

TENANT PROTECTION PROGRAM

CITY OF SACRAMENTO COMMUNITY DEVELOPMENT DEPARTMENT

300 Richards Blvd., 3rd Floor / Sacramento, CA 95811
Phone (916) 808-8121 / Fax (916) 288-9957

Email: tpp@cityofsacramento.org / Website: www.cityofsacramento.org/tpp

Date

[ownername]
[owneraddress]
[ownercitystzip]

Dear Property Owner:

On August 13, 2019, the City of Sacramento adopted the Tenant Protection and Relief Act (TPRA). The TPRA provides tenants with protections related to rent increases and evictions. Additionally, the TPRA established the Tenant Protection Program (TPP).

In accordance with the TPRA, landlords are subject to the TPP Rental Property Registry and must pay program fees. You are receiving this notice based on information obtained from the County of Sacramento Assessors Office.

IMPORTANT: PLEASE CAREFULLY READ THE INFORMATION CONTAINED IN THIS PACKET AND COMPLETE THE FORMS. PLEASE SIGN AND DATE ALL FORMS SUBMITTED TO TPP.

REGISTRATION

Owners of rental housing units are required to complete and return the ***Tenant Protection Program Rental Property Registry*** form for each rental property. The purpose of this form is to confirm the number of rental units on each parcel and current contact information.

Registration of your rental property is due by [Due Date]. Failure to comply may result in administrative penalties. **Online registration is now available for renewal only.** If you register online, please **do not** mail a copy of the form as this will delay processing of your registration. Please visit our website at www.cityofsacramento.org/tpp to renew your registration.

If you need to make corrections to the information on the Rental Property Registry Form, do not use the online registration option. If you need to make corrections and/or update the information contained on the Rental Property Registry, please complete the "Correction Form", which is included in your registration packet. The Correction Form must be submitted with the Rental Property Registry form and returned to TPP for processing.

Please note: Each rental property has a unique file number. Please do not use the Rental Property Registry form for multiple properties. If you have multiple rental properties and you have not received a packet for all properties, please contact our office.

PROGRAM FEE

All landlords with rental units subject to this program must pay the annual Tenant Protection Program (TPP) fee. This fee funds administrative and enforcement costs for the program. **Please DO NOT send payment for the program fees. You will be invoiced based on TPP's verification of the number of rental units on the parcel. The invoice will be mailed to the address on file.**

File Number: [file#]

EXEMPTION REQUEST

In accordance with Sacramento City Code Section 5.156.030, rental units may be exempt from the Tenant Protection Program (TPP). If any of the exemptions noted in the code exist, please submit the Exemption Request form. Qualifying exemptions may apply to individual units. If you have less than four units that are exempt, please provide an exemption request form for each unit. If you have more than four units that are exempt, please complete the exemption request form for one unit and place the remaining units on a separate sheet or spreadsheet. If the property contains non-exempt and exempt units, please submit the Exemption Request only for the individual units that are exempt.

For additional information, please visit our website at www.cityofsacramento.org/TPP. You may also contact us via email at TPP@cityofsacramento.or or phone (916) 808-8121.

SAMPLE

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TENANT PROTECTION PROGRAM - RENTAL PROPERTY REGISTRY

PLEASE **DO NOT** MAKE ANY CORRECTIONS TO THIS RENTAL PROPERTY REGISTRY FORM. IF YOU NEED TO MAKE CORRECTIONS, PLEASE COMPLETE THE "CORRECTION FORM" INCLUDED IN THIS PACKET AND SUBMIT IT WITH THIS FORM.

Please review the property information below. **If the information on this Rental Property Registry form is correct and requires no changes, you may renew your registration online.**

This form may be used for new registrations and renewals. Please remember to sign and date the registry form(s). Mail the form(s) to the Tenant Protection Program, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811, or email tpp@cityofsacramento.org, or fax (916) 288-9957.

PLEASE CHECK ONE	<input type="checkbox"/> New Registration <input type="checkbox"/> Registration Annual Renewal
Property Owner Information (Who holds title?)	[ownername] [owneraddress] [ownercitystzip]
Rental Property Information	Rental Property Address: [propertyaddress] Assessor's Parcel Number: [PARCELNUMBER] Total Number of Rental Units: [numberofunits] Total Number of Billable Units: [numberofunits]
Where should Tenant Protection Program mail and invoices be sent? (Check only one box.)	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Manager/Other Name _____ Address _____ City _____ State _____ Zip Code _____ Contact Phone _____ Email _____
Who do you authorize to sign Tenant Protection Program documents on your behalf, if any?	I hereby authorize and appoint the agent listed here to execute the registration form and other registration related documents for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it myself. Authorized Agent Name: _____ Address: _____ City _____ State _____ Zip Code _____ Email: _____
Signature	I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Signature _____

File Number: [file#]

TENANT PROTECTION PROGRAM

Print Name _____

Date _____

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TENANT PROTECTION PROGRAM – RENTAL PROPERTY REGISTRY CORRECTION FORM

Please make corrections below and sign and mail the form, with the Rental Property Registry form, to the Tenant Protection Program, 300 Richards Blvd., 3rd Floor, Sacramento, CA 95811, or email tpp@cityofsacramento.org, or fax (916) 288-9957.

Property Owner Information (Who holds title?)	<i>(Principal Business Address or Residence (P.O. Box or Management Company Address Not Acceptable))</i> Name _____ Address _____ City _____ State _____ ZipCode _____ Email _____ Business Tel. # _____ Cell Phone # _____
Rental Property Address	Address _____ APN: _____ Number of Units on Property _____
Where should Tenant Protection Program mail and invoices be sent? (Check only one box.)	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Manager/Other Name _____ Address _____ City _____ State _____ ZipCode _____ Email _____
Who do you authorize to sign Tenant Protection Program documents on your behalf, if any?	I hereby authorize and appoint the agent listed here to execute the registration form and other registration related documents for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it myself. Agent Name _____ <i>(Person and/or Management Company)</i> Address _____ City _____ State _____ ZipCode _____ Email _____

Signature

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature _____

Print Name _____ Date _____

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TENANT PROTECTION PROGRAM – RENTAL PROPERTY REGISTRY EXEMPTION REQUEST

Please complete this form and check the appropriate box(es) to request an exemption from the Tenant Protection Program. **A separate Exemption Request must be submitted for each unit that is exempt.**

Property Information	
Property Location	
Assessor Parcel Number	
Address and/or Unit Number	
Please check applicable exemptions. Support documentation must be provided with the form.	
<input type="checkbox"/>	The unit was built after February 1, 1995.
<input type="checkbox"/>	The unit is owned, operated, or subsidized by a government entity. Agency Name: _____ Attach supporting document. (Supporting documentation may include the following: copy of the current payment voucher or Section 8 Agreement with rental property address listed, etc.). Supporting documentation must be submitted with this form to verify that property meets the exemption criteria in accordance with SCC 5.156.030. Failure to provide documentation with the form may result in the exemption being rejected and the property being subject to Tenant Protection Program Rental Property Registry and program fees.
<input type="checkbox"/>	The unit is occupied by the landlord, property agent, or immediate family as their primary residence.
<input type="checkbox"/>	The unit is exempt in accordance with Sacramento City Code 5.156.030. (Specify exemption): _____
<input type="checkbox"/>	I(we) no longer own this property as of (Date) _____ Supporting documentation must be submitted with this form. (Supporting documentation may include the following: Post Office change of address/forwarding mail; cell phone, utility, cable, internet, water, trash, or electric bill).
I hereby declare that the information provided in this form and the supporting documentation is true and accurate. I understand and acknowledge that pursuant to Chapter 5.156 of the Sacramento City Code, rental housing units must be registered with the Tenant Protection Program.	
Signature	Date
Print Name	
Phone	Email

File Number: [file#]

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FREQUENTLY ASKED QUESTIONS

- 1. *Why was a notice sent regarding this program?***
This packet is sent to property owners to provide information on the Tenant Protect Program (TPP) and the forms required to register the property, make corrections regarding contact and/or property owner/rental property information, or request an exemption for the property.
- 2. *Should the owner wait until the Rental Property Registry packet is received for all rental properties to register?***
No. Although staff makes every effort to send program information to rental property owners, it is ultimately the owners' responsibility to register with TPP. Property owners of record are responsible for registering their rental properties. If you do not have any exemptions or need to make any changes or corrections to your Rental Property Registry information, you may complete the online Rental Property Registry Renewal form. If you do not meet the requirements to renew your registration online, please complete the Rental Property Registry packet and return the forms to TPP. If you did not receive a packet, please contact our office.
- 3. *If I have already registered my property with the City of Sacramento Rental Housing Program (RHIP), am I required to register with the Tenant Protection Program?***
Yes. The TPP and RHIP are separate programs that administer different city codes. Each program has its own requirements and fees.
- 4. *Does a vacant unit need to be registered?***
Yes. If the vacant unit will be available for rent, the unit must be registered with the program, and you must pay the program fees.
- 5. *Who is responsible for the payment of the annual fees?***
Property owner(s) of record are responsible for payment of the annual program fees until the property is sold and title has transferred to the new owner.
- 6. *If a property is not a rental, should an "Exemption Request" be submitted?***
Yes. Please complete and return the "Exemption Request" form. Tenant Protection Program staff will review the request and update the records accordingly. If you have questions regarding the form, contact our office at 916-808-8121 or email tpp@cityofsacramento.org.
- 7. *If a registration packet is received for a property that has been sold, what should the former owner do?***
Please complete and return the enclosed "Exemption Request" form to advise the program that the property has been sold. Supporting documentation related to the sale must be attached. Tenant Protection Program staff will review the request and update our records accordingly.

8. ***If I am selling my rental property, am I required to register and pay program fees?***

If you are still the current property owner of record, you are responsible for registering the rental property and paying the program fees.

SAMPLE