

# INSTRUCTION SHEET

## PROPERTY MAINTENANCE SERVICE CONSENT FORM

### **Purpose:**

1. The form allows the owner, agent or other authorized representative to obtain consent from a resident for purposes of an annual inspection for maintenance issues on the exterior and/or interior of the rental property during the tenancy.
2. This form can be used to comply with the County of Sacramento rental inspection ordinance for owners or agents of the owner who choose to conduct their own inspections.
3. The ordinance applies to all residential rental units in the unincorporated areas of the County of Sacramento. These areas include: Antelope, Arden/Arcade, Cosumnes, Delta, Fair Oaks, North Highlands, Foothill Farms, Orangevale, Rio Linda, Elverta and Vineyard.

### **Preparation of the Form:**

1. Include the name and address, including city, state and zip, of the residents at the property.
2. The owner or owner's agent should provide their name, date, signature and phone number in case the resident has questions about the form or the inspection process.
3. The owner or owner's agent should include the date the form should be returned and the address where the form can be delivered or mailed.
4. Be sure that at least one resident who is legally entitled to be in the rental home completes the lower portion of the form including: the resident's name as it appears on the rental agreement, telephone number in case the resident must be contacted, a signature by the resident and date the form was signed.

### **Pitfalls and Precautions:**

1. The resident must sign and return the form to the owner/agent. The owner/agent may want to provide the resident a self-addressed, stamped envelope along with the form.
2. After the resident returns the consent form, the owner/agent must comply with the notice requirements under California law to enter an occupied dwelling unit. CAA Form 19.0, Notice to Enter Dwelling Unit/Premises, complies with the notice requirements. If the CAA Form 19.0 is used, check the box that indicates the inspection is to supply necessary or agreed services. Be sure to follow all the instructions carefully. Current state law states that no person authorized to enter a dwelling unit shall enter any dwelling between the hours of 6 o'clock p.m. of any day and 8 o'clock a.m. of the succeeding day, without the consent of the occupants of the dwelling. An inspection should only take place during normal business hours.
3. The owner or agent should present the consent form to the resident for signature for each particular annual inspection.
4. For compliance with the County of Sacramento rental inspection ordinance, an owner/agent must provide the resident a copy of the inspection result ten (10) calendar days after the inspection occurs.
5. The owner or agent should keep the original copy of the signed consent form in the resident's files.
6. If the resident refuses entry at the time for inspection, do not forcibly enter the unit.
7. The County of Sacramento ordinance is applicable to all rental dwelling units occupied by a resident within the unincorporated areas of Sacramento County. Dwelling units that are not subject to the inspection requirements include: 1) any property during the five years after its initial construction, 2) public housing owned or operated by the Sacramento Housing and Redevelopment Agency, 3) any property subject to the federal Housing Choice Voucher Program, and 4) any property that already undergoes an inspection by a government agency or government official and the frequency and scope are similar to those by the County of Sacramento.
8. This form has been prepared by the Rental Housing Association of Sacramento Valley to help members comply with applicable local ordinances. RHA does not make any representation or warranty about the legal sufficiency or effect of this form. Consult with an attorney if you require assistance in completing the form or to determine if use of the form is appropriate or changes to the form are necessary in any particular situation.
9. RHA does not sanction any RHA form which has been altered or changed in any way.

