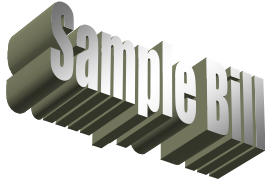


# Correction to Rental Billing

Please completely fill out, initial and sign the following form. This form states the property is not being used as a rental property or the number of units needs corrected. Adjustments will be reflected on your next billing statement.

Please use the Account Number and Parcel Number from the top of your utility bill.



<b>Consolidated Utilities Billing &amp; Service</b>		<b>Account Number</b>	<b>Amount Due</b>
9700 GOETHE RD., STE. C SACRAMENTO, CA. 95827 (916) 875-5555		To Avoid Penalty, Payment Must Be Received By:	
Consolidated Utilities Billing Statement Provided to Parcel: Parcel Address: Owner Name:			

By initialing and signing this form, I certify the account and property below is owner occupied or the number of rental units is incorrect and should be adjusted as indicated below.

**Account Number:** (Located at the top corner of your bill. Begins with a 5)

5										
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**Parcel Number:**

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<b>For single family dwellings only</b> Correction to Rental Status	<b>This property is owner occupied.</b>	<i>Please initial this box:</i>
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**OR**

<b>For multiple unit dwellings only</b> Correction to Rental Units	<b>Please indicate which unit/address is owner occupied</b>	<i>Please initial this box:</i>
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Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ (where you can be reached in case we need more information)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return with your utility bill. You can also mail separately to the address shown at the top of Page 2 or you may fax to (916) 854-9292. Thank you.**

CONSOLIDATED UTILITIES BILLING & SERVICES

9700 Goethe Rd Suite C

Sacramento CA 95827

Phone: (916) 875-5555

Fax: (916) 854-9292

# CITY OF CITRUS HEIGHTS RENTAL HOUSING FEE



The rental Housing Stock Conservation Fee (HSCF) was approved in 1993. Effective 1/1/2011, the fee is now \$12.00 per rental unit for each year. Fees collected are used to pay the City’s Housing Code Enforcement Program. This State mandated program has the responsibility for responding to health and safety complaints concerning residential properties in the City of Citrus Heights.

Who pays the housing fee?	All recorded owners of a property that is not occupied by the property owner, are to pay an annual fee in the amount of \$12.00 per rental unit.
What services does this fee pay for?	State Law requires the City to maintain certain health and safety standards in housing property. Fees collected are used to fund the program that responds to violations of these standards.
What is a rental property?	A rental property is any type of home or dwelling unit that is not occupied by the owner of record.
What if I just bought or sold this rental property?	The bill is the responsibility of the owner of record as of January 1, of each year.
What if I don't collect rent for this property?	Rental properties are defined as “residential property in which the owner does not reside.” This means a house could be occupied by an owner’s relative or friend who is paying less than market value; providing house-sitting services; paying utilities only or no rent at all and still be considered a rental.
Is this amount due upon billing?	The ordinance states the HSCF fee shall be due on January 1, of each year. However, there is a delinquent date indicated on the bill that represents the last possible day that payment can be received without incurring a late charge.
What happens if my payment is late?	Charges unpaid at the due date become delinquent, and shall incur a penalty charge of 25%. Any unpaid amounts may be transferred to the Department of Revenue Recovery for other collection efforts.
Will the amount due change each year?	Because the fee is for the purpose of covering costs for the State mandated housing program, the fee can be adjusted each year by resolution of the City Council, after a duly noticed public hearing.
What if the wrong number of rental units are being billed?	Apartments or properties such as duplexes that have multiple units, may have one or more units that are owner occupied. If you are being billed for the wrong number of rental units, please use the reverse side of this form to make necessary corrections to rental units and return it with your utility bill payment.

Need additional information? Call 916-875-5555 or go online [www.citrusheights.net](http://www.citrusheights.net)