

Landlord License & Rental Unit Permit Process

1. Landlord fills out and returns the LANDLORD LICENSE APPLICATION to the City Administrator for review.
2. Once approved, the Landlord will be issued a LANDLORD LICENSE valid until December 31 of the year issued.
3. The City of Pleasanton will then conduct inspections of the properties listed by the Landlord on the LANDLORD LICENSE APPLICATION. Inspections will only be carried out when the property is vacant, before new tenants move in, or upon receiving a substantiated tenant complaint form.
4. Once a property is inspected and/or approved, the Landlord will be issued a RENTAL UNIT PERMIT valid until December 31 of the year issued.

Quick Reference Guide

1. Landlord is responsible for updating information on the LANDLORD LICENSE APPLICATION as necessary. Failure to do so could result in revocation or fines.
2. Landlord must obtain both a LANDLORD LICENSE PERMIT & RENTAL UNIT PERMIT to legally operate as a Landlord.
3. NO FEE will be charged for any permits.
4. Inspections of rental property are applicable under the following circumstances.
 - a. Upon vacancy or change of occupants, but no more than once per year unless a substantiated tenant complaint form is filed with the City Administrator.
 - b. Rental units occupied at the time of application will not be inspected unless one or more of the circumstances listed above exists.
5. The City Administrator has the right to revoke or deny any LANDLORD LICENSE or RENTAL UNIT PERMIT. The Landlord may appeal such decision to the Pleasanton City Council.