

TENANT PROTECTION PROGRAM

**CITY OF SACRAMENTO
COMMUNITY DEVELOPMENT DEPARTMENT**

300 Richards Blvd., 3rd Floor / Sacramento, CA 95811

Phone: (916) 808-8121 / Fax: (916) 288-9957

Email: TPP@cityofsacramento.org / Website: www.cityofsacramento.org/TPP

03/10/2025

21-XXXXXX-rental property address
PROPERTY OWNER NAME
123 MAIN STREET
SACRAMENTO, CA 95811-0218

Dear Property Owner:

On August 13, 2019, the City of Sacramento adopted the Tenant Protection and Relief Act (TPRA). The TPRA provides tenants with protections related to rent increases and evictions. Additionally, the TPRA established the Tenant Protection Program (TPP). In accordance with the TPRA, landlords are subject to the TPP Rental Property Registry and must pay program fees. You are receiving this notice based on information obtained from the County of Sacramento Assessor's Office.

IMPORTANT

REGISTRATION OF YOUR RENTAL PROPERTY IS DUE WITHIN 30 DAYS.

PLEASE SIGN, DATE, AND SUBMIT.

THE FAILURE TO REGISTER MAY RESULT IN AN ADMINISTRATIVE PENALTY STARTING AT \$500.00.

PLEASE READ THE ONLINE PROPERTY REGISTRATION RENEWAL SECTION. IF THE REQUIREMENTS ARE MET, VISIT WWW.CITYOFSACRAMENTO.ORG/TPP TO REGISTER.

PLEASE NOTE: INVOICES FOR PAYMENT OF PROGRAM FEES WILL BE MAILED SEPARATELY.

REGISTERING YOUR RENTAL PROPERTY

ONLINE RENTAL PROPERTY REGISTRY RENEWAL

Registration is available online. Please do not mail and email a copy of the online form as this will delay processing. To renew your registration online, please visit our website at www.cityofsacramento.org/tpp.

PROPERTY REGISTRY FORM

The enclosed form must be completed and returned unless requirements are met to register online.

REGISTRATION FILE NUMBER

A property Registration File Number (e.g., 21-xxxxxx) is assigned to each rental property address. Please do not use or copy the forms contained in this packet for other properties. If a packet was not received for a property, please contact TPP@cityofsacramento.org or phone (916) 808-8121.

CORRECTIONS

If corrections are needed, please indicate them in the address section of the registration form.

EXEMPTION REQUEST

Exemption requests must be completed and renewed on an annual basis. In accordance with Sacramento City Code Section 5.156.030, units may be exempt from the Tenant Protection Program (TPP). Qualifying exemptions may apply to individual units. If any of the exemptions noted in the code exist, please complete the Exemption Request section on the registration form and indicate how many units are exempt. If applicable, provide supporting documentation.

AUTHORIZED AGENT/REPRESENTATIVE

If there is a designated authorized agent/representative to receive the Tenant Protection Property Registration Packet and program fee invoice, please be advised that the update will become effective the next registration cycle. Registration occurs on an annual basis. Correspondence and invoices will continue to be sent to the property owner until the file is updated. Property owners are responsible for ensuring registration documents are completed and program fees are paid.

PROGRAM FEE

All property owners with units subject to this Program must pay the annual Tenant Protection Program (TPP) fees. The fees fund administrative and enforcement costs for the program. Program fees are invoiced based on the number of rental units on the parcel. The invoice will be mailed to the address on file. It is the responsibility of the property owner to ensure all programs fees are paid. If you did not receive an invoice, please contact **TPP@cityofsacramento.org** or phone **(916) 808-8121**.

For additional information, please visit our website at www.cityofsacramento.org/TPP. You may also contact us via email at TPP@cityofsacramento.org or phone (916) 808-8121.

For more information or answers to frequently asked questions, please visit

WWW.CITYOFSACRAMENTO.ORG/TPP

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CITY OF SACRAMENTO COMMUNITY

DEVELOPMENT DEPARTMENT

300 Richards Blvd., 3rd Floor / Sacramento, CA 95811 Phone: (916) 808-8121 / Fax: (916) 288-9957

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PLEASE CHECK ONE	<input type="checkbox"/> New Registration <input type="checkbox"/> Annual Registration Renewal <input type="checkbox"/> Exemption
Property Owner Information (Who holds title?)	PROPERTY OWNER NAME 123 MAIN STREET SACRAMENTO, CA 95811-0218
Rental Property Information	RENTAL PROPERTY ADDRESS: 120 MAIN STREET ASSESSOR'S PARCEL NUMBER: 0000000000000000 TOTAL NUMBER OF UNITS: 2 TOTAL NUMBER OF BILLABLE UNITS: 2
Exemption Request accordance with Sacramento City Code 5.156.030	Total number of Exempt Units: _____ Address and/or unit no.(s) _____ The unit is owned, operated, or subsidized by a government entity. (e.g. SHRA, Sec.8, Lihtc) Agency Name: _____ (Supporting documentation must be submitted with this form to verify that property meets the exemption criteria in accordance with SCC 5.156.030.) The unit was built after February 1, 1995. <input type="checkbox"/> (Include final permit or Cert of Occupancy) The unit is occupied by: <input type="checkbox"/> Owner <input type="checkbox"/> Property Manager or <input type="checkbox"/> Immediate Family as their primary residence. The unit is exempt in accordance with the Sacramento City Code 5.156.030. Failure to specify the exemption will result in denial of the request. (Specify Exemption): _____ I(we) no longer own this property as of (Date) _____ Include Proof of ownership transfer (i.e. final settlement statement, grant deed, quit claim).
Where should Program documents and invoices be sent? (Check only one box.)	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Property Manager/Representative Authorized Agent/Property Manager/Representative: Name _____ Address _____ City _____ State _____ Zip Code _____ Email _____ Contact Phone _____
Signature	I hereby declare under the penalty of perjury that the information provided in this form and the supporting documentation is true and correct. I understand and acknowledge that pursuant to Chapter 5.156 of the Sacramento City Code, rental housing units must be registered with the Tenant Protection Program. Signature _____ Print Name _____ Date _____

File Number: 21-XXXXXX

2025 Registration