



COMMUNITY SAFETY DEPARTMENT CODE COMPLIANCE DIVISION

11600 AIR EXPRESSWAY □ ADELANTO, CA. 92301 □ (760) 246-2300 FAX (760) 246-3242

Residential Rental Dwelling Unit Inspection and Maintenance Program

About the Program

The purpose of the Rental Housing Inspection Program is to address the issue of substandard rental properties, promote greater compliance with health and safety standards and preserve the quality of Adelanto’s neighborhoods and available housing. This includes educating property owners, property managers and tenants about those standards. The program achieves compliance of health, safety and welfare code violations in/on residential rental properties that are a threat to the occupant’s safety, structural integrity of the building, and a negative impact on the surrounding neighborhoods.

Each rental property is required to be registered with the program. Properties not registered are subject to administrative penalties. The Adelanto Municipal Code (AMC) 8.40.090 allows for property owners that meet the minimum requirements to self-certify their properties after the first year’s initial inspection (Initial Phase). The property owner can request inspections be done by Code Enforcement. Cost recovery fees may be applied when violations are found.

To register

Owners of rental property are required to submit a Residential Rental Dwelling Unit and Maintenance Program registration form for each rental property owned. The registration form is used to confirm the number of units on each parcel and to collect contact information such as current mailing address and phone number. Registration forms may be mailed to property owners or obtained in person by visiting Adelanto City Hall.

While we make every effort to contact current property owners, it is ultimately the owners’ responsibility to register each property whether or not they are contacted by the City.

Program fees

The Rental Housing Inspection Program collects fees to help cover the cost of the program administration and for the inspection(s) performed by the inspectors.

Residential Rental Dwelling Unit and Maintenance Program Fee (fee is per single family home unit, e.g. if a person owns 3 homes, there would be \$134 x3 in fees due)	\$134 for the first unit (fee covers initial inspection and one re-inspection.
Additional Unit Inspection (multi-unit apartment only)	\$15 per unit
Subsequent Inspection Fee (per single family home unit)	\$134 per single unit
Subsequent Unit Re-inspection (Multi-unit apartment only)	\$15 per unit
Annual Registration Fee	\$50
Annual Self-Certification Fee	\$50
City Business License	\$31

Additional fees would be imposed only if the property is not brought into compliance within 90 days of the initial inspection, if the inspection appointment is not kept by the owner or responsible party or if the annual fee is not paid to the City in a timely manner. Missed appointments or appointments not rescheduled within 7 calendars of the appointment date are subject to a fee of \$67.

Detailed information

- **Inspections:** Once a property is registered with our program, it will be scheduled for an inspection. If violations are found during the initial inspection, the owner is given up to 90 days to make the corrections. If all violations are **not** corrected before the re-inspection, an administrative citation may be issued. Properties taking more than the allotted time given by the Code Compliance Officer to complete repairs are required to be inspected the following year and pay a \$134 re-inspection fee.



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- **Self-Certification Program:** If no violations exist on the property at the time of the initial inspection or if the violations are corrected before the re-inspection, the Code Compliance Officer will mail an approved Certificate of Compliance to the property owner or agent and the property will be placed in the Self-Certification Program. The Self-Certification Program requires owners to perform their own inspections of each rental unit on an annual (calendar year) basis and upon any change in tenancy. Owners may request a copy of the check list be mailed to him or her or their agent or may obtain a check list by visiting Adelanto City Hall. The completed self-certification inspection checklists must be retained by the owner for a period of five (5) years from the date of the inspection(s).
- **Random Inspections of Self-Certified Properties:** The Residential Rental Dwelling Unit and Maintenance Program randomly inspect 20% of the properties that have been Self-Certified to verify that the property is maintained. If the property is found in compliance, the property will continue in the Self-Certification Program. If the property does not pass inspection, it will no longer be eligible for the Self-Certification Program and will be subject to annual inspections until such time as it does pass inspection. The cost for any re-inspection is \$134 per each unit inspected.
- **Local Contact Representatives:** Property owners who reside outside of the Adelanto area are required to have a "Local Contact Representative" who must be available to attend inspections and respond to notices on the owner's behalf. This person may be your property manager or agent of record. A space is provided on the registration form for the Local Contact Representative's contact information and signature.