



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## Residential Hotel - Application for Clearance

The City shall not approve a Conversion or Demolition of a Residential Hotel, or any new development on the site of a Destroyed or Demolished Residential Hotel, until the Housing + Community Investment Department (HCIDLA) has approved an Application for Clearance filed by the Owner. Prior to processing this Application for Clearance, your property must already have been reviewed and issued a final determination by HCIDLA that it is a Residential Hotel.

### Section A - Owner Information

PROPERTY OWNER'S NAME		OWNER'S AGENT'S NAME	
OWNER'S MAILING ADDRESS		AGENT'S MAILING ADDRESS	
OWNER'S TELEPHONE NUMBERS		AGENT'S TELEPHONE NUMBERS	
HOME/OFFICE	CELL	HOME/OFFICE	CELL
OWNER'S E-MAIL ADDRESS		AGENT'S E-MAIL ADDRESS	

### Section B - Property Information

PROPERTY ADDRESS	ASSESSOR'S PARCEL NUMBER
	DATE PROPERTY ACQUIRED
DATE OF RH STATUS DETERMINATION (DATE OF LETTER)	IS THIS PROPERTY AN AFFORDABLE HOUSING PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO

### Section C - Required Information

PLEASE ATTACH THE FOLLOWING INFORMATION TO YOUR APPLICATION:

<input type="checkbox"/> 1) LEGAL AND MAILING ADDRESS OF THE RESIDENTIAL HOTEL	<input type="checkbox"/> 4) A LIST OF THE TOTAL NUMBER OF UNITS IN THE RESIDENTIAL HOTEL AND THEIR CURRENT USES
<input type="checkbox"/> 2) A LIST OF THE NAMES AND ADDRESSES OF ALL OWNERS OR OPERATORS OF THE RESIDENTIAL HOTEL	<input type="checkbox"/> 5) A LIST OF THE CURRENT RENTAL RATES FOR THE RESIDENTIAL UNITS
<input type="checkbox"/> 3) A LIST OF THE NAMES OF ALL TENANTS IN THE RESIDENTIAL HOTEL AND THE UNIT IN WHICH THEY RESIDE	<input type="checkbox"/> 6) THE LENGTH OF EACH TENANT'S TENANCY IN RESIDENTIAL UNITS AFFECTED BY THIS APPLICATION FOR CLEARANCE

### Section D - Permit Information

Type of Permit:  Conversion [ Conversion Plan attached]  Demolition  
 New Development on the site of a destroyed / demolished Residential Hotel

Have you applied for a building permit from the Department of Building and Safety?  Yes  No

Date of application: \_\_\_\_\_ Permit Application # \_\_\_\_\_

### Section E - Conditions for Clearance

**I am applying for a clearance based on the following condition:**

**(You are required to pay the higher of the applicable amounts)**

- 1) Construction of comparable units (LAMC 47.79.A.1). **(Application fee is \$1,108.00)**
- 2) Payment of fee pursuant to LAMC 47.79.A.2. **(Application fee is \$2,000.00)**  
**The applicant must also pay for an MAI certified appraisal reviewed by GSD**
- 3) Conversion to mixed income use with a regulatory agreement (LAMC 47.79.A.3). This option only applies to Residential Hotels **containing more than 250 units (Application fee is \$1,108.00)**

### Section F - Owner Certification

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form and attachments is true and correct to the best of my knowledge and belief. I state that I am legally authorized to bind the ownership entity for this property, and I further agree to permit the City of Los Angeles to verify the accuracy of the records provided and to sign all waivers and other documents as may be required to permit such verification.

OWNER'S SIGNATURE

DATE

**The appropriate Application Fee must be included with this application. Please make payable to "City of Los Angeles."**

(Check only one box)

- Check  Money Order  Credit Card (only in person)

The original signed copy of this application when completed, supporting documents, and filing fee (credit card payments can only be made in person) must be mailed or delivered to the following address:

In person:  
**Los Angeles Housing + Community  
Investment Department  
Garland Building  
1200 West 7<sup>th</sup> Street, 1<sup>st</sup> Floor  
Los Angeles, CA 90017  
Attn: Marites A. Cunanan  
Environmental and Land Use  
Services Section**

By mail:  
**Los Angeles Housing + Community  
Investment Department  
Garland Building  
P.O. Box Number 17280  
Los Angeles, CA 90017-0280  
Attn: Marites A. Cunanan  
Environmental and Land Use  
Services Section**