



City of Victorville

Development Department

Planning • Building • Code Enforcement • Business License

Business License Requirements: Single Family Residence Rental Property

14343 Civic Drive
PO Box 5001
Victorville, CA 92392

(760) 955-5072
Fax (760) 269-0046
rentalbusinesslicense@
victorvilleca.gov

REQUIRED ITEMS (all required documents to be completed are enclosed):

- RENTAL BUSINESS LICENSE APPLICATION:** Every rental property within the Victorville city limits must obtain a Rental Business License. Please complete the enclosed application in its entirety and return it to the Business License Division. Incomplete applications will not be accepted.
- RENTAL PROPERTY ACKNOWLEDGEMENT AND LICENSING CONDITIONS FORM:** This form must be completed and signed by all rental business license applicants.
- RENTAL PROPERTY SAMPLE INSPECTION CHECKLIST:** The information contained in this form is for your convenience, as it is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection. Please use this sample checklist as a guide to prepare for your rental property. This is not to be filled out and returned with your application; it is for your information only.
- PROOF OF PROPERTY MANAGER/AUTHORIZED REPRESENTATIVE:** If the Property Owner completes the application packet and signs all documents required, proof is not required, even if there is a Property Manager/Authorized Representative. The Property Owner only needs to list the Property Manager/Authorized Representative as a "Contact Person" on the application. If the Property Owner would prefer their Property Manager/Authorized Representative to receive all future correspondence, please indicate this request on the application. If the Property Manager/Authorized Representative completes the application packet, proof of Property Manager/Authorized Representative must be provided (i.e. contract, lease agreement, etc.) in order for the Business License Division to accept and process the application packet.
- TOTAL START-UP FEES DUE:** \$173.92. This fee covers all fees due through the first year.
An Annual Renewal Notice will be mailed out 30 days prior to the expiration date.

OTHER REQUIREMENTS IF APPLICABLE (provide a copy of applicable documents):

- FICTITIOUS BUSINESS NAME STATEMENT (FBN) / CORPORATE STATUS:** If your business ownership type is Sole Proprietor (individual), Partnership (2 or more owners) or Trust, and your business name does not include your surnames (last names); or if your business ownership is a Limited Liability Company or Corporation, and your business name is something other than what is listed on the Articles of Incorporation (DBA-doing business as). For more information, contact the San Bernardino County Recorder's Office at (760) 995-8065, 15900 Smoke Tree Street, Hesperia or at www.sbcounty.gov/arc/FbnInfo.aspx.
If your business ownership is a Limited Liability Company or Corporation, you must file Articles of Incorporation. For more information, contact the California Secretary of State at (916) 657-5448, or at www.sos.ca.gov/business/.

IMPORTANT INFORMATION:

- Incomplete applications will not be accepted. Fees must be received at the time of application submission.
- The City only accepts cash, check or money orders (payable to the City of Victorville), either in-person or via mail; **no exceptions.**
- It does take some time to process the business license application; therefore, you may submit the application while you are in the process of obtaining the applicable documents required. Required documents can be emailed, faxed, mailed or submitted in person.
- If any of the requirements have not been met, notification will be sent out via mail of the remaining requirements to be met.



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Notice of Possible Rental Property; Required Rental Property Business License

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The information contained in this Sample Inspection Checklist is identical to the Official Rental Property Inspection Checklist that the City Development Department Personnel will use when conducting your Initial Rental Property Inspection.

Please use this sample checklist as a guide to prepare for your initial rental property inspection.

Yes No		Exterior Structure Surfaces
		All exterior buildings (including, but not limited to, housing walls, roofs, balconies, stairs, stairways and exterior lighting fixtures) are free of deteriorating conditions, such as cracks, tears, holes, breaks, or peeling, cracked or blistered paint or stucco.
		Address numbers or apartment building unit numbers are posted on the building and visible from the public street.
		There are no broken, defective, damaged or dilapidated windows, window screens, doors or vents.
		Holiday lights/temporary string lighting is removed within 90 days of installation.
Yes No		Fences , Walls and Graffiti
		Fences and walls are intact, well maintained, are not leaning, do not have missing, rotted or cracked boards/ blocks and have been repaired with like fence materials.
		Fences, walls and other structures are free of graffiti. Any previous graffiti has been painted over with like colors to match the structure or fence.
Yes No		Junk and Outdoor Storage
		All areas of the property (front, rear and sides) visible from the street are free of junk, trash, debris, brush, weeds, equipment, appliances, indoor furniture or other personal property no longer used for the purpose it was made or manufactured.
		Basketball courts are off the street and stored off the immediate front yard.
Yes No		Landscape
		All front yard areas are landscaped and well maintained (excludes properties of ½ acre or larger). Drought tolerant landscape consisting of ground cover AND drought tolerant plants is preferred over water intensive landscape. Ground cover must consist of decorative rock (minimum ¾ inch in size) or artificial grass and may be combined with decomposed granite (DG). Bark or mulch may be used in planter areas only. Dirt front yards must install drought tolerant landscape and are prohibited from using sod or grass seed. Brown grass is acceptable during a State declared drought.
		All dead, decayed, diseased or hazardous trees, weeds and other vegetation have been removed.
Yes No		Vehicles, Trailers, Recreational Vehicles and Boats (RV's)
		All areas of the property (front, rear and sides) visible from the street are free of outdoor storage of inoperable, unregistered, dismantled or extensively damaged vehicles and car parts. Non- operation registration is not current registration, therefore, also considered inoperative.
		Trailers and RV's are not obstructing garage access. Ensure no parking occurs within the area located between the front and/or side property line and the primary plane of the building abutting any street. RV's may be parked in front of a third car garage as long as the trailer does not encroach onto the sidewalk.
		There are no commercial vehicles parking at the residential property.
		There are no vehicles parked on the front yard landscape areas. All vehicles parked on paved areas.



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This application **MUST** be completed in its entirety to be accepted / processed by the Business License Division.

PLEASE READ AND COMPLETE BOTH FRONT AND BACK SIDES OF THE APPLICATION.

General Business Information

Property Owner / Business Name (if DBA, use DBA): _____

Property Owner / Business Name (if corporation, use corporate name): _____

Rental Property Address: _____
Street Address City State Zip Code

Mailing Address: _____
Street Address City State Zip Code

Phone No.: (____) _____ Fax No.: (____) _____ Email: _____

Officers, Partners, Property Manager, Authorized Representative (attached additional pages if necessary):

Name Residence Street Address Title Phone Number

Name Residence Street Address Title Phone Number

By checking this box, please make the above indicated Property Manager/Authorized Representative the "Contact Person" for all future correspondence. **Must provide proof of authorization (i.e. contract, lease agreement, etc.).**

Ownership Type: Sole Proprietor (Individual) Partnership (2 or more owners) Corporation LLC Trust

Provide at least one of the following: Federal ID #: _____ State ID #: _____ Social Security #: _____

TOTAL START-UP FEES DUE: \$173.92

- Fees must be paid when the complete application is submitted.
- Total Start-Up Fees Due pay all regulatory fees associated with processing the Business License, including the Annual Fee for the first year.
- Fees must be paid by check, money order or cash, either in person or via mail. Credit/Debit card payments are only available in person. No exceptions.
- An Annual Renewal Notice will be mailed out 30 days prior to the business license expiration date.

OFFICE USE ONLY

Date Rec'd:	Rec'd By:	PLN Comments:
VMC:	SIC:	
Total Fees Due:	Total Amount Rec'd: \$	
<input checked="" type="checkbox"/> Rec'd: <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> #:	BSL#:	Planner:



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Rental Property Business License Acknowledgment and Licensing Conditions

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Initial Exterior Rental Property Maintenance Inspection Requirements:

All rental properties must pass an exterior rental property maintenance inspection conducted by City Development Department Personnel. Once your application is received, you will have **AT LEAST 2** weeks to prepare your property for inspection. Please use the provided Sample Rental Property Maintenance Inspection Checklist as a guide to prepare your property for inspection. The Property Owner or Property Owner's Authorized Representative does not need to be present during the inspection, as it is an exterior inspection only. Joint inspections will be administered only upon request.

The Rental Business License will be issued by mail once your property passes inspection and all fees have been paid.

If your property fails the initial inspection, you will receive a Notice of Failed Rental Property Inspection by mail with a copy of the Inspection Report detailing the violations. A minimum of thirty (30) days will be given to correct the violations and the second inspection will be conducted at no cost to you.

If your property fails the second inspection, the case will be forwarded to Code Enforcement for further action.

Crime Free Property Lease Addendum:

- A "Crime-Free Lease Addendum" must be included within each lease per tenant, per rental property/unit.
- The addendum shall be maintained by the Property Owner or the Property Owner's Authorized Representative (the Business License Division does not need a copy).
- The Crime Free Lease Addendum must contain language to the effect of "shall prohibit tenants from engaging in illegal or criminal activity, or creating or permitting nuisances on the premises".

Notice: Business Licenses are due prior to commencing operation. Business Licenses are annual and expire one (1) year from the month of issuance on the last day of the month, or as stated in the Victorville Municipal Code. Issuance of the Business License in no way releases the licensee from compliance with any provision of Federal, State, County and City statutes, ordinances, rules, regulations or other law, including and without limitation to zoning, building and health and safety laws. This application will be circulated to relevant Federal, State, County, City Agencies and Departments for reviews, inspections and law enforcement purposes. It shall be the responsibility of the licensee to notify the Business License Division of any changes, updates to, and/or to cancel the Business License. Failure to comply may result in penalty fees, the Business License being suspended and/or revoked.

I declare under penalty of perjury that the foregoing is to the best of my knowledge and belief true and correct, that I have fully read and understand the above information and agree to all the conditions as stated therein.

Signature: _____ Title: _____ Date: _____

Must be signed by the Property Owner.

An Authorized Representative may sign, ONLY if proof of authorization is provided.

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