



HOUSING FEE EXEMPTION REQUEST

FEE EXEMPTION CONDITIONS

The following conditions must be met to be eligible for a fee exemption:

- Apartment complex is only 4 (four) units, and the owner permanently resides in 1 (one) unit.
- Annual completion of this form is required.** Complete and sign this form and return it to Environmental Health Services (EHS) at the address above or email it to EnvHealth@smcgov.org. **If the form is not received prior to your billing cycle, you will be billed the appropriate permit fee.**

CONTACT INFORMATION

Owner Name: _____

Permanent Apartment Address: _____ Unit #: _____

Phone: _____ Email (required): _____

CERTIFICATION

I, (print name): _____

as owner of (address): _____

- Permanently reside at the above address (**will be verified by EHS**);
- Believe that all information herein is true, accurate, and complete;
- Am aware that a housing inspector may visit the address to verify information;
- Am aware that there are significant penalties for submitting false information;
- Understand that the building will be placed back into the Housing Inspection Program and assessed an annual fee if:
 1. The owner discontinues living in one of the units
 2. The owner sells the property
 3. The owner does **not** resubmit this form annually.
 4. EHS is not able to confirm permanent residency at this location
- Certify under penalty of perjury that the information provided herein is true and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

OFFICIAL USE ONLY

- Confirmed owner occupies unit at apartment address listed above.

AP: _____ BLA #: _____ APN: _____

Entered By: _____ Date: _____

Comments: