Los Angeles Housing Department
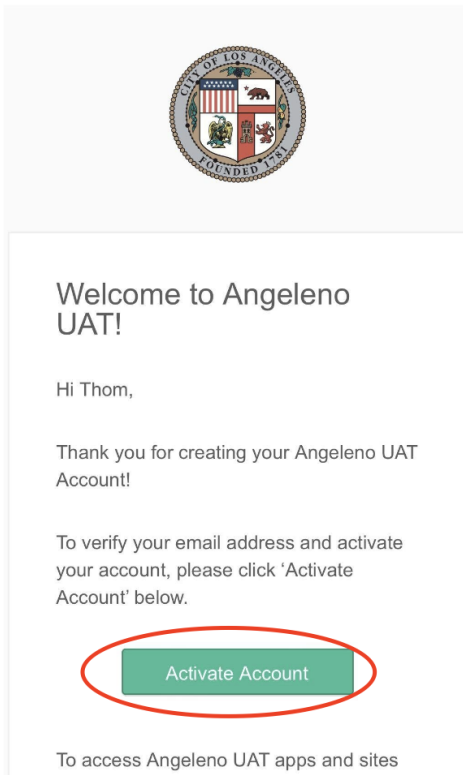# Instructions on How to File a Tenant Buyout Online

This guide will go over step by step instructions on how Angelenos can register and file Tenant Buyout records. Please be advised that supported Browsers are: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge

This form is only for landlords or their representatives who are required to file the buyout documents.

1. All returning Angelenos or new Angelenos applying for an account, will need to "register" for a new account before accessing the Tenant Buyout System. To do so, go to the Angeleno https://angelenologin.lacity.org/signin/register Check your email address to "Activate Account".

Welcome to Angeleno UAT! -
Activate your account

Welcome to Angeleno UAT!

Hi Thom,

Thank you for creating your Angeleno UAT Account!

To verify your email address and activate your account, please click 'Activate Account' below.

Activate Account

To access Angeleno UAT apps and sites

2. Once you have an Angeleno Account go to the [Tenant Buyout](#) link to file the forms: You should see the following screen below. Log in with your Angeleno Account by entering your email address

3. The option for a different **language** is available on the top right hand corner of the screen.
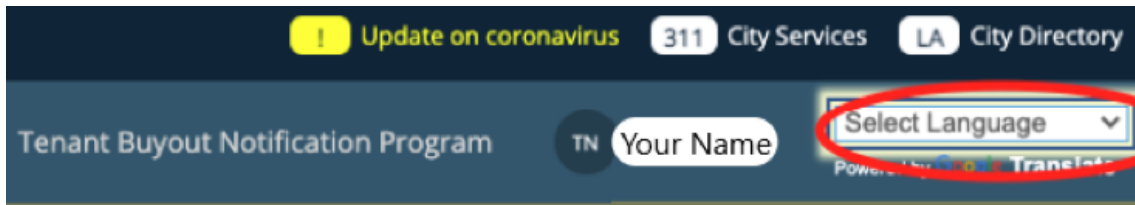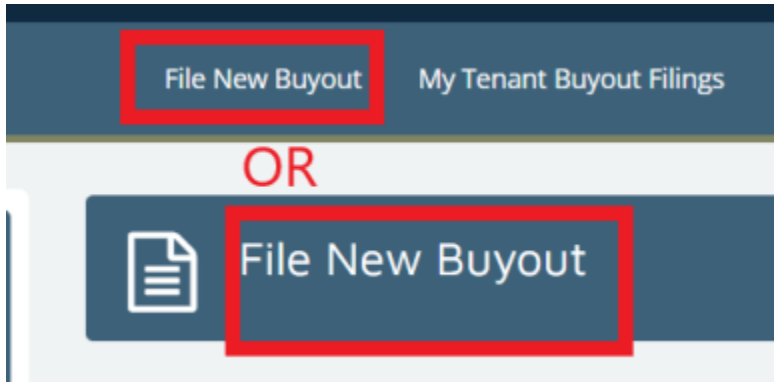

4. This is your Tenant Buyout Home Page
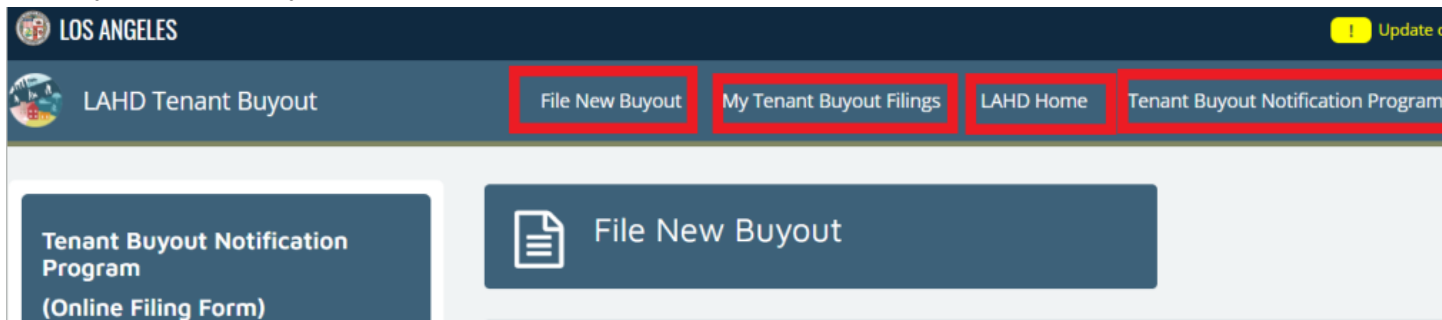
- **"File New Buyout"** allows you to initiate a new filing.
- **"My Tenant Buyout Filings"** will show you a history of all the filings you submitted using the same Angeleno account.
- **"LAHD Home"** takes you to the main webpage for LAHD.
- **"Tenant Buyout Notification Program"** takes you to an information page with details about the rules on tenant buyouts.

5. Click on **"File New Buyout"** to start a new filing.

6. A series of questions will appear. All fields with a RED label are mandatory. Please answer these questions.

7. For the tenant address fields, start typing the address in the "Tenant Address Search" box

   (#1 by the [🔍]) and a list of addresses will appear from a dropdown. Please select the correct address from the dropdown list. It will automatically enter the Tenant Street, Tenant City, Tenant State and Tenant Zip based on your selection under the Tenant Street in #2. If you do not find the address using the drop down list in #1 then you can manually insert the address in #2.

8. If you need to save your record and return to it later, then scroll to the bottom of the page and click "**Save as Draft**". This will save your record and keep you on the same page. This will temporarily save your work for 10 days from initiated filing and you may return to complete the data entry and upload the documents during the 10 days. If you do not complete the data entry, upload documents and click the 'Submit' button within **10 days** your buyout will not be considered filed and the incomplete record will be deleted by the systems. After you are done with the form and have uploaded both required documents, please click the **'Submit'** button to file the buyout."

9. Be sure to enter the answers to all the required fields and upload both documents.

10. Upload the two mandatory documents (signed disclosure notice and agreement). Click into the checkbox and then click the "Upload" button that appears to upload. Both attachments are required before you can submit.

11. The attachment files will display. If needed, delete documents by clicking the red trash can image next to the document title and re-upload new attachments.

12. Click on the "**Submit**" button when ready.

Upload ☑ Disclosure Notice

Upload ☑ Buyout Agreement

Attachment(s): BA_DN_image0 (5).jpeg 🗑 DN_image0 (5).jpeg 🗑

Save as Draft	Submit

ⓘ "By clicking "Save as Draft" your record will be temporarily saved for 10 days from initiated filing and you may return to complete the data entry and upload the documents. If you d̶o̶ not complete the data entry, upload documents and click the "Submit" button your buyout will not be considered filed. Please click the "Submit" button to file the buyout."

13. A message prompt will appear and the status of your records will show as "**Filed**" **Filed** once you have completed the filing.

Thank you for completing your application. You will be notified when your application has been processed.

Supported Browsers: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge.

Application: TB0049121   Status: **Filed**

14. An email confirmation will be sent. Be sure to check your spam folder as well.

☐ ☆ ⟫ **LAHD Snow Admin**   **Tenant Buyout Filing Confirmation - Los Angeles Housing Department** - **This commu̶

LAHD
LOS ANGELES HOUSING DEPARTMENT

*This communication is intended for the named person only. If you have received this communication in error, please delete the original message without reading or saving in any manner.**

Dear

You have submitted Tenant Buyout forms with the Los Angeles Housing Department (LAHD). Please be sure you submit only one unit per file number. Each unit must have its own file number with LAHD. If you have questions, please call (213) 808-8620.

DATE SUBMITTED: 01-27-2022

FILE NUMBER: TB0001154

TENANT STREET ADDRESS: 1200 N State St

TENANT UNIT NUMBER:

APN: 5201001901

TENANT FIRST NAME: a

TENANT LAST NAME: a

Return to Tenant Buyout Portal

15. "My Tenant Buyout Filings" displays "Incomplete fillings" that you still need to complete and submit and shows your "Filed" records. The "Filed" records will also display a label next to it to indicate if the filing complies with the Municipal Code requirements based on your answers. It will either have "Compliant" or a "Non-Compliant" status which is calculated based on your answers. If LAHD staff need to correct data based on the documents you submit then it is possible that the status could change at a later date. To see more records click on "View All" at the bottom right.

View All screen will display list as shown below.

Number	Tenant First Name	Tenant Last Name	APN	Tenant Street Address	Tenant Unit Number	Owner Name	Agreement Executed Date	Agreement Filed Date ∧	Disclosure Filed Date	Status	Compliance Status	Days
TB0049129	Test	Test	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Compliant	28
TB0049128	Test	Test	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Compliant	28
TB0049127	Test	Test	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Compliant	28
TB0049126	test	test	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Compliant	28
TB0049124	Test2	Test 2	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Non-Compliant	28
TB0049123	Test	Test	No Record Found	1200 W 7th St		Test Owner	01-01-2022	01-29-2022	01-29-2022	Filed	Non-Compliant	28
TB0049121	etest	etest	No Record Found	1200 W 7th St		Test Owner	01-04-2022	01-28-2022	01-28-2022	Filed	Compliant	24

‹ › Rows 1 - 7 of 7

Each filing will have a filing status and a compliance status as described below.

Status Key	
Compliant	Both documents were filed within the 60 days alloted, and Agreement includes the required cancellation language.
Non-Compliant	Either the documents were not filed within the 60 days allotted, or the Agreement does not include the cancellation language.
Filed or Filed and Closed	LAHD received the filing.
Incomplete Filing	LAHD has not received the filing because information is missing or you did not click submit.

NOTE: If your filing shows as non-compliant then it means the tenant has a right to cancel the agreement at any time without a financial penalty. To correct a non-compliant record please seek legal advice and review the rules on the Tenant Buyout Notification Program webpage. LAHD staff will not provide legal advice.

TB0049124
Filed · Non-Compliant ·
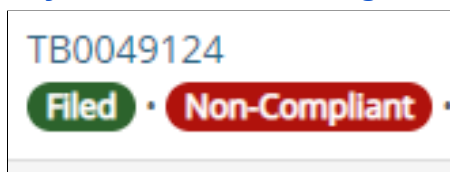
16. All Tenant Buyout records with Incomplete Filing status will get an email notification at the expiration of 10 days informing you the record was not filed. If your filing is incomplete and you still wish to file the

forms, you must initiate a new filing online.

*Please be sure to check your email account, including your spam folder, for notices.
* For information about the tenant buyout rules please go to
https://housing.lacity.org/rental-property-owners/tenant-buyout-notification-program

Los Angeles Housing Department
Instructions on How to File a Tenant Buyout Online

SAMPLE FORM

Tenant Information

Tenant First Name

Test   **Required**

Tenant Last Name

Test   **Required**

Tenant Telephone Number (i.e. 5550005555)

(555) 555-5555

Tenant Email Address (i.e. name@domain.com)

test@testmail.com

Tenant Address Search

🔍 Enter address to auto-complete your address information below

> Enter tenant address and select from the drop down list. It must be in the City of Los Angeles. If the tenant's unit is not in the City of Los Angeles, then do not complete the form. To confirm if it is in the City of LA go to: https://neighborhoodinfo.lacity.org/

Tenant Street

1200 W 7th St   **Required**

Tenant Unit/Apt Number (i.e. Apt 101, Apt B, ½, 14)

Tenant City

Los Angeles   **Required**

Tenant State

CA   **Required**

Tenant Zip (i.e. 00000)

90017   **Required**

Co-tenant Information

Co-tenant First Name

Co-tenant Last Name

Co-tenant Telephone Number (i.e. 5550005555)

Co-tenant Email Address (i.e. name@domain.com)

Owner Information

Property Owner's Name

Test Owner   **Required**

Owner's Telephone Number (i.e. 5550005555)

(555) 555-5555   **Required**

Owner's Email Address (i.e. name@domain.com)

test@testmail.com   **Required**

Property Owner's Street Address

1200 W 7th St   **Required**

Property Owner's City

Los Angeles   **Required**

Property Owner's State

CA   **Required**

Property Owner's Zip (i.e. 00000)

90017   **Required**

Date Disclosure Notice Signed (Enter date the last tenant signed the disclosure)

01-01-2022   **Required**

Date Agreement Signed /Executed (Enter date the last person, either tenant or landlord, signed the agreement)   **Required**

01-01-2022

What is the earliest possible vacate date?

04-01-2022   **Required**

> Dates must be entered in format mm-dd-yyyy. For example, 01-01-2022

Does the buyout agreement have language informing tenant they have a right to cancel within 30 days?   **Required**

> If agreement does not have the cancellation language, you must answer "No". Incorrect responses will be edited by LAHD staff to reflect the document

Does the agreement include possible rent credit as part of the compensation?

Yes   **Required**

> Answer "Yes" if part of the agreement includes rent credit for tenant.

What language is buyout agreement?

English   **Required**

What is the total maximum compensation amount? (i.e.100) Only Numbers. Round to the nearest dollar.   **Required**

210000

> Enter the maximum amount that could be paid to the tenant. If the agreement pays a higher amount as an incentive for the tenant to move out earlier then enter that amount. Do not use commas or $ sign. For example, you should enter 21000 not $21,000.

Upload Tenant Buyout Documentation

Required

☐ Disclosure Notice

☐ Buyout Agreement

Attachment(s): BA_Buyout agreement.docx; DN_Disclosure Notice

> Upload the completed and signed Disclosure Notice and signed Buyout Agreement. Blank forms and unsigned forms will not comply with the requirements and will be considered "Non-Compliant"