PLANNING AND COMMUNITYDEVELOPMENT DEPARTMENT
RESIDENTIAL RENTAL INSPECTION PROGRAM
809 Center Street Room 107 Santa Cruz, CA 95060 www.cityofsantacruz.com/RentalInspections
Juliana Rebagliati, Director

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_____, 2011

Re: <<address>>
Dear _____:

The Santa Cruz City Council has adopted a new ordinance (Ordinance No. 2010-17) creating the Residential Rental Inspection Program. The program requires that all residential rental units undergo inspections to ensure the maintenance of our rental housing stock for basic health and safety standards, and prevent situations that could adversely affect the quality of life in the City.

Our records indicate that the above mentioned property you own may be rented and subject to the requirements of the new ordinance. **Please fill out the attached registration form for each property you own** (additional copies can be downloaded from our website, listed below.) If you believe the property is exempt from the new ordinance please fill out the property exemption form. (See exemption form for valid exemption reasons.) Please return the appropriate form by <<due date>> in the enclosed envelope. Please be advised that failure to register or exempt your property may result in penalty fees and/or further code enforcement action. Within 30 days of returning the appropriate form, you will receive further program information to facilitate your compliance with the Residential Rental Inspection Program.

Our records indicate that the above mentioned property is not eligible for self-certification and will be required to be inspected by the City rental inspectors for at least the first year if not exempt. For more information about the program please visit the City of Santa Cruz website at http://cityofsantacruz.com/RentalInspections or call 831-420-5140 Monday through Thursday 8:00 am to 5:00 pm. Thank you for your investment in our community and we look forward to working with you in the future.

Sincerely,

Alex Khoury
Assistant Planning Director