



Rental Housing Business License and Inspection Program - Self-Certification Frequently Asked Questions (FAQs)

What is Self-Certification?

Self-Certification is a voluntary program by which eligible owners who have been in the program for at least one year certify that their rental units meet or exceed the standards set forth in the City of Hesperia Municipal Code. This program was approved by the City Council on January 5, 2021. On June 7, 2022, modifications to the Rental Housing Business License and Inspection Program Ordinance were made to specify eligibility requirements for participating in the self-certification program, which are effective July 7, 2022. The program 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 violations of the Hesperia Municipal Codes and/or California State Building, Housing and Health Safety Codes exist on the property at the time of the initial inspection; no outstanding citations, inspection or abatement fees, special assessment, and liens; and a current rental housing business license.

How do I apply?

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

1. Access and complete the Rental Housing Business License and Inspection Program – Annual Renewal Application, located here: <http://www.cityofhesperia.us/FormCenter/Development-Services-5/Rental-Housing-Business-Inspection-and-L-59>
2. Agree to the terms. Enter property owner name, provide a valid email address and telephone number, and list all rental property addresses that the property owner believes may qualify for self-certification.

What happens next?

1. If the property is deemed eligible, the property owner will receive notification that they are eligible to participate in the program.
 2. Once confirmed, the applicant should download the Self-Certification Program Packet (includes a Self-Certification Affidavit, Self-Certification Interior/Exterior Inspection
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Checklist/Instructions) and use the Inspection Checklist to conduct a self-inspection of all rental units including interior, exterior and common areas.

3. Determine whether the property meets the conditions identified on the Self-Certification Interior/Exterior Inspection Checklist. By signing the Self-Certification Affidavit, the property owner is certifying that the property meets or exceeds the standards set forth in the Self-Certification Interior/Exterior Inspection Checklist.
4. Once the Self-Certification Packet is completed, the applicant must complete the Rental Housing Business License and Inspection Program – Self-Certification Application, located here: <https://www.cityofhesperia.us/FormCenter/Development-Services-5/Rental-Housing-Business-Inspection-and-L-57>
 - Complete the basic application information.
 - Upload the signed Self-Certification Affidavit and the completed Self-Certification Interior/Exterior Inspection Checklist.
 - Upload photos showing the full frontage (clearly displaying the property address), full rear of the property, side yards, parking areas, and any other common areas if applicable.
 - The city may request additional photographs or information at their sole discretion in order to properly self-certify the property.
5. If the inspection confirms that the property meets or exceeds City requirements, the self-certification will be approved.
 - a. Should the city review the self-certification and find deficiencies in quality of the photos, information provided or any other material fact, or deem the property to be a public nuisance, or not maintained according to the requirements of this code, the city shall, at its sole discretion, contact the owner or agent for more information, or perform an inspection of the property to confirm that the property is in compliance with all requirements of the program.
 - b. Any inspection performed by the city shall be paid for in full by the owner prior to issuance of a renewal license.

How much are the Self-Certification Fees?

Type of Residence	Self-Certification Fee	Business License Fee	Renewal Admin Fee	SB 1186 Fees	Total Fees
Single Family Residence (SFR)	\$40.00	\$50.00	\$63.00	\$4.00	\$157.00



Multi-Family Residence (MFR)	\$55.00 <i>For first 2 units and \$10.00 for each additional unit thereafter</i>	\$50.00	\$63.00	\$4.00	\$172.00
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What services do the self-certification fees pay for?

Self-Certification fees fund code enforcement, business licensing and finance staff to monitor the self-certification process, such as vetting the applicant for eligibility, processing business license renewals, invoicing, reviewing photos, self-certification checklists and affidavits, proactive drive-by exterior inspections, and conducting any necessary follow-ups and correspondence with the property owner by telephone, email, and/or mail.

What must I do to maintain Self-Certification Status?

Each year, property owners are required to use the Self-Certification Interior/Exterior Inspection Checklist and conduct a self-inspection of all rental units including interior, exterior and common areas. After the property has been inspected, the property owner will determine whether the property still meets the conditions identified on the Self-Certification Interior/Exterior Inspection Checklist. If so, a copy of the Self-Certification Interior/Exterior Checklist must be maintained, and a new Self-Certification 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?

Any property that participates in the self-certification program may be removed from the program at any time if that property fails to meet all of the interior and exterior standards designated on the self-certification program checklist or fails to meet building, housing and sanitation codes or ordinances as defined Chapter 5.72 of the Hesperia Municipal Code. Upon removal from the program, the difference between the self-certification program fee and full annual program fee shall be due and payable.

What if I want to opt-out of the Self-Certification Program?

1. Access and complete the Rental Housing Business License and Inspection Program – Annual Renewal Application, located here: <http://www.cityofhesperia.us/FormCenter/Development-Services-5/Rental-Housing-Business-Inspection-and-L-59>
2. Agree to the opting out terms. Enter property owner name, provide a valid email address and telephone number, and list all rental property addresses that the property owner would like to opt-out of the self-certification program. The City will then contact the property owner to schedule an interior and exterior inspection and the full registration renewal fees will be due.



What if I have sold the property or I no longer rent out property?

If the rental property has been sold, or the property is owner occupied, access and complete the Rental Housing Business License and Inspection Program- Change of Owner/Owner Occupied Application here: <https://www.cityofhesperia.us/FormCenter/Development-Services-5/Rental-Housing-Business-Inspection-and-L-58> and complete the required fields. The City will determine if the property is eligible for exemption and will contact the applicant if more information is needed. Currently, vacant rental properties are not exempt from the program.

How much are the Registration Renewal Fees?

Type of Residence	Registration and Inspection Fee	Business License Fee	Renewal Admin Fee	SB 1186 Fees	Total Fees
Single Family Residence (SFR)	\$75.00	\$50.00	\$63.00	\$4.00	\$192.00
Multi-Family Residence (MFR)	\$50.00 <i>For each unit</i>	\$50.00	\$63.00	\$4.00	\$217.00 <i>This total includes at least 2 units</i>

What services do the registration renewal fees pay for?

Renewal fees take into consideration the time and resources needed for application processing, invoicing, scheduling, and performing interior/exterior inspections.

Where can I get more information about the Rental Housing Program?

More information about this program can be found on the City website at: <https://www.cityofhesperia.us/1431/Rental-Housing-Inspection-and-Licensing>
