



## **KERN COUNTY CODE COMPLIANCE (KCCC) LANDLORD/TENANT COMPLAINTS GUIDELINE/POLICY**

To open a case with KCCC the following requirements must be met:

1. Landlord (Owner/Property Manager) must be notified of the violations at the property. The preferred method is via CERTIFIED MAIL. Please provide:
  - a. A copy of the letter
  - b. A copy of the return receipt
  
2. If owner information is unknown, you can obtain it from the Kern County Recorder's Office at 1655 Chester Ave., Bakersfield, CA.
  - a. In the absence of the certified mail requirement, a tenant can complete a Code Complaint Affidavit or a Housing Status Affidavit indicating the method and content of notification to the landlord.
  
3. Section 8 housing complaints must be submitted by the tenant to the Housing Authority (HA). Contact Lucia Deleon by e-mail [ldeleon@kernha.org](mailto:ldeleon@kernha.org) or phone at 661-631-8500 ext. 1202. If no response has occurred within 10 days, KCCC will make a referral to the HA. Tenant shall complete and submit a Code Complaint Affidavit and a Housing Status Affidavit. If there is no response from the HA within 10 days, KCCC will open a case against the property owner.
  
4. If Landlord/Owner has not responded to Tenants within a reasonable time to repair requested items, or Tenants have abandoned the unit, or are being evicted, Tenants need to complete and submit a Code Complaint Affidavit and a Housing Status Affidavit to KCCC.
  
5. Tenants shall provide copies of all available receipts, rental/lease agreements, communications, pictures, etc. that are pertinent to the investigation. The forms, documents, pictures, etc. can be sent via FAX to 661-862-5101, email to [CodeCompliance@KernCounty.com](mailto:CodeCompliance@KernCounty.com) or via the US Post Office to Kern County Public Works, ATTN: Code Compliance, 2700 M St., Ste 570, Bakersfield, CA 93301.
6. The following are some reasons a case may not be opened:
  - b. Tenant has not legally responded to an Unlawful Detainer.
  - c. Tenant is taking the property owner to small claims court.
  - d. Reported violations are not covered by Code/Ordinance.
  - e. Tenant resides outside of the county jurisdiction area.
  - f. Tenant is not legally occupying residence.

**NOTE: An immediate response will be made to all imminent threats to health and safety. Investigation may result in the unit being condemned and tenant(s) being displaced.**



**Housing Status Affidavit**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

I am the legal resident in contract/lease/agreement with the owner of the above listed address and currently live at this location. On \_\_\_\_\_ (date), I notified my landlord/owner of issues that affect the habitability of my dwelling and repairs were not made.

- I continue to occupy the unit and have given the owner several notifications to repair certain important items that are critical to my wellbeing (see attached proof of notifications). The landlord has not responded or made repairs.
- I have been served with eviction papers and have responded to the Unlawful Detainer.
- I have been served with eviction papers and did not respond to the Unlawful Detainer.
- My housing is Section 8, I notified my Housing Authority representative or have notified Lucia Deleon (ldeleon@kernha.org, 661-631-8500 ext. 1202) on \_\_\_\_\_ of repairs that need to be made.
- I have abandoned the unit.

NOTES:

*Under penalty of perjury, I certify that the information provided is true and correct.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





**Code Complaint Affidavit**

TENANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

LANDLORD NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

I am the legal resident in contract/lease/agreement with the owner of the above listed address and currently live at this location. On \_\_\_\_\_ (date), I notified my landlord/owner of the following issues that affect the habitability of my dwelling.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Notification was made by way of \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

*I certify under penalty of perjury, that the information stated herein is true and correct.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: An immediate response will be made to all imminent threats to health and safety. Investigation may result in the unit being condemned and tenant(s) being displaced.**