City of Eastvale
12363 Limonite Avenue, Suite #910 • Eastvale, CA 91752
(951) 361-0900 • Fax: (951) 361-0888 • www.EastvaleCA.gov

December 2013

Dear Eastvale Single-Family Residence Rental Property Owner:

On October 23, 2013, City Council adopted Ordinance No. 2013-13: Single-Family Residential Rental Registration, Inspection, and Crime-Free Rental Housing Program. This ordinance was enacted due to the increase in occurrences of substandard maintenance, unsafe conditions, illegal activity, and public nuisances in single-family residential rental properties. The City Council has mandated a "zero tolerance" policy to this kind of illegal activity in the City.

The Single-Family Residential Rental Registration Program requires property owners to register any single-family residence that will be occupied by someone other than the property owner. Application packets can be obtained from the City's website or at City Hall. Property owners will be responsible for paying initial fees and completing the following:

- **Business Registration Application**: A Business Registration is valid for a twelve (12) month period (from April 1 through March 31). All registrations expire on March 31 regardless of the date on which they were first approved. Registrations must be renewed on an annual basis in order to remain in effect. Business registration fees are $111 for the initial application and $41 for renewals.

- **Rental Property Registration Application**: There are no fees associated with the Rental Property Registration Application. A Single-Family Residential Registration does not have an expiration date so long as the property owner renews the Business Registration annually and there is no change in information contained in the original Rental Property Registration Application.

- **Crime-Free Lease Addendum**: The Crime-Free Lease Addendum must be completed and attached to each executed lease. The property owner must submit a Crime-Free Lease Addendum Certificate along with the Rental Property Registration Application.

- **Property Inspection**: Unless the property is eligible for Self-Certification, an inspection of the property must be conducted on a yearly basis. The property owner will be contacted by City officials to schedule an appointment once all required documents have been completed and received by the City. Residential rental property inspection fees are $147 per property. If violations are noted during the property inspection and corrections are required, a re-inspection fee of $73.50 will be charged.

Property owners with a well-maintained property and no outstanding violations of any applicable laws may qualify to participate in the Self-Certification Program. Qualifying properties will not be subject to annual inspections, provided that conditions of the rental property do not deteriorate during that time to point where the rental property would no longer meet eligibility standards. To participate in the Self-Certification Program, a Self-Certification Application Packet must be completed.

If you have any questions regarding the Single-Family Rental Property Registration, please contact (951) 703-4439 or email busreg@eastvaleca.gov.

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CITY OF EASTVALE

12363 Limonite Avenue, Suite 910, Eastvale, CA 91752

SINGLE FAMILY RESIDENTIAL RENTAL REGISTRATION INSTRUCTIONS

Welcome to the City of Eastvale. The following is basic information about the City's Single Family Residential Rental Registration process:

Rental Registration Required

A Single-Family Residential Rental Registration is required for any single-family residential dwelling that is occupied by someone other than the owner of the property within the City of Eastvale.

Application Requirements

To apply for a Single-Family Residential Rental Registration, the property owner must complete a Rental Property Registration Application and have a valid business registration on file with the City of Eastvale on file with the City of Eastvale. A Crime Free Lease Addendum will be provided and must be completed and attached to the lease agreement. The Crime Free Lease Addendum must be completed each time a lease agreement is executed. A Crime Free Lease Addendum Certification must be completed and submitted with the Rental Property Registration Application. All forms must be completed accurately and legibly. Incomplete applications will not be processed and will be returned.

Application Fees – There are no fees required for the Rental Property Registration Application.

Term - A Single-Family Residential Registration does not have an expiration date so long as the property owner renews the Business Registration annually and there is no change in information contained in the original Rental Property Registration Application.

Application Submittal

A Single-Family Residential Rental Registration can be submitted by one of the following methods.

BY MAIL OR IN PERSON:
City of Eastvale
Single-Family Residential Rental Registration
12363 Limonite Ave., Suite 910
Eastvale, CA 91752

Property Inspection

The property owner will be contacted by mail within fourteen (14) days from receipt of the application to schedule an inspection of the property. If the property owner would like to schedule an inspection prior to being contacted by the City, please contact Margo Wuence at (951) 703-4422 or email mwuence@eastvaleca.gov.

Property Inspection Fees – Residential rental property inspection fees are $147 per property.

If you have any general questions regarding the Single Family Residential Rental Property Registration, please contact (951) 703-4422 or email busreg@eastvaleca.gov.

If you have questions regarding the residential rental property inspection, please contact Margo Wuence at (951) 703-4422 or email mwuence@eastvaleca.gov.

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RENTAL PROPERTY REGISTRATION APPLICATION

A. PROPERTY OWNER INFORMATION (PLEASE PRINT LEGIBLY OR TYPE)

Property Owner _____

Property Owner Mailing Address _____

(Cannot be P.O. Box per State of CA Business & Professions Code §17538.5)

_____
CITY STATE ZIP

Phone No. _____ Cell Phone No. _____

Email Address _____

Federal ID/SS No. _____ No. of Properties in Eastvale _____

OFFICIAL USE ONLY

BUSA # _____

RNTA # _____

☐ Copy to Building Inspection Date:_____

☐EXCEL ☐ACCELA ☐CFLA

B. LOCAL CONTACT REPRESENTATIVE OR PROPERTY MANAGER

Name _____

Mailing Address _____

_____
CITY STATE ZIP

Email Address _____

Bus. Phone No. _____

Cell Phone No. _____

Eastvale Bus. Reg # _____

Bus. Reg. Exp. Date _____

☐ Check Here if Property Manager

(Property Managers must also have a current Business Registration with The City of Eastvale)

C. EMERGENCY CONTACT (AVAILABLE 24/7)

Contact Name _____

Address _____

_____
CITY STATE ZIP

Home Phone No. _____

Cell Phone No. _____

Email _____

D. RENTAL PROPERTY ADDRESS (Include any additional properties on a separate sheet)

Rental Property Address

1._____

Eastvale CA _____
CITY STATE ZIP

2._____

Eastvale CA _____
CITY STATE ZIP

3._____

Eastvale CA _____
CITY STATE ZIP

Rental Property Address

4._____

Eastvale CA _____
CITY STATE ZIP

5._____

Eastvale CA _____
CITY STATE ZIP

6._____

Eastvale CA _____
CITY STATE ZIP

E. PLEASE SELECT FROM THE FOLLOWING:

☐ I AM NO LONGER RENTING MY PROPERTY IN THE CITY OF EASTVALE
EFFECTIVE DATE: _____

☐ Inspection Fee	$ 147.00
☐ Self- Certification Fee	$ 10.00
☐ Change Fee	$ 40.00
TOTAL	$ _____

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

_____ _____

Signature of Owner or Representative Date

RETURN COMPLETED APPLICATION TO ABOVE ADDRESS

****PLEASE COMPLETE ALL SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

CITY OF EASTVALE

12363 Limonite Avenue, Suite 910, Eastvale, CA 91752

BUSINESS REGISTRATION INSTRUCTIONS

Welcome to the City of Eastvale. The following is basic information about the City's Business Registration process:

Business Registration Required

A City Business Registration is required for all businesses operating within the City of Eastvale, whether or not your business is physically located in Eastvale.

Annual Term

Business registration is valid for a twelve (12) month period (from April 1 through March 31). ***All registrations expire on March 31 regardless of the date on which they were first approved***. Registrations must be renewed on an annual basis in order to remain in effect.

Application Requirements

To apply for a Business Registration, a Business Registration Application must be completed accurately and legibly. **All fields are required.** Incomplete applications will not be processed.

Fees - Business registration fees are $111. The fee includes a $1.00 CASP Services fee per state law (SB 1186). In the event an application is denied, the application fee will not be refunded. Any application for renewal received by the City (30) days after March 31, 2015 shall be subject to a late fee of $40 required under this Section 6.72.080

Sellers Permit - If applicable, please remit with your business registration application a copy of any current permit issued by the State of California Board of Equalization for the sale or delivery of any goods, wares, or merchandise for which sales or use tax is payable to the State of California.

Home Occupation - All persons applying for a Business Registration for a home occupation must comply with all City regulations governing home occupation businesses.

Application Submittal

Business Registration can be submitted by one of the following methods. The appropriate fee must be included with your application:

BY MAIL OR IN PERSON (Payment by checks only):
City of Eastvale
Business Registration
12363 Limonite Ave., Suite 910
Eastvale, CA 91752

Application Review

Applications for Business Registration will be reviewed for completeness and compliance to applicable City ordinances and regulations. A Business Registration Certificate will be issued following upon successful completion of this review.

If you have any questions, please contact (951) 703-4439 or email busreg@eastvaleca.gov.

CITY OF EASTVALE

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BUSINESS REGISTRATION APPLICATION

A. THE UNDERSIGNED HEREBY REQUESTS A CERTIFICATE TO CONDUCT BUSINESS IN THE CITY OF EASTVALE (PLEASE PRINT OR TYPE)

Business Name _____

DBA (If Applicable) _____

Owner Name _____

Email Address _____

Business Address _____
(Cannot be P.O. Box per State of CA Business & Professions Code §17538.5)

_____
CITY STATE ZIP

Mailing Address _____

_____
CITY STATE ZIP

Description of Business Activities _____

_____

_____

Ownership: ☐ Corporation ☐ Ltd Liability ☐ Sole Proprietor/Individual ☐ Partnership ☐ Trust

Business Phone No. _____

Cell Phone No. _____

Federal ID/SS No. _____

No. of Employees _____

Estimated Gross Annual Sales _____

Check All That Apply

☐ Female Owned ☐ Minority Owned

☐ Non-Profit Business ☐ Rental Property

☐ Small Family Daycare (Not to Exceed 6 Children)

☐ Large Family Daycare (7-14 Children)

OFFICIAL USE ONLY

NAIC Code_____ ☐Scanned ☐Attached

BUSA# _____

B. WEBSITE/SOCIAL MEDIA

Website: _____ Facebook: _____ Twitter: _____

Instagram: _____ LinkedIn: _____ Other: _____

C. BUSINESS TYPE (Must Check **At Least** One)

☐ Amusement ☐ Entertainment ☐ Home Occupation ☐ Hotel-Motel-Lodging ☐ Manufacturer

☐ Nightclub-Bar ☐ Professional ☐ Restaurant ☐ Retail ☐ Service

☐ Street Vendor ☐ Vehicle for Hire ☐ Wholesaler

D. BUSINESS ACTIVITY INFORMATION (Check All That Apply)

☐ Alcoholic Beverages ☐ Coins, Firearms, Jewels, Second-Hand Property

☐ Tobacco Products or Paraphernalia ☐ Smoking Lounge

☐ Music, Dancing, or Performers ☐ Adult Entertainment

☐ Massage, Tanning, Other Health Svcs ☐ Fund Raising

☐ Bio-Hazardous Materials or Waste ☐ Use, Store or Transport Chemicals

E. STORMWATER FEES

☐ COMMERCIAL INSPECTION	$ 218.00
☐ INDUSTRIAL INSPECTION	$ 152.00
☐ FOLLOW-UP INSPECTION	$ 109.00

F. PLEASE SELECT FROM THE FOLLOWING:

☐ I AM NO LONGER CONDUCTING BUSINESS IN THE CITY OF EASTVALE
EFFECTIVE :_____

☐ I AM EXEMPT FROM PAYING REGISTRATION FEES.
(Registrant must complete declaration of exemption/exclusion if applicable)

☐ NEW REGISTRATION FEE	$111.00
☐ RENEWAL FEE	$41.00
☐ LATE FEE	$40.00
☐ CHANGE FEE	$40.00
☐ DUPLICATE CERTIFICATE FEE	$10.00
TOTAL	$_____

Authorization to conduct business is not granted until the issuance of a business registration certificate and business is in compliance with applicable City ordinances and regulations. I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION IS TRUE AND CORRECT.

_____ _____
Signature of Owner or Representative Date

RETURN COMPLETED APPLICATION TO ABOVE ADDRESS WITH A COPY OF YOUR SELLERS PERMIT, IF APPLICABLE, AND A CHECK PAYABLE TO CITY OF EASTVALE

****PLEASE COMPLETE ALL APPLICABLE SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

CRIME-FREE LEASE ADDENDUM

In consideration of the execution or renewal of this lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person affiliated with the resident agree to live a "crime free lifestyle" and shall not engage in criminal activity, including drug-related criminal activity, on or off the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).

2. Resident, any member of the resident's household or guest or other person affiliated with the resident shall not be engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or off the premises.

3. Resident, any member of the resident's household or a guest or other person, whether or not affiliated with the resident shall not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, on or off the said premises.

4. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance as defined in Health and Safety Code §11350, et seq., at any locations, whether on or off the dwelling unit premises or otherwise.

5. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any illegal activity, including: prostitution as defined in Penal Code §647 (b); criminal street gang activity, as defined in Penal Code §186.20 et seq.; assault and battery, as prohibited in Penal Code §240; burglary, as prohibited in Penal Code §§269 and 288.

6. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in any nuisance activity as defined in Civil Code §3479 and/or any condition as defined in Chapter 8.18 et seq., of the Eastvale Municipal code, or any condition declared and deemed by the City Council of the City of Eastvale to constitute a nuisance, or any violation of the Eastvale Municipal Code.

7. VIOLATIONS OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.

8. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.

9. This lease addendum is incorporated in the lease executed or renewed this day between Owner and Resident.

Property Address: _____

Owner/Property Management

Signature: _____

Print Name: _____

Date Signed: _____

Resident(s) acknowledge receipt of this addendum by signature of this document.

Signature: _____

Print Name: _____

Date Signed: _____

Version 6.25.15

CRIME-FREE LEASE ADDENDUM CERTIFICATION

Owner of property at _____ certifies that the Crime-Free Lease Addendum was incorporated in the lease executed or renewed on (date) _____ between Owner and Resident.

Owner understands that violations of the provisions listed in the Crime-Free Lease Addendum shall be a material and irreparable violation of the lease and good cause for immediate termination of tenancy.

_____

(Signature of Owner)

Print Name: _____

Date Signed: _____