



RENTAL PROPERTY CHECK LIST

City of Hemet Business License

Office: 445 E Florida Ave • Mon-Fri
7:30am-5:30pm Phone: (951) 765-2358
www.hemetca.gov • cohbl@hemetca.gov

Hemet Municipal Code(s) 18-56

1. **Location Determination:**

- A Hemet street address with 4 digits or fewer is within the city's jurisdiction.
- If the address has 5 digits or more, it is located in the unincorporated area of Riverside County and is not within our jurisdiction.

2. **Business License Fee for Rental Properties:**

- The fee is **\$44.00** for 1 to 3 rental units.
- For each additional rental unit, there is an extra charge of \$1.00.

3. **Counting Rental Units:**

- Each unit in a property is counted as a separate rental unit.
- For example:
 - ❖ A single-family home counts as 1 rental unit.
 - ❖ A single-family home with AUD/Casita counts as 2 rental units.
 - ❖ A duplex (two units) counts as 2 rental units.
 - ❖ A triplex (three units) counts as 3 rental units.
 - ❖ A fourplex (four units) counts as 4 rental units.
 - ❖ For apartments or commercial locations, each apartment or suite is counted as 1 rental unit.

1. **FICTITIOUS BUSINESS NAME (IF APPLICABLE)** If the business name does not include the owner's last name, filing for a Fictitious Business Name with the Riverside County Clerk's Office is required. Contact them at 951-486-7000 or visit www.rivcoarc.org/Fictitious-Business-Names. The local office is located at 880 N State St, Suite B-6 Hemet, CA.

2. **BUSINESS LICENSE.** Submit the completed business license application to City Hall at 445 E Florida Ave, Hemet, CA, or via email at cohbl@hemetca.gov. A separate fee is required to obtain this license. Include the following with your application:

- Business License Application
- Fictitious Business Name (if applicable)

CITY OF HEMET BUSINESS LICENSE
445 E FLORIDA AVE•HEMET CA 92543
PHONE (951) 765-2358
www.hemetca.gov

RENTAL PROPERTY BUSINESS LICENSE APPLICATION

PROPERTY OWNER NAME _____

BUSINESS NAME IF APPLICABLE _____

TOTAL # OF RENTAL UNITS LOCATED IN CITY OF HEMET _____

LIST ALL CITY OF HEMET RENTAL PROPERTY ADDRESSES _____

PROPERTY OWNER INFORMATION

TYPE OF OWNERSHIP: SOLE PROPRIETOR CORPORATION LLC PARTNERSHIP OTHER

OWNER NAME (S) _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE# _____ FAX# _____

SOCIAL SECURITY OR FEDERAL TAX I.D. _____

EMERGENCY CONTACT NAME _____ PHONE# _____

▶▶ The issuance of a business license does not entitle the license holder to carry on any business, which is otherwise prohibited

▶▶ By signing below, you declare under penalty of perjury, that the information in this application is true and correct

PRINT NAME _____ TITLE _____

SIGNATURE _____ DATE _____

FOR CITY USE ONLY

LIC # _____

INITIALED _____

SS# OR FED ID# _____

T/C: FEE:

1163 _____

1164 _____

1167 _____ 3.40

1168 _____ .20

1169 _____ .40

TOTAL _____