



County of Sacramento
RENTAL HOUSING INSPECTION PROGRAM (RHIP)
Code Enforcement Division
9700 Goethe Rd Suite A, SACRAMENTO, CA 95827
(916) 876-9020

Checklist to Comply with the Rental Housing Inspection Program:

Register your rental property with the County of Sacramento

The County of Sacramento requires the registration of every rental property for two reasons: 1) Government agencies need your contact information in case of an emergency regarding your property, and 2) The County needs to know who will perform the inspections required by the ordinance. You can submit a RHIP registration form online at <https://actonline.saccounty.net/CitizenAccess/>.

Complete the inspection certification course

Individuals must be certified to perform the inspections required by the ordinance unless the individual is the owner of record. To become certified, individuals must complete a course approved by the County of Sacramento on how to conduct property inspections. Recertification training is required every five years. Training is available through the California Apartment Association, an organization serving rental owners and managers. Enroll in the online course at <https://caanet.org/education/> or contact by phone at 1-800-967-4222.

Perform required initial and annual inspections

Perform an interior and exterior inspection of every rental unit at the beginning of every new tenancy and annually during the tenancy. Record the inspection using the RHIP Interior Inspection Checklist and RHIP Exterior Inspection Checklist available from the County of Sacramento website. Provide a copy of the completed forms to your renters. You may request that the County of Sacramento perform these inspections for a fee. Contact the County for the current fee schedule.

Provide your renters with the Residents Rights form

Provide your renters with the Residents Rights form at the beginning of each tenancy. The form is available on the County of Sacramento website. Retain copies of the completed form in case of an audit by the County.

Comply with random audits by the County of Sacramento

County officials may conduct compliance audits of rental properties, including a review of the inspection checklists and an exterior inspection from the public right-of-way. County officials may conduct a physical inspection of the property if there are problems with the documentation or visible code violations on the property exterior.

If you have any questions regarding this letter or the Rental Housing Inspection Program please contact us at 916-876-9020 or RHIP@saccounty.gov. You can also find general information about the program at www.code-enforcement.saccounty.gov