



Housing Department

**CITY OF BERKELEY
RENTAL HOUSING SAFETY PROGRAM (RHSP)
TENANT REQUEST FOR INSPECTION**

Background

Berkeley Municipal Code (BMC) Section 12.48 requires that owners certify that their residential rental units meet certain housing safety standards and give a copy of that certification to their tenants by July 1st of each year. Tenants can notify the City's RHSP Office at 2180 Milvia Street (2nd floor), Berkeley, CA 94704 if they do not receive a copy of the certification by the due date.

The BMC also allows either the owner or tenant to request a City inspection under the RHSP. To request an inspection, please provide the information below and mail or return it to the RHSP Office. Once we receive the information, we will notify you whether your request can be accommodated and arrange an inspection date. Units receiving City housing inspections will be exempt for a three year period from the requirement that owners certify that the unit meets City's RHSP Checklist standards (Schedule A only) but only as long as it continues to meet housing code requirements.

Please be aware that the Housing Department will investigate **all** tenant requests for services arising from complaints about housing code violations, which owners refuse to address. In that case you must fill out a "Request for Service" form, which can be obtained from the Housing Department/Code Enforcement Office at 2180 Milvia Street.

For further information you may phone us 510-981-5445 or e-mail us at RHSP@ci.berkeley.ca.us. You may also check our WEB site at www.ci.berkeley.ca.us/housing/rhsp for further information.

Tenant's Name: _____

Address and unit to be inspected: _____

Telephone Number/best time to call: _____

E-Mail Address (if available): _____

Tenant Signature: _____

Date: _____