

Requesting Department

Department	Property Address / Property Identifiers
Contact Person	Telephone Number
Email	Bargaining Unit(s) (if applicable)

Purpose
 Departments proposing rental rate increases for State-Owned Housing (SOH) properties must seek approval from CalHR and ensure the SOH property is habitable for state employees. SOH properties must meet the general requirements specified in Civil Code section 1941-1941.1. Departments must submit this form that certifies an inspector has evaluated the SOH property to confirm habitability. Disclaimer: This form does not replace the Annual Appraisal Review or 5-year Appraisal Requirement.

Habitability Requirements:

- (1) Effective waterproofing and weather protection of roof and exterior walls, including unbroken windows and doors. Repairs identified (Yes or No)
 Repairs
- (2) Plumbing or gas facilities that conformed to applicable law in effect at the time of installation, maintained in good working order. Repairs identified (Yes or No)
 Repairs
- (3) A water supply approved under applicable law that is under the control of the tenant, capable of producing hot and cold running water, or a system that is under the control of the landlord, that produces hot and cold running water, furnished to appropriate fixtures, and connected to a sewage disposal system approved under applicable law. Repairs identified (Yes or No)
 Repairs
- (4) Heating facilities that conformed with applicable law at the time of installation, maintained in good working order. Repairs identified (Yes or No)
 Repairs
- (5) Electrical lighting, with wiring and electrical equipment that conformed with applicable law at the time of installation, maintained in good working order. Repairs identified (Yes or No)
 Repairs

- (6) Building, grounds, and appurtenances at the time of the commencement of the lease or rental agreement, and all areas under control of the landlord, kept in every part clean, sanitary, and free from all accumulations of debris, filth, rubbish, garbage, rodents, and vermin. Repairs identified (Yes or No)

Repairs

- (7) An adequate number of appropriate receptacles for garbage and rubbish, in clean condition and good repair at the time of the commencement of the lease or rental agreement, with the landlord providing appropriate serviceable receptacles thereafter and being responsible for the clean condition and good repair of the receptacles under his or her control. Repairs identified (Yes or No)

Repairs

- (8) Floors, stairways, and railings maintained in good repair. Repairs identified (Yes or No)

Repairs

- (9) A locking mail receptacle for each residential unit in a residential hotel, as required by Section 17958.3 of the Health and Safety Code. Repairs identified (Yes or No)

Repairs

- (10) Other: Property meets the State Marshal's Fire and Safety requirements, smoke alarms approved and listed by the State Fire Marshal, and installed in accordance with the manufacturer's instructions in each dwelling intended for human occupancy. Please refer to [Health and Safety Code 13113.7](#).

Repairs

Inspector

Inspector's Name

Signature

Date

Departmental Executive Approval

Executive's Name

Signature

Date

CalHR Approvals

CalHR SOH Program Analyst

Signature

Date

CalHR Program Manager

Signature

Date

CalHR Division Chief

Signature

Date

CalHR Labor Relations Officer

Signature

Date