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

01/10/2024

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

REIGSTRATION OF YOUR RENTAL PROPERTY IS DUE BY *01/31/2024*.

PLEASE SIGN, DATE, AND SUBMIT. FAILURE TO COMPLY WILL RESULT IN ADMINISTRATIVE PENALTIES.

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
If the rental property is not exempt and/or there are no corrections needed to the Rental Property Registry form, included in this packet, you may register online. An Online Rental Property Registry form must be completed for each rental property. Please do not mail or email, a copy of the online form as this will delay processing. To renew your registration, 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 need to be made to the information contained on the Tenant Protection Property Registration Form included in this packet, notate the corrections in the section on the form labeled "Corrections", and submit to the Tenant Protection Program (TPP) for processing.

EXEMPTION REQUEST

Exemption requests <u>must</u> 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 submit the Exemption Request form for <u>each</u> exempt unit. You must provide the address and/or unit number and identify who resides in the unit.

If the property contains non-exempt and exempt units, please submit an Exemption Request only for the units that are exempt.

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 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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2024 PROPERTY REGISTRATION FORM

PLEASE CHECK ONE	☐ New Registration ☐ Annual Registration Renewal
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: 00000000000000 Total Number of Units: 2 Total Number of Billable Units: 2
Where should Program documents and invoices be sent? (Check only one box.)	☐ Owner ☐ Authorized Agent ☐ Property Manager/Representative Name _____ Address _____ City _____ State _____ Zip Code _____ Contact Phone _____ Email _____
If there is an Authorized Agent, Property Manager, or Representative for this property, please complete	I hereby authorize and appoint the Authorized Agent/Property Manager/Representative listed here to execute this registration form and other registration related documents for this property. I agree to be bound by each document filed by this person to the same extent as if I had completed the document and executed it myself. Authorized Agent/Property Manager/Representative: Name _____ Address _____ City _____ State _____ Zip Code _____ Email _____Contact Phone_____
Corrections - please use this space to note any corrections needed to the information on this form	
Signature	I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Signature _____ Print Name _____ Date _____

File Number: 21-XXXXXX

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2024 EXEMPTION REQUEST FORM

Please read the cover letter for details. For any qualifying unit, submit this exemption request with the Property Registration. **A separate Exemption Request form must be submitted for each unit that is exempt.**

Property Information

Property Location	
Assessor Parcel Number	
Address and/or Unit Number	

PLEASE REVIEW THE TENANT PROTECTION AND RELIEF ACT ORDINANCE-CHAPTER 5.156.030 EXEMPTIONS.

☐	The unit was built after February 1, 1995.
☐	The unit is owned, operated, or subsidized by a government entity. Agency Name: _____ Attach copies of supporting document(s). i.e. **current** payment voucher or Section 8 Agreement with rental property address listed etc.). *Supporting documentation must be submitted with this form to verify that property meets the exemption criteria in accordance with SCC 5.156.030. Failure to provide documentation will result in the denial of the request and the property will be subject to Tenant Protection Program Rental Property Registry and program fees.*
☐	The unit is occupied by: (**Please check the appropriate box.**) ☐ landlord ☐ property manager, or ☐ 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) _____ *Supporting documentation* **must be submitted with this form.** *(Supporting documentation may include the following: Post Office change of address/forwarding mail; cell phone, utility, cable, internet, water, trash, or electric bill).*

I hereby declare under 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		**Date**	
Print Name			
Email		**Phone Number**	

File Number: 21-XXXXXX

SAMPLE