an amount established pursuant to this Chapter.

B. At the time required for payment, the owner shall also provide information, on a form approved by the Neighborhood Services Director, giving contact information for the owner, management and their authorized representatives. Such contact information shall include, at a minimum, the name, telephone number, facsimile number and mailing address of at least one record owner of the property being rented as well as that of the property manager; the address or addresses of such property; a description of the types of dwellings being rented; the number of residential units at the property; and, a name, including a business name if applicable, address and telephone number to be used for emergency contacts. The owners and managers shall notify the Neighborhood Services Director within sixty (60) days of any changes to the information provided pursuant to this subdivision.

C. The Neighborhood Services Director shall develop policies and procedures for contacts which shall include provisions for contacting the manager prior to the owner and shall provide a reasonable time for responses from the manager.

D. Information collected pursuant to this Section, to the extent it is not already a public record, shall be retained by the County as confidential information and the County shall defend any action brought by third parties to obtain such information.

SECTION 3. Sections 16.20.906 through 16.20.909.5 are added to Chapter 16.20, Title 16, of the Sacramento County Code to read as follows:

16.20.906 Property Inspections and Inspection Reports.

A. At the commencement of any tenancy, but prior to occupancy by the tenant, the owner of the rental property, the manager of such property or any other qualified individual authorized to act for the owner, shall conduct an inspection of the rental unit.

B. Subject to the provisions of Section 16.20.340 of this Chapter, the County, the owner or the owner's authorized representatives shall conduct annual inspections of each rental dwelling. At the time of payment of the Rental Housing Code Compliance Fee, an owner may opt for annual self-inspection. Only persons with a certificate of completion issued pursuant to Section 16.20.909 of this Chapter may perform such inspections on behalf of an owner. Inspections shall be reported on a form approved by the Department which shall be maintained by the owner or agent for no less than three years from the date a given tenant vacates the property that is subject to such reports.

C. Notwithstanding subdivisions A and B of this Section, any rental property that has been subject to a Notice and Order more than once in the year immediately prior to the effective date of this provision and for which corrections were not made within the time permitted by the Notice and Order shall be deemed a problem property and shall be subject to the provisions of Section 16.20.907 of this Chapter.

D. No sooner than one year from the effective date of this section, the County may conduct audits of rental owners to determine compliance with these inspection provisions. Except as provided in subdivision D, the County shall review the owner inspection reports when conducting a compliance audit. In the event the County determines that an owner is not in compliance, rental units subject to such non-compliance shall be inspected by the County.

E. If the County, through the Department of Neighborhood Services, determines, in its sole and absolute discretion, that there are deficiencies in any inspection report, it may conduct its own inspection of the property. The form used for such inspection shall be the same form required to be used by owners and managers of rental units. An inspection by the County may be conducted without reference to the original inspection report if code violations are visible from the exterior of the property or if the County receives a complaint concerning code violations at a property.

F. For purposes of any compliance audit, any owner or manager shall provide the inspection report prepared to subdivisions A and B of this section to the County and its inspectors. The owner or manager shall provide an inspection reports within 72 hours from the date they are requested.

G. A copy of all inspection reports required by this section shall be provided to the tenant no later than 10 calendar days from the completion of the inspection.

16.20.907 Problem Properties.

A. Any rental property subject to a Notice and Order more than once in any calendar year and for which corrections are not made within the time permitted by the Notice and Order shall be deemed a problem property.

B. The County shall conduct exterior and interior inspections of such properties at least twice per year.

C. The County may, in its sole discretion, determine to inspect other rental properties of an owner of a problem property.

D. Owners of such properties, in addition to any other penalty, may be required by the Department of Neighborhood Services to attend educational sessions for landlords.

E. A problem property shall not be subject to self-inspection pursuant to subdivision B of Section 16.20.906.

F. A property shall no longer be classified as a problem property at such time as it consecutively passes two County inspections and the owner has completed any required education.

G. Costs for the inspections required by this subdivision shall be billed to and assessed against the specific properties subject to such inspections and shall be in an amount to assure full cost recovery to the County.

16.20.908 Properties Exempt from Inspection.

The following properties shall be exempt from the initial and annual inspections otherwise required by this Chapter:

A. Any property during the five years after its initial construction.

B. Public housing owned or operated by the Sacramento Housing and Redevelopment Agency.

C. Any property subject to the federal Housing Choice Voucher Program.

16.20.909 Certification of Inspectors.

Inspections performed pursuant of subdivisions A and B of Section 16.20.906 performed by other than the record owner of the property shall be performed by persons who have attended a County approved program of instruction. A certificate of completion shall be issued upon completion of such a program and shall be valid for a period of five years from the date it is issued.

16.20.909.5 Tenant Rights and Responsibilities.

Prior to the commencement of any tenancy, a property owner or manager shall provide the tenant(s) with information concerning tenant rights and responsibilities. Such information shall be provided in a form or forms approved by the Department of Neighborhood Services.

SECTION 4. This ordinance was introduced and the title thereof read at the regular meeting of the Board of Supervisors on _____ and on _____ further reading was waived by the unanimous vote of the Supervisors present.

This ordinance shall take effect and be in full force on and after thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days from the date of its passage it shall be published once with the names of the members of the Board of Supervisors voting for and against the same, said publication to be made in a newspaper of general circulation published in the County of Sacramento.

On a motion by Supervisor _____, seconded by Supervisor _____, the foregoing ordinance was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this ____ day of _____ 200__, by the following vote:

AYES: Supervisors,

NOES: Supervisors,

ABSENT: Supervisors,

ABSTAIN: Supervisors,

Chair of the Board of Supervisors
of Sacramento County, California

(SEAL)

ATTEST: _____
Clerk, Board of Supervisors