

Dear Property Owner:

Re: Rental Inspection Program

On April 22, 2008, the Brentwood City Council passed an ordinance to establish a periodic rental property inspection for residential housing. It is intended to encourage owners of residential rental units to maintain their properties. The ordinance will ensure the proper maintenance of residential rental housing and prevent situations that could adversely affect the quality of life in the City.

Our records indicate that your property may be rented and subject to the requirements of the new ordinance. ***Please respond to this letter within 15 days by submitting either the Property Verification Form or a Rental Business Tax Application whichever is appropriate. Please return the required forms in the enclosed envelope.***

With the Rental Inspection Program, the exterior of each rental unit in the City of Brentwood will be inspected by Code Enforcement staff at least once every two years. The program began on July 1, 2008. City ordinance also requires every landlord to obtain a business tax certificate. While the Business Tax Ordinance has existed for many years, the new ordinance (Rental Property Inspection) will help us identify this business activity and allow us to proactively enforce the business tax.

For more information regarding the Rental Inspection Program including a listing of Frequently Asked Questions, please access the city website at <http://www.ci.brentwood.ca.us>.

In order to assist you in complying with the requirements of the ordinance we have included the following forms:

- Property Verification Form
- Business Tax Certification Application- Rental
- Rental Inspection Checklist

Your response must be received by XXX DATE.

Those individuals who do not voluntarily comply will be subject to administrative citation.

-For questions about the rental inspection program, please call Code Enforcement at 925-516-5424

-For questions about obtaining a business tax certificate, please call Business License at 925-516-5480

Sincerely,

Louis R. Kidwell
Chief Building Official
Enclosures (3)