

SPECIAL ALERT



RENTAL HOUSING ASSOCIATION OF SACRAMENTO VALLEY

December 10, 2007

New State Laws Affect Rental Forms

Order new and revised rental forms now from RHA.

Rental owners and property managers must update several current rental forms to comply with state law changes and new interpretations of existing laws. The rental forms approved by the California Apartment Association may be ordered from the RHA office.

Members using the CAA rental forms must update those forms that are identified with an asterisk (*), as these forms are either necessary to comply with new state laws or an interpretation of existing laws or based on a recommendation by CAA.

All other forms have been revised due to formatting or style changes. Members using the CAA rental forms may use the previous version of these forms but should obtain the new or revised forms when the previous version runs out.

NEW RENTAL FORMS FOR 2008:

*** Notice of Denial – Guarantor (Form 3.4)**

- This new rental form was created as adverse notice when the application to be a guarantor is being denied based on the guarantor's credit report. Creation of this new form is based upon an interpretation of existing federal and state laws.

Day Care Addendum (Form Number To Be Determined)

- This new form was created by member request and outlines the rights and responsibilities of owners, managers and tenants regarding day care service at the rental property.
- This form is optional but provides additional protection to owners and managers.

REVISED RENTAL FORMS FOR 2008:

*** Onsite Employer-Employee Agreement (Form 1.2)**

- This form was updated to reflect the type of payment required after a personal check was not honored.
- Revised form to require utilities be turned on.

*** Rental Agreement and Lease Agreement (Forms 2.0 & 2.1)**

- This form was updated to reflect the type of payment required after a personal check was not honored.
- Revised form to require utilities be turned on.
- Instruction sheet revised to include reference to Background Paper on late fees.

*** Unlawful Activities Addendum (Form 2.4) (Formerly Drug Free Housing)**

- New title reflecting the contents of the form.
- Rental agreement makes reference to new title.

Satellite Dish Addendum (Form 2.5)

- Format changes only.

*** Application to Rent (Form 3.0)**

- Changes to form for compliance with Assembly Bill 976 including adding Individual Tax Identification Number and request for government-issued identification.
- Addition of questions relating to employment history and rental property.

*** Notice of Denial (Form 3.1 & 3.2)**

- Added reference to denial of guarantor.
- Use of the revised form is mandatory if denial is based on rejection of guarantor.

Receipt for Tenant Screening and/or Credit Checking Fees (Form 3.5)

- Changes "resident" signature to "applicant" signature.

Rental Applicant Reference Form (Form 3.7)

- Non-substantive grammatical error.

*** Notice of Resident's Option to Request Initial Inspection (Form 7.5)**

- Clarified section 5 to state that a copy of form is provided to resident at the end of the inspection.

Holding Deposit (Form 12.0)

- Added language limiting damages to which applicant is entitled if prior resident holds over.
- Use of the revised form is optional but the form provides additional protection to owners and managers.

Renters Insurance Addendum (Form 12.0-MF)

- Added a new provision allowing an owner to require renters insurance.
- Use of the revised form is optional but the form provides additional protection to owners and managers.

Move In/Move Out Itemized (Form 16.0)

- Revised to include new categories including yard and laundry room.
- Reformatted to four pages allowing more space to write.
- Form will be available in NCR five-packs.

Furniture Inventory (Form 16.1)

- Reformatted to allow more space to write.

*** House Rules (Form 17.0)**

- Added provision prohibiting parking of unregistered vehicle.
- Clarified provision that tracks statutory language regarding inoperable vehicle and need to comply with local ordinances.
- Added provision allowing owner/manager to charge a "lock out fee" for residents who locks himself/herself out more than twice in a 12 month period.

Notice to Enter Dwelling Unit/Premises (Form 19.0)

- Title to form changed to reflect appropriateness for use in entering areas under the exclusive control of the tenant such as enclosed yards.

Notice of Non-Renewal of Lease (Form 45.0)

- Non-substantive clarification.

*** LEAD 1**

- Revision made to form for consistency with Environmental Protection Agency form.

Need More Information?

- RHA's Rental Owners Series and Apartment Management Series provide step-by-step training on nearly every aspect of residential rental property management including proper use of all rental forms available at RHA. The five-course Rental Owners Series is designed for owners who manage their own properties while the five-part Apartment Management Series is for resident managers or owners who manage apartment communities. Classes begin soon. Contact RHA to register.