

Rental Housing Inspection Program (RHIP) – Billing & Fees FAQ

Welcome to the Rental Housing Inspection Program (RHIP) Billing & Fees FAQ. This page provides clear information about program fees, invoices, payments, and common billing questions.

1. What fees are required under RHIP?

RHIP includes the following standard fees:

- Annual Program Fee
 - Unit Inspection Fee
 - Additional Unit Inspection Fee
 - Reinspection Fee
 - Rescheduling Fee
 - Administrative Penalty Fees (when applicable)
 - Code Technology Fee (applies to all fees)
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2. I received a bill from RHIP and do not understand the invoice. What do the codes mean?

Each invoice begins with a code that identifies the fee type:

- **RIF** – Annual Program Fee
- **RRS** – Rescheduling Fee
- **RUI** – Unit Inspection Fee
- **RRI** – Reinspection Fee
- **RAP** – Administrative Penalty Fee

If you need additional clarification, please submit a [Billing Inquiry Form](#) or email RHIP@cityofsacramento.org.

3. What is the Annual Program Fee?

The Annual Program Fee is **\$25 per rental unit** and is billed once per year, typically between **January and June** of the calendar year.

4. How much does a rental unit inspection cost?

The **Unit Inspection Fee is \$180 per unit** when a City Building Inspector conducts a required initial inspection.

5. Are there fees for additional units inspected at the same property?

Yes. If more than one unit is inspected during the same visit, an **Additional Unit Inspection Fee of \$180 per unit** applies.

6. What is the cost of a reinspection?

If violations are not corrected by the deadline provided by the inspector, a **Reinspection Fee of \$295** will be assessed.

7. Is there a fee to reschedule an inspection?

Yes. A **\$180 Rescheduling Fee** applies if:

- The reschedule request is made **within 7 calendar days** of the scheduled inspection
 - The inspection is rescheduled more than once
 - The inspection appointment is missed
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8. What is the Code Technology Fee?

All RHIP fees include an **8% code technology fee** to support digital billing systems, inspection software, payment processing, and program administration.

9. What happens if I do not pay my RHIP fees?

Late or unpaid fees may result in:

- Additional late fees or administrative penalties
 - Referral to a collection agency
 - Placement of a lien on the property
 - Annual inspection of the property
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10. How will I receive my RHIP bill?

Billing statements are issued through the City's Revenue Division and may be delivered:

- **By email** (if enrolled in [eDocs](#))
 - **By postal mail**
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11. How can I pay RHIP fees?

Payments may be made using any of the following methods:

1. **Online** – Scan the QR code on your invoice
 2. **By phone** – Call **916-808-5527**, then press option **8**
 3. **By mail** –
City of Sacramento
PO Box 1018
Sacramento, CA 95812
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12. Why did I receive a late fee even though I mailed or submitted my payment before the due date?

Payments must be **received by the City** on or before the due date. **Postmarks do not apply.**

If payment is processed after the due date, a **20% late fee** will be assessed.

13. What if I believe my billing statement is incorrect?

You may request a review by submitting a [Billing Inquiry Form](#). Supporting documents may be required.

14. How do I dispute or contest a bill?

To dispute an invoice, email RHIP@cityofsacramento.org with:

- Case number
- Invoice number
- Customer ID
- A detailed explanation of the dispute

You may also mail a written request to:

Attn: RHIP

300 Richards Blvd, 3rd Floor
Sacramento, CA 95811

A Supervising Building Inspector will review your request and issue a determination.

15. How can I avoid additional fees?

You can avoid extra charges by:

- Paying fees on time
- Keeping contact information up to date
- Attending all scheduled inspections
- Providing **at least 7 days' notice** when rescheduling
- Correcting violations before the reinspection date

If you need to update your mailing address, phone number, email, or local contact representative, you must submit an [updated registration form](#).

16. I received a bill but recently sold the property. What should I do?

You may submit an **online exemption request**.

Fee guidance:

- If the property sold **between January and June**, the Annual Program Fee may be waived.
- If the property sold **after June**, the Annual Program Fee remains valid and must be paid.

Please note:

- Ownership records update **monthly**, so changes may not appear immediately.
 - Once staff confirm fee removal, processing may take **up to one week**.
 - Billing statements are generated on the **15th of each month**; statements received during processing may be disregarded.
 - If statements continue after ownership is updated, please submit a [Billing Inquiry Form](#) or email RHIP@cityofsacramento.org
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17. Who can I contact for billing questions?

For billing assistance, please contact:

- **RHIP Billing Line:** 916-808-7369
- **Billing Inquiry Form:** [Preferred method](#)
- **Email:** RHIP@cityofsacramento.org