



BUILDING SERVICES DIVISION

July 14, 2009

«Owner»
c/o «care_of»
«M_Street_Address»
«M_City_State_Zip»

RE: Your El Cerrito Rental Property

Dear «Owner»,

In 1991, the El Cerrito City Council adopted rules and regulations to implement the rental housing inspection program which is codified in Section 16.30 of the El Cerrito Municipal Code. The purpose of the program is to assure that rental housing units in the City are maintained in a safe and habitable condition and comply with all codes and standards applicable to rental housing.

Section 16.30.040 of the El Cerrito Municipal Code (ECMC) requires that each rental unit in the City be inspected every two years. If the property is in compliance with applicable codes and standards, a certificate of compliance shall be issued to the property owner.

A rental unit is defined as any unit, "whether apartment house, in-law unit, duplex, or single-family unit, which are rented or occupied by any person other than the legal owner of the property for any portion of a year, regardless of whether any compensation is received" (ECMC 4.32.260) All residential dwelling units in the City of El Cerrito are subject to this code except those that fall under the following exemptions:

- a) Residential rental housing units that are subsidized by Section 8 and are inspected annually by the Housing Authority.
- b) Newly constructed residential rental units for a period of two (2) years from the occupancy approval date.
- c) Units occupied by the legal owner of the property

Please complete the attached Property Owner Information Form and Rental Survey and return them in the enclosed envelope by **<due date>**. Within 30 days of returning your completed Property Owner Information Form, you will receive notification of the inspections scheduled for each of your rental units to facilitate your compliance with ECMC Chapter 16.30.

We are pleased that you have invested in our community and look forward to working with you to ensure all rental dwelling units in the City are decent, safe and sanitary. Should you have any questions regarding the rental inspection program, please feel free to call our help line at 510-690-8261. All correspondence may be mailed to: **3020 El Cerrito Plaza #407, El Cerrito, CA 94530**

Sincerely,

City of El Cerrito
Residential Rental Inspection Program