



RESIDENTIAL RENTAL REGISTRATION REQUIRED

February 27, 2020

Dear Canyon Lake Property Owner:

Recently adopted Ordinance No. 192, the Single-Family Residential Rental Registration, Inspection and Crime-Free Rental Housing Program (Residential Rental Program), is designed to alleviate common problems experienced with rental properties, to improve living conditions for renters and to protect the general welfare of Canyon Lake residents.

This new program requires property owners to register their home(s) if all or a portion of the residence is being rented or leased to person(s) other than the property owner.

If you own residential property within the City of Canyon Lake and are currently renting or leasing any portion of your property, you will need to do the following:

- **Complete the Residential Rental Registration Form** - Available for download on the City's website at: www.canyonlakeca.gov/residentialrentalprogram. The form may also be obtained by contacting City Hall at 951-244-2955, Option 3.
- **Schedule a Property Inspection** - An inspection of the property will be required on an annual basis. The property owner will need to contact the City to schedule an appointment once all required documents have been completed and received by the City.
- **Crime-Free Lease Addendum Language** - Include the required crime-free lease addendum language in all rental agreements and leases executed after March 1, 2020. A sample Crime-Free Lease Addendum is available for download on the City's website at: www.canyonlakeca.gov/residentialrentalprogram. The form may also be obtained by contacting City Hall at 951-244-2955, Option 3.

If you have questions regarding the Residential Rental Program, please contact City Hall at 951-244-2955, Option 3, or via email at businesslicense@canyonlakeca.gov.



CITY OF CANYON LAKE RESIDENTIAL RENTAL PROGRAM CHECKLIST

The following is a checklist of items required to complete the registration of your rental property. Missing information or documentation will delay the process of completing your Residential Rental Program Registration. Failure to register your rental property could result in administrative penalties that are incremental at \$100, \$200, and \$500 per day, per violation.

- Residential Rental Registration Form
I have completed the Residential Rental Registration Form.
- Applicable Fees
I have paid all applicable fees.
 - **Fees** – Registration Fee and Inspection Fee
- Property Inspection
I have scheduled the property inspection with the Code Enforcement Department.
- Crime Free Lease Addendum Acknowledgment Form
I have submitted the signed Crime Free Lease Addendum Acknowledgement form.

All forms are available for download on the City's website at:
www.canyonlakeca.gov/residentialrentalprogram or in person at City Hall.

If you are unsure of any documents listed on this checklist, please contact City Hall at 951-244-2955, Option 3, or by email at businesslicense@canyonlakeca.gov.



RESIDENTIAL RENTAL REGISTRATION FORM

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

Property Owner: _____

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

Street Address _____ Apt/Unit # _____

City _____ State _____ Zip _____

Property Owner Mailing Address:

Street _____ City _____ State _____ Zip _____

Phone No. _____ **Cell Phone No.** _____

EMAIL: _____

INTERNAL USE ONLY

BL # _____

House # _____

Inspection Completion Date: _____

EXCEL SCAN

B. PROPERTY MANAGER OR LOCAL CONTACT REPRESENTATIVE

Name: _____

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

Street Address _____ Apt/Unit # _____

City _____ State _____ Zip _____

Mailing Address: (If different from above)

Street _____ City _____ State _____ Zip _____

Phone No. _____ **Cell Phone No.** _____

EMAIL: _____

Business Phone No. _____

Cell Phone No. _____

Canyon Lake Business License # _____

Check Here if Property Manager
(Property Managers must also have a current Business License with the City of Canyon Lake)

C. EMERGENCY CONTACT

Name: _____ **Home Phone No.** _____

Address: _____ **Cell Phone No.** _____

EMAIL: _____

D. RENTAL PROPERTY ADDRESS

Property Address: _____

Tenant Name: _____

Tenant Phone No. _____ **Tenant Email:** _____

E. DE-CERTIFICATION

I AM NO LONGER RENTING MY PROPERTY IN THE CITY OF CANYON LAKE **EFFECTIVE DATE:** _____

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

Signature of Owner or Representative _____ **Date** _____

Return Completed Applications to:
31516 Railroad Canyon Road
Canyon Lake CA 92587



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 § 102 of the CONTROLLED SUBSTANCE ACT (21 U.S.C. 802).
2. Resident, any member of the resident's household or a guest or other person affiliated with the resident, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or off the said 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.
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 § 459; the unlawful use and discharge of firearms, as prohibited in Penal Code§ 245; sexual offenses, as prohibited in Penal Code 245; sexual offenses, 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 declared and deemed by the City Council of the City of Canyon Lake to constitute a nuisance, or any violation of the Canyon Lake Municipal Code.
7. VIOLATION 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

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

Signature: _____

Signature _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____



CRIME-FREE LEASE ADDENDUM ACKNOWLEDGMENT

I, _____, Owner of the property located at _____,
certify that I have received a copy of the Crime-Free Lease Addendum and acknowledge that I am
required to attach this addendum to any future lease agreements for the above property.

(Signature of Owner)

Print Name: _____

Date Signed: _____