



Rental Housing Safety Program (RHSP) **Frequently Asked Questions** **Regarding Yearly per Unit/Room Fees and** **the Annual Self-Certification Checklist (SCC)**

Planning & Development Department
Building & Safety Division
Housing Code Enforcement

YEARLY RHSP PER UNIT/ROOM FEES:

- I submitted an exemption/correction form last year, why am I being billed for all the units?

You will be billed for the total number of rental units/rooms located on your property annually. Each year you will need to complete the Exemption/Correction form.

- How can I be permanently removed from this billing?

Residential properties which are single family residences/condos, claim a Homeowners' Exemption and show the owner's mailing address being the same as the property address can be removed from the yearly billing. However, even if these three criteria are met, if any part of the residential property is being rented the program applies to that property.

If your property meets the above three criteria you may notify our office by email (RHSPbilling@berkeleyca.gov), phone (510-981-5445) or by mail (1947 Center Street, 3rd floor; Berkeley, CA 94704).

- The property is not rented?

If the property does not meet the criteria for permanent removal, you should complete the Exemption/Correction form which provides an exemption for one billing cycle.

- The bill is for more units than are located at the property and/or I qualify for one of the above exemptions:


Complete the Exemption/Correction form and remit your payment based upon the total amount due on the enclosed bill, less amount of claimed exemption(s). If an exemption is not granted you will be notified.

- What constitutes a rental unit/room?

Any unit or room which is available for rent for a period of 14 consecutive days or more is considered a rented unit/room and the RHSP Unit/Room Fee would be due.

- How can payments be made?

Payments for the yearly RHSP per unit/ room fees can be made in the following ways:

- Online through the RHSP Payment Portal at www.citizenserve.com and select  Make A Payment
- By Mail sent to RHSP; Payment Processing; 1947 Center Street, 3rd Floor, Berkeley, CA 94704
- A drop box is available from 8:30-5:30 at 1947 Center Street. The drop box is located just to the left of the front entrance by the service elevator.

- When is payment due?

Bills are sent yearly in October and are due 30 days after issuance. Penalty fees are assessed on late payments.

- What is the period (dates) being billed?

The bill is for the current fiscal year (i.e. bills sent in October 2025 are for FY25-26 / July 1, 2025 thru June 30, 2026).

- Annual Per Unit/Room Fees

Applies to rental properties, including boarding houses, fraternities, sororities and residential hotels, as follows:

Residential rental buildings.	\$60.00 per unit
Residential hotels and boarding houses with five or more rooms.	\$30.00 per room

- Are any units/rooms exempt from the annual per unit/room fee?

The following units/rooms are exempt from the annual fee:

Single-family rental dwellings, apartments, or rooms that are occupied by the owner or family members of the owner where there is no exchange of money/rent or services.*

Units/rooms that are currently vacant and have been vacant for at least one year.*

Units/rooms which were not rented any time during the previous Fiscal Year. For the FY25-26 billing cycle the unit/room would need to be non-rental as of June 30, 2024.

- * *Exemption request claiming units as vacant or owner occupied are required to be verified through a unit verification inspection performed by a housing inspector. Failure to provide access to the inspector for verification will nullify the request and may result in the yearly fee being reinstated and additional penalty fees assessed.*

- How do I notify you that a unit which was previously owner occupied has been rented?

Notification can be done by email (RHSPbilling@berkeleyca.gov), phone (510-981-5445) or by mail (1947 Center Street, 3rd floor; Berkeley, CA 94704).

- What will happen if I do not pay the inspection fee or the annual fee that I am billed?

Property owners who do not pay these fees will have these fee amounts placed on the property tax bill as a special assessment lien on the property.

- How do I arrange to have an account set-up?

Contact our office by email (RHSPbilling@berkeleyca.gov), phone (510-981-5445) or by mail (1947 Center Street, 3rd floor; Berkeley, CA 94704).

- I sold this property.

The owner of record on July 1st is responsible for paying the bill.

- How do I notify your office of a property sale or status change?

Notification can be done by email (RHSPbilling@berkeleyca.gov), phone (510-981-5445) or by mail (1947 Center Street, 3rd floor; Berkeley, CA 94704).

RENTAL HOUSING SAFETY PROGRAM (RHSP):

- When does the unit inspection need to be completed?

Owners of residential rental housing are required to certify annually, by July 1st of each year, that their units meet minimum housing safety standards by using the City's RHSP Self-Certification Checklist (SCC form).

- What do I do with the Self-Certification Checklist once I have completed the unit inspection?

Provide a copy of the completed Self-Certification Checklist to the tenant(s) of the unit certified and keep the completed form for your records. You do not provide a copy to the City, unless requested to do so by the City.

- Are any units/rooms exempt from the yearly owner self-certification inspections?

The following units are exempt from the self-certification inspection:

Newly constructed rental units are exempt for 5 years after the issuance of a certification of occupancy.

- I am unable to gain access to the unit to perform the self-certification inspection.

If a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection, notify the City by checking the unable to inspect box and submitting the self-certification form to the Housing Code Inspections/RHSP office.

- Where do I send the City's RHSP Self-Certification Checklist)?

You do not provide a copy to the City, unless requested to do so by the City or if a tenant refuses entry to the owner or owner's agent for purposes of carrying out the self-certification inspection.

- Who can do the self-certification inspection?

The owner or owner's agent/representative can do the inspection. Additionally, owners or tenants may request that the City conduct an inspection in lieu of self-certification. However, if the City is unable to conduct this inspection, the owner is still required to self-certify.

- Can the tenant conduct the self-certification inspection?

The owner can designate the tenant as their representative to do the inspection.

- Who can I contact for additional information?

- For questions regarding the **FEES OWED or BILLING STATEMENT** email RHSPbilling@berkeleyca.gov or call 510-981-5445.
- For questions regarding the **RHSP PROGRAM** contact Housing Code Inspections at 510-981-5444 or by email at hci@berkeleyca.gov.