



RENTAL HOUSING INSPECTION SELF-CERTIFICATION PROGRAM

What is Self-Certification?

Self-Certification is a voluntary program by which owners **certify** that their rental units meet or exceed the standards set forth in the City of Hayward Municipal Code. This process was approved by the Hayward City Council as an amendment to the Residential Rental Inspection Program (RRIP) Ordinance effective May 13, 2014. The RRIP Ordinance establishes minimum property maintenance standards for rental properties city-wide.

What are the eligibility requirements?

Owners of well-maintained rental properties that have the following characteristics may apply to participate in the Self-Certification Program: no previously identified and uncorrected violations of the Hayward Municipal Codes and/or California State Building, Housing and Health and Safety Codes; no outstanding citations, inspection or abatement fees, special assessment and liens; and a current business license for the facility.

How do I apply?

Eligible property owners wishing to participate in the Self-Certification Program should take the following steps:

1. Download the [Self-Certification Program Packet](#) (includes: Application-Affidavit, Checklist and Instructions) and use the Inspection Checklist to conduct a self-inspection of all rental units including interior, exterior and site conditions.
2. Determine whether the property meets the conditions identified on the Self-Certification Inspection Checklist. By signing the Application-Affidavit, the responsible party is certifying that the property meets or exceeds the standards set forth in the Self-Certification Inspection Checklist.
3. Complete and return signed the Self-Certification Application-Affidavit to the City of Hayward's Code Enforcement Division.

The Self-Certification Application-Affidavit shall be submitted to the Code Enforcement Division in order to be eligible to participate in the self-certification program.

What happens next?

Upon receipt of the Self-Certification Application Packet, Code Enforcement staff will review and make a determination whether the property is eligible to participate in the Self-Certification Program. If the property is deemed eligible, the property owner will receive notification that they are eligible to participate in the program. If the property has not been inspected by the RRIP within the past ten years an inspection notice will be issued advising of the date that staff will conduct a verification inspection of a minimum 20% of the dwelling units, the entire exterior of the buildings, and the site.

If the inspection confirms that the property meets or exceeds City requirements, self-certification will be approved. The property will be exempt from regularly scheduled rental inspections as long as they remain in good standing and conform to all of the requirements of self-certification.

Properties deemed unable to participate in the program will be allowed to re-apply five years from the date of their denial notification letter.

What must I do to maintain Self-Certification status?

Each year, property owners are required to use the Self-Certification Inspection Checklist and conduct a self-inspection of all rental units including interior, exterior and site conditions. After the property has been inspected, the property owner will determine whether the property still meets the conditions identified on the Self-Certification Inspection Checklist. If so, a copy of the Self-Certification Checklist must be maintained, and a new Self-Certification Application-Affidavit must be completed, signed, and submitted to the City each year.

Failure to conduct the self-inspection of all units, maintain the checklist, and/or submit the new Self-Certification Application each year will result in the termination of Self-Certification status.

What if violations occur while in the program?

If staff receives a complaint about conditions at the property, an inspection will be conducted. Staff will also conduct inspections if exterior violations are noted. If corrections are not made within the time allowed by the RRIP ordinance, the property may be removed from the Self-Certification Program and all units will be inspected. The property will not be allowed to re-apply for self-certification for five years from the date of final compliance.

How can I get more information regarding regulations that pertain to Rental Housing Units?

For additional information, click on any of the links below:

- [Residential Rental Inspection Ordinance](#)
- [Hayward Municipal Code.](#)
- [Business Licensing](#)
- [Building Permits](#)
- Landlord and tenant housing rights at [EchoFairHousing.org](#).

You may also call the Residential Rental Inspection Program at (510) 583-4175, or visit www.hayward-ca.gov.