



# SELF-CERTIFICATION PROGRAM AFFIDAVIT

CITY OF STOCKTON (209) 937-8813

[rentalprogram@stocktonca.gov](mailto:rentalprogram@stocktonca.gov)

FOR INSPECTION YEAR: \_\_\_\_\_

Office Use Only

Approved by: \_\_\_\_\_

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

This executed affidavit shall be returned to the City at the address below by: \_\_\_\_\_

Affidavits received after this date may be charged a case processing fee or rejected. If rejected this property will not be eligible to participate in the Self-Certification Program for five years.

Rental Unit(s) located at: \_\_\_\_\_ CASE #: \_\_\_\_\_

Owner of record: \_\_\_\_\_ APN #: \_\_\_\_\_

Total number of units: \_\_\_\_\_ Number of exempt units: \_\_\_\_\_

Please complete the following information and mark whom this form is being completed by:

<input type="checkbox"/> OWNER	<input type="checkbox"/> MANAGEMENT ENTITY
OWNER NAME	MANAGEMENT NAME
ADDRESS:	ADDRESS:
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
PHONE NUMBER	PHONE NUMBER
EMAIL ADDRESS:	EMAIL ADDRESS:

I am submitting a self-certification. I certify that the Owner/Management Entity has inspected the residential rental units, building exterior, and common areas at the location(s) above and they meet or exceed the minimum criteria established by the City of Stockton Self-Certification Program. I am returning this completed form, the completed checklist, and applicable fee.

**OR**

I request City Inspection. I am returning this form with the applicable fee.

PRINT NAME: \_\_\_\_\_

I certify under penalty of perjury that the forgoing is true and correct.

X

Signature of Owner/Management Entity or Responsible Party

Date

\*\*\*All Self-Certified properties are subject to the 10% audit inspection as required by the ordinance.\*\*\*

NOTE: Any change of Owner voids this Affidavit. A new Affidavit must be completed by the new owner.

**Mail to:**  
City of Stockton Self- Certification Program  
22 E. Weber Avenue Room, #350  
Stockton, CA 95202

**Make Checks/Money Orders payable to:**  
City of Stockton



**POLICE DEPARTMENT  
NEIGHBORHOOD SERVICES SECTION  
22 EAST WEBER AVENUE, ROOM 350  
STOCKTON, CA 95202  
(209) 937-8813  
rentalprogram@stocktonca.gov**

## **FEE SCHEDULE**

### **FEES AS SET FORTH BY THE CITY COUNCIL FOR THE RESIDENTIAL RENTAL INSPECTION AND MAINTENANCE PROGRAM**

Property owners with non-exempt rental properties have two options to comply with the inspection requirement. You can either utilize the Self-Certification method, where you conduct the inspections and certify that the property is in compliance or you can utilize the City Inspectors to conduct the inspections once every five (5) years.

If you choose to self-certify your rental property, you will need to submit the Residential Rental Inspection Maintenance Standards Checklist and Self-Certification Affidavit along with the appropriate **Self-Certification Application and Inspection Fee** noted below. The Self-Certification Application and Inspection Fee covers a five (5)-year period. Paperwork submitted without payment in full will not be accepted into the self-certification program.

#### **Self-Certification Application and Inspection Fees:**

Condominium	\$178.50
Self-Certification per Unit (i.e. Single Family)	\$186.00
Self-Certification per 2 Units (i.e. Duplex)	\$210.00
Self-Certification per 3 Units (i.e. Triplex)	\$234.00
Multifamily (4+) base fee \$213.00 plus	\$ 24.00 (per unit)

If the City of Stockton conducts the residential rental property inspection, the appropriate **City of Stockton Residential Rental Inspection Fee** noted below will be charged. The City of Stockton Residential Rental Inspection Fee also covers a five (5)-year period and must be paid in full, along with any other incidental fees, prior to receiving your final inspection.

#### **City of Stockton Residential Rental Inspection Fees:**

Condominium	\$186.00
Inspection Fee per Unit (i.e. Single Family)	\$213.00
Inspection Fee per 2 Units (i.e. Duplex)	\$311.00
Inspection Fee per 3 Units (i.e. Triplex)	\$409.00
Multifamily (4+) base fee \$213.00 plus	\$99.00 (per unit)

Please note that you should pay only one fee noted above – either the **Self-Certification Application and Inspection Fee** or the **City of Stockton Residential Rental Inspection Fee**. Should you require additional information regarding the fees, please contact the Neighborhood Services Section at (209) 937-8813.

The Self-Certification Maintenance Standards Checklist is designed to assist owners in determining whether their properties will qualify to participate in the Self-Certification Program. Each item on the checklist must be verified as being in compliance or marked as "Not applicable." Use the "Comments" section to explain actions taken if you were unable to obtain access to the unit or to relay other information about items checked. This Self-Certification Maintenance Standards Checklist is for all units at the address listed.

Owners should recognize that this Maintenance Standards Checklist is NOT all inclusive. In addition to the items listed below, owners are responsible for ensuring that their units are in compliance with applicable provisions of the Stockton Municipal Code, including the California Model Codes, the Uniform Housing Code, and the Uniform Code for the Abatement of Dangerous Buildings.

ADDRESS OF UNITS INSPECTED: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

UNIT #'S INSPECTED: \_\_\_\_\_

EXTERIOR INSPECTION: VERIFY COMPLIANCE	PASS	N/A	COMMENTS
1. <b>Legible and Visible Address Numbers and Unit Identification:</b> Address numbers are a minimum of 4" high, are of a contrasting color and clearly visible from the curb.			
2. <b>Foundations and Walkways</b> appear to be in functional condition. Any vent screens and/or crawl spaces are covered. Walkways are clear, safe, and are free of trip hazards.			
3. <b>Exterior walls</b> are free of major cracks and erosion, are weather and water tight, and paint is showing no signs of damage or deterioration.			
4. <b>Roofs &amp; Gutters:</b> Roof (on each unit) appears to be in good repair and is water tight. Gutters and downspouts are properly maintained.			
5. <b>Exterior lighting</b> is in good working order. Light globes are in place covering exposed bulbs			
6. Any <b>Exterior stairs, guardrails, landings, decks, balconies, treads, risers, and balusters</b> are in good condition and free from visible structural defects or deterioration.			
7. <b>Chimneys</b> are in good condition and have spark arrestors (if required).			
8. <b>Exterior doors</b> open and shut properly, have proper weatherization, and locking mechanisms. Solid core doors between garage and dwelling are maintained and self closing.			
9. <b>Window guards:</b> All exterior window guards open and have approved lock and release mechanisms for <b>emergency exit</b> .			
10. <b>Antennas, vents and similar projections or building accessories</b> are in good condition and, when applicable, are properly secured to an exterior wall or roof.			
11. <b>Accessory structures</b> are in good condition.			
12. <b>Peepholes</b> are installed on entry doors when visitor is not visible from a window.			
13. <b>Driveways, Parking Areas, Carports, and Garages</b> are in good condition.			
14. <b>Landscaping</b> is properly maintained and is free of garbage, junk, debris, and animal feces.			
15. <b>Garbage service</b> must be maintained. Adequate refuse containers must be provided on site, stored out of public view, and kept in proper enclosures by the tenant or property owner.			
16. <b>Fences and gates</b> are properly maintained and are in working condition.			
17. <b>Swimming pool</b> water appears clear and clean. Pool gates and enclosures are in compliance.			
18. <b>Windows</b> can be opened and are equipped with working locking devices that are accessible from the interior. Windowpanes must be intact, unbroken, and not cracked. All windows in bedrooms or sliding glass doors must be operable and open completely for emergency exit. Windows have proper weatherization.			
19. <b>Window screens</b> , if installed, are in good condition			
20. <b>Hot/Cold Running Water:</b> Unit must have hot and cold running water.			

GENERAL & INTERIOR REQUIREMENTS: VERIFY COMPLIANCE	PASS	N/A	COMMENTS
21. <b>Sewage System</b> is functioning and clear of any surfacing sewage indoors or outdoors. Exterior cleanout lines are unobstructed and in good condition.			
22. <b>Electrical Power:</b> Unit(s) must have electrical power. All electrical outlets are functional and have cover plates. All overhead lighting is operational, in good repair, and secure. There are no exposed, spliced, or bare live wires. Use of extension cords or electrical adapters are not excessive.			
23. <b>Electrical Sub Panel:</b> All breakers must be properly labeled and identified, no open slots or exposed wires. Electrical service panels, meters and enclosures must be properly maintained and weatherized.			
24. Any required <b>GFCI' s</b> in kitchens and bathrooms must be installed properly and in working condition.			
25. <b>Smoke Alarms</b> must be working and properly installed in each room used for sleeping, hallways leading to rooms used for sleeping, and in all levels including basements.			
26. <b>Carbon Monoxide Alarms</b> must be in good working condition, and properly installed at every level including basements.			
27. <b>Heat:</b> Unit must have a functioning adequate heating source. This excludes portable heating units. Electrical or gas heaters must function properly. Wood/gas fireplace must be properly vented and maintained. The vent pipes that serve gas heating appliances are properly installed and terminated above the roofline with vent caps (Direct vent heaters are exempt).			
28. <b>Water heater</b> works properly, supplies water at a minimum of 120 degrees F, and has a working pressure relief valve and approved drain line on the pressure relief valve. The water heater is properly strapped or secured.			
29. <b>Infestations:</b> Property is free of infestations that may cause health and safety issues or, if there is an infestation, it is being actively addressed in a timely manner.			
30. <b>Mechanical:</b> All mechanical equipment in the unit(s) must properly function including: appliances, venting systems, thermostats, and air conditioning unit (if provided).			
31. <b>Plumbing:</b> Unit(s) must have proper plumbing throughout the unit. Any sinks, toilets, bathtubs, or showers are free of leaks, and drain freely.			
32. <b>Floors</b> must not be in a defective or deteriorating condition that could cause a trip or fall hazard or impact sub-flooring. Sub –flooring must be in good condition without buckling or sagging which suggest structural defects. Floor coverings are free of trip hazards.			
33. <b>Gas:</b> Gas appliances (if furnished) are free of gaseous odors. Immediately report gas leaks or odors to PG&E 800-743- 5000. All gas lines must have shut off valves at the appliance connection. All service gas lines are free of leaks.			
34. <b>Sinks, bathtubs, toilets, and/or shower surrounds</b> are in good condition, drain properly, and are free of faucet or other types of leaks. Toilets sit secure, as well as any installed towel bars or accessories. Sinks, bathtubs, and/or shower surrounds are in good condition.			
35. No visible <b>mold</b> in the unit /dwelling			
IN ADDITION TO THE ABOVE BELOW ITEMS ARE REQUIRED FOR TRIPLEXES AND APARTMENTS ONLY	PASS	N/A	COMMENTS
36. <b>Fire Extinguishers</b> must be properly serviced, labeled, stored, and installed according to the State Fire and Safety Codes.			
37. Existing <b>Fire Lanes</b> must be clearly marked with signage or paint or both.			
38. All <b>"EXIT"</b> signs and exit lighting is in working order (if applicable). ALL exits are clear, including corridors & stairs, unobstructed all the way to public right of way.			
39. If applicable: If <b>high-pressure gas boiler system</b> (not water heater) is used, the boiler heating system is maintained and works properly.			
40. <b>Storm drains</b> are clear of debris and in good condition.			
41. <b>Doors:</b> Fire doors are operable and maintained to meet fire code requirements. Swinging entry doors are equipped with deadbolt locks and passage door locks with deadlocking latches. All locks work. (If applicable). Exterior solid core doors are maintained and self closing (if required).			
42. <b>Business License:</b> In accordance with SMC 5.08.030(22), a business license is required if having 3 or more rental units and/or properties.			