



CITY OF HIGHLAND

RESIDENTIAL RENTAL ENHANCEMENT PROGRAM APPLICATION

In order to avoid a delay in processing your application, please provide **all applicable** information, and type or print clearly.

| | |
|---|--------------------------------|
| _____ RESIDENTIAL RENTAL BUSINESS LICENSE | FEE: \$170.00 (up to 3 units) |
| _____ NUMBER OF UNITS ON THIS PROPERTY | FEE: \$15 each additional unit |
| _____ SB1186 | FEE: \$1 |
| _____ TOTAL FEE DUE: \$ _____ | |

Business/Homeowner: _____
 Rental Address: _____
 City, State, Zip: _____
 Business Phone: () _____
 Message Phone: () _____

Type of Business: _____ Sole Proprietor _____ Partnership _____ Corp
 _____ LLC _____ Trust _____ Other

MAILING ADDRESS FOR HOMEOWNER(S)

| | |
|-------------------------|---------------------------|
| Name: _____ | CA Driver License # _____ |
| Home Address: _____ | Social Security # _____ |
| City, State, Zip: _____ | Phone/Message #: _____ |
| Name: _____ | CA Driver License # _____ |
| Home Address: _____ | Social Security # _____ |
| City, State, Zip: _____ | Phone/Message #: _____ |

PROPERTY MANAGEMENT OR RENTAL OFFICE:

| | |
|-------------------------|----------------------------|
| Company Name: _____ | Number of employees: _____ |
| Billing Address: _____ | Contact Name: _____ |
| City, State, Zip: _____ | Contact Phone: _____ |

I declare, under penalties of Perjury, by signing as (one of) the owner(s)/Principal Officer(s) listed below, that this application, including attachments, have been examined by me, as well as the property owner(s), and to the best of my knowledge believe to be true, accurate and complete of all facts. I further certify that the above business will be conducted in compliance with the applicable provisions of The City of Highland Municipal Codes & Ordinances, including State and Federal laws. In addition, I assume responsibility to renew this business license on an annual basis and pay the renewal fees on time. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application. As a courtesy, the City will send you a renewal notice. If you do not receive the notice, it is your responsibility to pay by the due date to avoid penalties. The applicant has up to 90 days to comply with the application process and the renewal process.

Signature: _____ Date: _____
 Signature: _____ Date: _____

OFFICE USE ONLY

X _____ # OF UNITS _____
 Code Enforcement Approval Date



RESIDENTIAL RENTAL PROGRAM INSPECTION CHECKLIST

CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732



April, 2012

The Inspection Checklist is designed to assist owners in determining whether their properties will pass inspection under the City of Highland Residential Rental Inspection Program. Owners should recognize that this Inspection Checklist is not all inclusive and that in addition to the items listed below, owners are responsible for ensuring that their units are in compliance with applicable provision of the City Code, including the California Model Building Codes, Uniform Housing Code and the Uniform Code for the Abatement of Dangerous Building. Owners are also responsible for maintaining completed checklist for each and every dwelling unit and for providing them upon request.

EXTERIOR AND COMMON AREAS

Building

- 4-inch, contrasting color address numbers on the dwelling, visible from the street.
- Foundations are in good solid condition.
- Exterior paint showing no signs of damaging deterioration.
- Exterior walls are free of major cracks and erosion.
- Walkways are clear and safe.
- Roofs are in good repair. Tree branches are at least five feet of the roof.
- Staircases are solid and in good condition.
- Guardrails and handrails are in good condition.
- Exterior lighting is in good working order.
- Electrical service panels, meters and enclosures and are in good condition.
- Fire place chimneys have spark arrestors.
- Electrical appliances (washers, dryers, freezers, refrigerators, etc) are inside, protected from the weather.

Doors and Locks

- Solid Core doors are installed at exits.
- Entry doors are equipped with locks. (Double key locks are prohibited).
- All exterior doors open and shut properly and are weather-sealed.
- Sliding patio doors work properly including all locking and latching mechanisms.

Landscaping

- The property landscaping is being properly maintained and is free of trash and debris.
- Storm drains and gutters are clear of debris and in good condition.

Fire Extinguisher(s) for multi unit complexes

- Fire extinguishers are provided and installed to code
- Each extinguisher has been tagged and serviced by a state licensed contractor within the last year and after each use.

Exiting

- Exits are clear and unobstructed all the way to the public right of way.
- All "Exit" signs and exit lighting is in working order.
- Fire doors are operable and in good condition.

Garbage/Recycling Materials

- Garbage service and sufficient garbage containers are provided on site.
- All unsanitary garbage bins have been cleaned and/ or replaced.
- Garbage receptacles are stored in proper enclosures or behind fences out of public view.

Fences and Gates

- Property fences and gates are in good working condition.

Laundry Rooms

- Interiors are clean and facilities are maintained in good condition.

Swimming pools/ Spas

- Swimming pool gates and required barriers devices are in compliance.
- The swimming pool is clean and maintained.

Parking / Garages

- Driveways and parking areas are in good condition. Vehicles shall not be parked on un-improved surfaces.
- In-operative, dismantled, or unregistered vehicles shall be parked within an garage.
- Walls between garages and the dwelling shall be protected by a one hour rated firewall.
- Doors between garages and dwelling shall be either 20 minute rated or 1-3/8" solid wood, self-closing, self-latching, and weather-sealed.
- Electrical outlets are GFCI protected.

Sewer/ Septic System

- Cleanout lines are unobstructed and in good condition.

INTERIORS

General

- Floor coverings are free of trip hazards.
- Electrical outlets are functional and have cover plates.
- Light switches function and have cover plates.
- Windows are in good condition and are equipped with proper locking devices.

Kitchens

- GFCI's are properly installed and in working condition.
- Overhead lighting is operational and in good repair
- (If provided) Stove and oven work safely with functioning door and knobs that turn completely off and on.
- (If provided) Gas stove is free of gaseous odors – Report gas leaks or gaseous odors to Southern California Gas Company.
- Stove hood/ filter and fan are working properly.
- (If provided) Dishwasher functions properly.
- (If provided) Garbage disposal is in good working order.
- The kitchen sink and faucets drain properly and are free from leakage.
- (If provided) Refrigerator is in good working order.

Smoke Alarms

- Smoke alarms are installed in all bedrooms and hallways serving sleeping rooms, at the top of stairways, and basements.
- All smoke alarms are in working order and must be replaced if the date of manufacture is greater than 10 years old.
- Carbon monoxide detectors shall be installed in hallways serving sleeping rooms per its listing.

Bedrooms

- Egress windows are operable and open completely.
- If bedroom window security bars are installed – they are installed correctly and have the required quick release mechanisms approved by the State Fire Marshall.

Bathrooms

- Ceiling exhaust fan is in good working condition.
- Light fixtures are secure and in working order.
- Sinks, bathtubs/showers are in good condition, drain property and are free of leaks.
- GFCIs are properly installed and in working condition.
- The toilet is secure.

Electrical System Requirements

- The unit has no exposed or bare live wires
- Use of extension cords and electrical adapters are not overloading the circuit
- Sub-panels are labeled and breakers are in proper working condition.

Plumbing and Mechanical Requirements

- Electrical or gas heaters are functioning properly.
- The water heater is in working order supplying water at a minimum 120 degrees F.
- The water heater has a working temperature/ pressure relief valve including a proper drain line to an approved location.
- The water heater is properly strapped.
- Gas lines have shut off valves at the appliance connections
- The exhaust vent pipes that serve gas heating appliances are terminated above the roofline with approved vent caps.

Mold and Vector

- There is no visible mold in the unit.
- Property is free of infestations of insects, rodents or other pests.