

## **I. Self-Certification Program.**

1. A property may be placed in the self-certification program if:

a. The Property is inspected at least once every twelve months (plus a thirty day grace period), and re-inspected upon change of tenancy, by a professional property management company licensed by the State of California or an Owner or manager with a demonstrated track record of responsible management, and the Owner can provide adequate documentation that such annual and routine inspections take place and the substance of such inspections. Such documentation shall be on forms provided by the City, or forms the Director determines to be substantially equivalent to those forms.

b. The Owner and/or property manager certify the Property(ies) are in compliance with all applicable provisions of the Rental Housing Improvement Act.

c. If a Residential Rental Property in the self-certification program is transferred to a new Owner, the Property shall remain in the self-certification program for one year following the date of transfer, unless it is sooner removed from the self-certification program pursuant to Section 2, below. After the one year period, the Residential Rental Housing Property shall become subject to routine inspection unless the new Owner self-certifies the Property.

2. Removal. If any of the following occur, one or more of an Owner's Properties may be removed from the self-certification program:

a. A Residential Rental Unit inspected as part of the random inspection program, as a result of a complaint to Code Enforcement, or is otherwise inspected, and fails to comply with the provisions of this article, and fails to comply after the initial re-inspection; or

b. Two or more Notice and Orders for serious health and safety violations relating to a Property are issued during any calendar year, even if the violations are abated within thirty days; or

c. Any of the circumstances set forth in subsection 1 of this Section cease to exist.

3. Certifying. Owners in the self-certification program shall inspect, or shall cause to be inspected by a licensed property manager, each and every Residential Rental Unit on the Property at least once every twelve months (plus a thirty day grace period) and upon each change in tenancy. Self-certification shall be accomplished as follows:

a. Inspect each Residential Rental Unit for health and safety violations, in compliance with the requirements of the self-certification form provided by the City, or other document deemed substantially similar by the Director.

b. Immediately, but no longer than within 30 days of the date of the inspection, make any repairs to the Residential Rental Unit that are necessary to achieve compliance with the requirements of the self-certification form; and

c. Complete the self-certification form and submit a copy to the occupants of the corresponding unit within 24 hours of inspection.

d. If any Residential Rental Unit cannot be self-certified because necessary repairs cannot or will not be made, the Owner shall immediately notify the City and the Property shall immediately be removed from the self-certification program.

e. Forms shall be signed and dated under penalty of perjury and it shall be unlawful to knowingly falsify any material information on the self-certification form, and any such falsification may be prosecuted as a misdemeanor.

f. The Owner and/or local representative shall retain all completed self-certification forms for at least four years from the date the inspection was made, and shall produce all completed self-certification forms to any City representative and to any Tenant or prospective Tenant upon request.

4. Sampling Inspections. 10% of Residential Rental Properties in the Self certification program, and the units thereon, will be inspected by the City on a random basis each year.

a. A Property that is selected for random inspection and passes will be exempt from further random inspections for two years.

b. If a Residential Rental Unit inspected as part of the sampling fails to comply with the provisions of the Rental Housing Improvement Act or these Regulations, it shall be subject to re-inspection. If the unit fails to comply after the first Compliance Re-inspection, the Property shall immediately be removed from the self-certification program, unless all violations are caused by tenant's breach of Tenant's Affirmative Obligations.