



Procedures for Withdrawing Rental Units from the Rental Housing Market

This packet provides information, regulations and required forms related to City of Los Angeles requirements when withdrawing units from the housing market. These regulations only pertain to residential units subject to the City's Rent Stabilization Ordinance (Los Angeles Municipal Code, Chapter XV). **Please make an appointment for application submission. Virtual appointments are available online at: <https://lahd.service-now.com/appt>** Please read the packet carefully to understand the owner's legal obligations and consequences of withdrawing the units. **Note the new AB 1218 and SB 8 tenant rights in red.**

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1. Instructions and Deadlines
2. Summary of Ellis Provisions & Steps for Withdrawing Rental Units
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Other Resources Not in This Packet (available online):

1. [RAC Regulation Section 960](#): Relocation escrow account rules and sample instructions.
2. Landlords must file a copy of the notice of termination of tenancy no later than 3 business days after they serve it on the tenant. For details go to <https://housing.lacity.org/eviction-notices>
3. SB 8 Housing Crisis Act (Applicable if demolishing units)
 - a. [LAHD Land Use Services](#): For all [SB 8 projects](#). **Demolition of RSO units will be SB 8. SB 8 tenant protections are summarized in red in this packet. Landlords are strongly recommended to contact Land Use before initiating the demolition or eviction process.** Contact: Lahd-landuse@lacity.org
 - b. [SB 8 Planning Department Services](#) May be applicable if demolishing units. Contact: planning.PARP@lacity.org
 - c. **NEW!! [AB 1218](#) amends SB 8 effective 1/1/2024 and requires 6 months written notice to tenants when protected units will be demolished. See Government Code 66300.6(b)(3)(A) "Any existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least **six months** in advance of the date that existing occupants must vacate."**



LANDLORD INSTRUCTIONS AND DEADLINES

	FORM/DOCUMENT	INSTRUCTION	DEADLINE
1	Form E1: Memorandum Summarizing Non-Confidential Provisions of a Notice of Intent to Withdraw Units from Rental Housing Use	Complete form, notarize signatures, record with the Los Angeles County Recorder's Office. Provide the recorded form with the <u>recordation stamp</u> to LAHD filing appointment.	Record before and submit for LAHD Appointment
2	Form E2: Notice of Intent to Withdraw Units from Rental Housing Use	Complete form, schedule filing appointment online https://lahd.service-now.com/appt . Required even if all units are vacant.	On LAHD Appointment
3	Grant Deed	Submit a copy for LAHD at appointment	On LAHD Appointment
4	Corporate or Trust documents (ie Articles of Incorporation, Partnership agreement), if not owned by a natural	Submit a copy for LAHD appointment. Document must readily confirm the managing member(s), president, general partner or person(s) authorized to sign.	On LAHD Appointment
5	Fees	Pay all filing fees	File Date
6	Form E3: Copy of Notice to Tenant of Pending Withdrawal to be served to tenant	Submit completed copy for LAHD appointment for each occupied unit. This will be served on the tenant by the owner within 5 days of the File Date, but no later.	Copy on File Date with LAHD. Serve to tenants within <u>5 days</u>
7	Copy of 120-day notice or 6 months notice terminating tenancy	Submit copy for LAHD appointment for each occupied unit. Serve tenants notice on the File Date <u>after</u> the appointment with LAHD. Also, file it within 3 business days housing.lacity.org/eviction-notices . For an SB 8 demolition a minimum of <u>6 months notice</u> is required.	Copy on LAHD Appointment. Serve on tenants on official file date.
8	If demolishing or converting: LADBS Clearance Summary Worksheet (CSW) & Relocation Services OR Demolition Monitoring Application.	Submit a copy on LAHD appointment only if all units are vacant. If occupied units, file Ellis, terminate tenancy, pay relocation and wait until all units are vacant then submit application with CSW, proof of relocation payment to tenants with \$45 per unit fee.	File after all units are vacant

	FORM / DOCUMENT	INSTRUCTION	DEADLINE
9	<p>Serve Tenants:</p> <ul style="list-style-type: none"> 120 day or 6 months notice Form E3 Notice to Tenant of Pending Withdrawal Form E4 Notice to Landlord of Interest in Renewing Tenancy 	<p>Landlords must serve each occupied unit Forms E3 and E4 within 5 days of File Date and serve the 120 day notice on the File Date or 6 months for SB 8 projects that involve demolition.</p> <p>SB 8 Projects (6 Months Notice): Effective 1/1/2024, SB 8 projects require that any existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least six months in advance of the date that existing occupants must vacate. The start of construction activities is defined by LADBS in their Information Bulletin P/GI 2020-016</p>	<p>Notices to Tenants</p> <ul style="list-style-type: none"> 120-day (or 6 months) notice on File Date Form E3: Within 5 days of File Date Form E4: Serve with Form E3
10	Relocation Assistance payment to tenant	Pay relocation assistance no later than <u>15 days</u> after service of the 120-day notice either directly to tenant or deposited in an escrow account with instructions served on the tenant on how to withdraw the funds (See RAC 960). Keep evidence of service as proof of timely payment. If deducting rent debt, keep an accounting and notify tenant.	Within 15 days of service of notice of termination of tenancy
11	Notice to Landlord of Extended Tenancy	If claiming right to 1year extended tenancy, from the File Date of the Ellis, due to disability or age (62yrs+) the tenant must give written notice to landlord of entitlement to an extended tenancy. Extended tenancies must continue with same lease terms and conditions.	Tenant must give to landlord within 60 days of the File Date of the Notice of Intent to Withdraw
12	Form E5: Notice to City of Claims for Extended Tenancy	Owner files with Department if tenant claims extended tenancy(See #11). Tenant is entitled to 1 year extension if they are disabled or elderly (62yrs+) with 1 year tenancy.	Landlord must file within 30 days of tenant notification of claim to extended tenancy
13	<p>Form E6: Notice to City of Extended Dates of Withdrawal</p> <p>(Note: Required for ALL SB 8 projects when unit is occupied to comply with 6 month notice requirement.)</p>	Landlords may elect to extend the tenancies of some/all tenants even if they are not disabled or elderly for up to 1 year or longer from the File Date. Owner must file completed E6 form with the Department and give written notice to tenants of the extension and new date of withdrawal. SB 8 projects are required to file an E6 Form extending tenancy to 6 months because effective 1/1/2024, SB 8 projects require that any existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least six months in advance of the date that existing occupants must vacate.	Landlord must file within 90 days of File Date of the Notice of Intent to Withdraw (Form E2) and notify tenants in writing if electing this option

	FORM / DOCUMENT	INSTRUCTION	DEADLINE
14	Form E4: Notice to Landlord of Interest in Renewing Tenancy	Tenant must provide completed form to landlord within 30 days after vacating if intending to return to original unit should it be rented again within 10 years of the Withdrawal Date. Under SB 8 all tenants have a right to return to the same unit if the new construction is not completed and the original units are not demolished. Whereas only low income tenants have a right of first refusal to the new unit if the new construction is completed. Contact Land Use for details on SB 8.	Tenant must provide to landlord within 30 days after vacating
15	Form E8: Annual Property Status Report	The landlord must file form for (7) seven years or until the Department advises that all reporting requirements are met. The report indicates status of demolition, development, and registration of newly constructed rental units.	For <u>7 YEARS</u> on or before the anniversary of the File Date with LAHD.
16	Form E7: Notice of Intention to Re-Rent Withdrawn Accommodations	Landlord must file E7 form with Department if the original units will be re-rented. Unit is re-rented at same rent amount prior to withdrawal of the unit plus annual adjustments. Home-sharing (AKA short term rental) is prohibited on all RSO units even if Ellised.	Form is required for the life of the building, if re-rented. Tenants' right to return is for 10 years.
17	Conditional Exemption Application	After the property is vacant and removed from the rental market please complete the form to claim an exemption from the registration fees based on the withdrawal of the units. File it at same time as Ellis if all units are vacant at time of Ellis filing.	After the property is completely vacant.
18	Affordable RSO Exemption Application (Exemption for new construction only. Requires Ellis)	The newly built units will be exempt from the RSO if the landlord: <ol style="list-style-type: none"> 1. Replaces the demolished RSO units with affordable units at or below 80% AMI equal to either the same number of RSO units that were demolished or 20% of the total newly built units, whichever is greater (LAMC 151.28.B). 2. Records a 55-year covenant. 3. Files an exemption application at any time after filing the Ellis forms, but before the new units are rented. 	Prior to tenant move-in to new units
19	Owner Occupied RSO Exemption (Exemption for new construction only. Requires Ellis)	An owner, whose name appears on legal title to the property, may file an application for exemption from the RSO on the grounds that the owner is a natural person who occupied the demolished building, which consisted of four or fewer rental units, for three years prior to the demolition of the building. If the building has not yet been demolished, an owner may file an application for exemption on the grounds that the building to be demolished consists of four or fewer rental units, and that the owner occupied the building for three consecutive years prior to filing an application for exemption.	Can be filed on or after the date the Ellis forms are filed

SUMMARY OF ELLIS PROVISIONS OF THE RENT STABILIZATION ORDINANCE

California Government Code Section 7060 et seq., known as the Ellis Act, establishes the right of landlords to withdraw existing housing accommodations, other than guestrooms or efficiency units within a residential hotel, from rent or lease. The Ellis Act allows local jurisdictions to adopt certain regulations controlling the withdrawal process, the return of withdrawn units to the rental market including penalties for return within two years, and the transfer of these constraints to successors in interest.

The City of Los Angeles (the City) has adopted regulations implanting certain Ellis Act Provisions into the Rent Stabilization Ordinance (RSO) which are codified in Sections 151.22 through 151.28 of the Los Angeles Municipal Code. The key provisions of these regulations are summarized below.

A. Withdrawal Process for Landlords

- Record a memorandum (E1 form) with the County Recorder's Office.
- Fill out the Notice of Intent to Withdraw Units from Rental Housing Use (E2 Form) and gather required documents.
- Schedule an appointment for application at <https://lahd.service-now.com/appt> or if you do not have a computer call (213) 808-8537. Upload the E1 Memorandum and E2 Notice of Intent to Withdraw and required documents to your online appointment account.
- Meet with the LAHD analyst to review your forms (virtual meetings).
- Serve tenants a Notice of Tenant of Pending Withdrawal (Form E3) and the Notice of Landlord of Interest in Renewing Tenancy (Form E4) within 5 days of filing the Notice of Intent. The File Date is considered to be the postmark date when mailing the forms.
- Serve tenant a minimum of 120 day notice from the date the Notice of Intent was filed with LAHD.
 - i. For SB 8 demolitions a minimum of **6 months notice** is required.
 1. Effective 1/1/2024, SB 8 projects require that any existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least **six months** in advance of the date that existing occupants must vacate. The start of construction activities is defined by LADBS in their [Information Bulletin P/GI 2020-016](#).
 - ii. Additionally, Senior (62+) and disabled tenants are entitled to an extension of their tenancies up to 1 year, provided they notify their landlord within 60 days of the filing date of the Notice of Intent.
 - iii. Landlords may elect to extend the tenancies of all tenants up to 1 year or longer even if not required by SB 8 or by the Ellis Act.
 - iv. Extended tenancies must continue under the same terms & conditions as existed on the filing date of the Notice of Intent.

- Tenants are entitled to relocation assistance payment from their landlord except when they signed a relocation assistance waiver prior to December 13, 2017. Waivers must be in accordance with LAMC 151.09 G.4 (b or c).

B. Relocation Assistance Fees

- The landlord shall pay the relocation fees to the tenants no later than **15 days** after service of the written notice of termination.
- The landlord may elect to pay the relocation fees directly to the tenant or through an [escrow account](#).
- LAHD contracts with a Relocation Assistance Consultant. They are responsible for determining the amount of relocation fees the tenant is entitled to and to provide the tenant with replacement housing listings, along with relocation services, such as transportation to inspect replacement rental units.
- Parties may appeal the relocation amount determination within 15 calendar days of Relocation Determination date.
- Landlords should save proof of relocation payment because they are required to provide proof of relocation payment as part of the demolition clearance process.

C. Return of Withdrawn Units to the Rental Market (Re-Rental)

- If the landlord intends to re-rent the withdrawn units, a Notice of Intention to Re-Rent Withdrawn Accommodations must be filed with LAHD. For the first 10 years after Ellis withdrawal, the landlord may not rent or lease any such unit, except to a tenant displaced from that unit, for a period of 30 days following the filing of that notice.
- Displaced tenants have a right to return to the unit from which they were displaced for a period of 10 years after the withdrawal of that unit from the market.
- If the units are offered for rent the accommodations shall be offered and rented or leased at the lawful rent in effect at the time any Notice of Intent to Withdraw was filed, plus annual adjustments available under LAMC 151.06 (if rented within 5 years after the withdrawal date.)
- Landlords who return accommodations for rent or lease within two years of the date of withdrawal from the market must first offer the unit, via registered or certified mail, to the tenant or tenants displaced by the withdrawal, provided that the tenant or tenants advised the landlord, within 30 days of their displacement, of their desire to consider an offer to renew their tenancy.
- If a withdrawn rental unit is returned to the market within two years of the date of withdrawal, the landlord is liable through a civil action for both actual and exemplary damages to any tenant displaced from that unit. In addition, the City may also pursue civil proceedings for exemplary damages.
- **If the project is subject to SB 8 the low income tenants may have a right of first refusal to the newly built units at an affordable rent amount. Contact the [Land Use Section](#) if the project is subject to [SB 8](#).**

D. Successors in Interest

- The recorded constraints apply to any successor in interest.

E. Rental of Replacement Units (New Construction)

- If a building containing a rental unit was the subject of a Notice of Intent to Withdraw is demolished and new rental units are completed on the same

property within five years of the date the rental unit that was the subject of the Notice of Intent to Withdraw was withdrawn from rent or lease, the owner may establish the initial rental rate for the newly constructed rental units. The provisions of the RSO shall apply to the newly constructed rental units.

- This section shall not apply to demolished buildings containing four or fewer rental units, if the owner of the building whose names appears on the legal title to the property, is a natural person and resided in the building for three consecutive years prior to demolition, or if the building is not yet demolished, for three consecutive years prior to filing an application for exemption. To obtain this exemption, an owner must apply to the Department for Owner Occupancy exemption pursuant to section 151.28.C.3.
- Certain rentals units may be exempt from regulation under the RSO, pursuant to the Replacement Affordable Housing Exemption provisions. Under the provisions, an owner who replaces the number of demolished rental units with an equal number of affordable housing units or 20% of the total number of newly constructed rental units, whichever is greater, may apply to the Department for an exemption of the newly constructed rental units from the provisions of the RSO. The affordable housing units must be located in the newly constructed accommodations. To obtain this exemption, an owner must apply to the Department for the Replacement Affordable Housing Exemption pursuant to section 151.28.B.
- **If the project is subject to SB 8 the low income tenants may have a right of first refusal to the newly built units at an affordable rent amount. Contact the [Land Use Section](#) if the project is subject to [SB 8](#).**

F. Annual Property Status Report

- For seven (7) years following the date of delivery to the Department of the Notice of Intent to Withdraw Rental Units from the Rental Housing Use, or until such time as the Department advises the property owner that they have complied with all reporting requirements, the property owner must file an Annual Property Status Report.

Procedures for Withdrawing Units from the Rental Housing Market (Ellis Act Provisions: LAMC Section 151.22-151.28)

Step 1. Complete and record the *Memorandum Summarizing Non-Confidential Provisions of a Notice of Intent to Withdraw Units from Rental Housing Use* (Form E1) with the County Recorder and obtain a copy showing the recordation stamp for filing with LAHD.

Step 2. Schedule an appointment for application online <https://lahd.service-now.com/appt> or if you have no computer call (213) 808-8537.

Step 3. Submit the following documents by uploading to your online appointment account:

1. Copy of the County **recorded** *Non-Confidential Memorandum* (Form E1);
2. Completed *Notice of Intent to Withdraw Units from Rental Housing Use* (Form E2);

3. Copy of Grant Deed;
4. Copy of Articles of Incorporation or Limited Partnership if owner is not a natural person;
5. Copy of the *Notice of Tenant of Pending Withdrawal* (Form E3);
6. Copy of notice terminating tenancy to be served to tenants, as required by California State Law;
7. For Demolition or Conversion of structure: Copy of LADBS Notice of Intent to Demolish & Clearance Summary Worksheet (only if units are all vacant); and
8. Pay Administrative fees

Step 4. Serve the tenant with a **120 day** notice terminating their tenancy in accordance with the applicable requirements of California State Law. However, it will be a **6 months notice** for SB 8 demolition projects. If the project is subject to [SB 8](#), existing occupants can occupy their units until six months before the start of construction activities as defined by LADBS in their [Information Bulletin P/GI 2020-016](#), and subsequent updates, entitled *Definition of "Commenced Construction" and Similar Phrases*. For SB 8 projects 6 months notice is required.

Step 5. Serve each household to be displaced with the completed *Notice to Tenant of Pending Withdrawal* (Form E3) and a blank *Notice of Interest in Renewing Tenancy* (Form E4). **This step must take place within 5 days of your filing of the Notice of Intent with LAHD in Step 3. However, it is recommended to serve the tenant on the day of filing the Notice of Intent to Withdraw with the 120 Days Notice.**

Step 6. Pay relocation assistance no later than **15 days** after service to tenants who will be evicted. This payment can be made either directly to the tenant or through an escrow account (with escrow instructions). If rental debt will be deducted, then ensure you have an accounting.

Step 7. Inform LAHD of any tenant claims for entitlement to **one year** extended tenancy by completing a *Notice to City of Claims for Extended Tenancy* (Form E5).

Step 8. Landlord must notify tenants in situations where the landlords elect to extend the date of withdrawal up to a year or longer for households not otherwise entitled to such an extension.

Step 9. Landlords must notify LAHD in situations when they elect to extend the date of withdrawal up to a year or longer for households not otherwise entitled to such an extension by filing a *Notice to City of Extended Dates of Withdrawal* (Form E6). **This form is required for all SB 8 demolition projects because a 6 month notice is required which is more than the 120 days under the Ellis Act.**

Step 10. If demolishing the units, submit proof of relocation payment for units, Clearance Summary Worksheet (demolition permit), the LAHD Demolition application and \$45 per unit. Landlords are strongly recommended to contact the [Land Use Section](#) before initiating the demolition or eviction process to discuss their new construction plans and determine if SB 8 applies.

Recorded at Request of and Mail To:	Space for Recorder's Use
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**MEMORANDUM SUMMARIZING NON-CONFIDENTIAL PROVISIONS
OF A NOTICE OF INTENT TO WITHDRAW UNITS FROM RENTAL
HOUSING USE (Form E1)**

<p>Submitted for Recording Pursuant To: California Government Code Section 7060.4(a) and City of Los Angeles Municipal Code Section 151.23B.</p> <p>The owner(s) of the property described in this <i>Memorandum</i> intend(s) to withdraw all accommodations (as defined by California Government Code Section 7060(b)) described herein from rent or lease pursuant to California Government Code Sections 7060 et seq. All interested parties are hereby put on notice that the future use of this property will be subject to certain restrictions, pursuant to California Government Code Sections 7060.2 and 7060.3 and Chapter 15 of the City of Los Angeles Rent Stabilization Ordinance. This <i>Memorandum</i> summarizes the non-confidential terms of a <i>Notice of Intent to Withdraw Units from Rental Housing Use</i>, which notice will be filed with the City of Los Angeles Housing & Community Investment Department.</p>
<p>NAME OF PROPERTY OWNERS Names should be listed as they appear on the vesting instrument. (<i>Attach additional sheet if necessary</i>)</p>
<p>LEGAL DESCRIPTION OF PROPERTY BEING WITHDRAWN FROM RENT OR LEASE</p>
<p>COMMON DESCRIPTION OF PROPERTY BEING WITHDRAWN FROM RENT OR LEASE (Street Address)</p>

SIGNATURES

All owners must sign, and all signatures must be notarized. Notary Acknowledgment must be attached. If there are more than two owners, copy this page and attach extra sheets.

I/we declare under penalty of perjury under the laws of the State of California that the information contained in this Memorandum Summarizing Non-Confidential Provisions of a Notice of Intent to Withdraw Units from Rental Housing Use is true and correct.

Executed on (*month, day, & year*):

At (*city & state*):

By (Print Name):

By (*signature*):

Executed on (*month, day, & year*):

At (*city & state*):

By (Print Name):

By (*signature*):

Executed on (*month, day, & year*):

At (*city & state*):

By (Print Name):

By (*signature*):

Executed on (*month, day, & year*):

At (*city & state*):

By (Print Name):

By (*signature*):



Notice of Intent to Withdraw Units From Rental Housing Use (Ellis Act) – Form E-2

Property Information for Units to be Withdrawn from Rental Housing Use		
Address		
City	Zip	APN
Total # of Buildings at the Property:		Total # of Buildings Withdrawn:
Total # of Units at the Property:		Total # of Units Withdrawn:
Legal Description (attach description if necessary)		
I certify that all accommodations in the structure(s) or building(s) covered by this Notice are being withdrawn from rent or lease. Per LAMC §151.09.A.10, a landlord seeking to evict tenants in order to demolish or permanently remove a unit from rental housing use may not withdraw from rent or lease less than all of the accommodations in a structure or building.		Landlord's Initials Below:
Owner Information		
Company Name (if not owned by natural persons)		
First Name of natural owner or managing member		Last Name of natural owner or managing member
Mailing Address:		
Phone #:	Email:	
Alt. Phone:	Alt Email:	
I declare that I am the owner of the real property described above, and I hereby notify the City of Los Angeles of my intent to withdraw the rental units indicated on this form from rental housing use. I further declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete.		
All Owners Must Sign:		
Print Full Name (Owner 1):	Print Full Name (Owner 2):	Print Full Name (Owner 3):
Signature:	Signature:	Signature:
Date:	Date:	Date:
Address (city zip, state):	Address (city zip, state)	Address(city zip, state):
Intended Future Use of Withdrawn Accommodation		
A. ___ Demolition (pick one below) Note: All Demolitions are subject to SB 8.		
New Construction Will be: ___ Multi-Family Residence ___ 1 SFD or Lot Split with new SFDs ___ Condo/Co-Op ___ ED1 100% affordable)		
B. ___ Convert to Other Use with No Demolition (pick one below)		
Current Units Will be: ___ Converted to Condos or Co-Op ___ Sold as Tenancy In Common ___ Lot Split		
C. ___ Not rented. Will not demolish or convert to other use.		
Ellis Case#:	<i>Department Use Only</i>	Demolition Case#
Amt Paid \$:	Amt Paid \$	

Required Documentation

The following documentation is required at the time of application submission:

- Form E1:** County Recorded Memorandum Summarizing Non-Confidential Provisions of a *Notice of Intent to Withdraw Units from Rental Housing Use*.
- Form E2:** *Notice of Intent to Withdraw Units from Rental Housing Use*.
- Form E3:** Copy of *Notice to Tenant of Pending Withdrawal* for each occupied unit.
- Copy of notice terminating tenancy to be served to tenants, as required by California State Law.
- Copy of Grant Deed.
- Copy of Articles of Incorporation, Articles of Organization or Partnership Agreement, if not owned by a natural person.
- For Demolition/Conversion: LADBS Clearance Summary Worksheet and the Relocation Services OR Demolition Monitoring Services Application.

The following documentation may be required, if applicable, after the filing of the Notice of Intent to Withdraw:

- Form E4:** *Notice of Interest in Renewing Tenancy*. Copy of Form E4 must be provided to Tenant. *If tenant provides landlord with Form E4, owner shall provide LAHD with a copy.*
- Form E5:** *Notice to City of Claims for Extended Tenancy*. If a tenant is entitled to an extended stay of one (1) year (applies if tenant is at least 62 years of age or is disabled and has lived in the unit for at least one year), the owner must complete Form E5 and submit it to LAHD.
- Form E6:** *Notice to City of Extended Dates of Withdrawal* Landlord may provide the one (1) year extension to other tenants. Landlord shall submit Form E6 if tenancy extensions are provided. **Required for occupied SB 8 projects.**
- Form E7:** *Notice of Intent to Re-Rent Withdrawn Accommodations* (Form E7) If landlord intends to re-rent withdrawn units, the landlord must submit Form E7 to LAHD.
- Form E8 (Required Yearly):** Annual Property Status for seven (7) years following the date of delivery to the Department of the Notice of Intent to Withdraw Rental Units from the Rental Housing Use, or until such time as the Department advises the property owner that they have complied with all reporting requirements, the property owner must file an Annual Property Status Report.

Demolition or Conversion Clearance

Are you requesting a demolition or conversion clearance? Yes No

How many units will be demolished? Are all the units vacant? Yes No

*LAHD will verify units are vacant before providing clearance. Verification may take three weeks or longer.

Application Fees Effective 7/1/23-6/30/24 (increases every July 1st) Non-Refundable

	Fees x # of Units	Fees
Qualified* Unit – Relocation Services Provider Fee:	\$902 x	\$
Eligible* Unit – Relocation Services Provider Fee:	\$561 x	\$
Relocation Services Administrative Fee:	\$77 x	\$
Demolition Monitoring Administrative Fee (Use Demolition Monitoring Services Application):	\$45 x	\$
*See Tenant Information section of this application to determine Qualified or Eligible status	Total Amount Due:	\$

Tenant Relocation Assistance Fees due to Tenants (increases every July 1st)

Household Determination	Occupancy Less Than 3 Years	Occupancy of 3 Years or More	Low (80%) Income (AMI)* (regardless of length of occupancy)
Eligible	\$9,900	\$12,950	\$12,950
Qualified	\$20,850	\$24,650	\$24,650

If the rental unit is occupied by two or more tenants, each tenant shall be paid a pro-rata share. In accordance with LAMC Sec. 151.09.G2, the landlord shall pay relocation assistance amount owed to the tenant, either directly or via an escrow account in the tenant’s name, within 15 days of service of a written notice of tenancy termination.

2023 HUD Low (80%) Income Household Limits for Greater Los Angeles (AMI)*

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$70,650	\$80,750	\$90,850	\$100,900	\$109,000	\$117,050	\$125,150	\$133,200

Tenant Information	
<input type="checkbox"/>	Unit is Vacant (only enter unit # below)
Unit #:	Provide names of all known adult tenants:
Head of Household Name:	
Phone#:	Email:
Current Rent Amount:	Date of Last Rent Increase:
Move-In Date:	Service Date of Notice of Tenancy Termination: <small>Withdrawal date will be either: 120 days, 6 months (for SB 8) or up to 1 year after File Date.</small>
Relocation Factors	
<i>If "Yes" was marked for any of the three factors below, the unit is "Qualified"</i>	
<i>If "No" was marked for all three factors, the unit is "Eligible"</i>	
Unit has a tenant who is 62 years or older?	YES NO
Unit has a tenant who disabled or handicapped?	YES NO
Unit has a minor dependent child?	YES NO

Tenant Information	
<input type="checkbox"/>	Unit is Vacant (only enter unit # below)
Unit #:	Provide names of all known adult tenants:
Head of Household Name:	
Phone#:	Email:
Current Rent Amount:	Date of Last Rent Increase:
Move-In Date:	Service Date of Notice of Tenancy Termination: <small>Withdrawal date will be either: 120 days, 6 months (for SB 8) or up to 1 year after File Date.</small>
Relocation Factors	
<i>If "Yes" was marked for any of the three factors below, the unit is "Qualified"</i>	
<i>If "No" was marked for all three factors, the unit is "Eligible"</i>	
Unit has a tenant who is 62 years or older?	YES NO
Unit has a tenant who disabled or handicapped?	YES NO
Unit has a minor dependent child?	YES NO

Tenant Information	
<input type="checkbox"/>	Unit is Vacant (only enter unit # below)
Unit #:	Provide names of all known adult tenants:
Head of Household Name:	
Phone#:	Email:
Current Rent Amount:	Date of Last Rent Increase:
Move-In Date:	Service Date of Notice of Tenancy Termination: <small>Withdrawal date will be either: 120 days, 6 months (for SB 8) or up to 1 year after File Date.</small>
Relocation Factors	
<i>If "Yes" was marked for any of the three factors below, the unit is "Qualified"</i>	
<i>If "No" was marked for all three factors, the unit is "Eligible"</i>	
Unit has a tenant who is 62 years or older?	YES NO
Unit has a tenant who disabled or handicapped?	YES NO
Unit has a minor dependent child?	YES NO

Owner Certification

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct to the best of my knowledge and belief and that I am evicting the tenant(s) at the rental property identified on this form in order to remove the rental units from rental housing use.

I acknowledge that I will be responsible for providing monetary relocation assistance to the tenant(s) being evicted in accordance with LAMC §151.09.G. If the City determines that a higher Relocation Assistance Services Provider Fee is due based on a different relocation eligibility status determination, I will compensate the City for the balance due. All fees are non-refundable. I further acknowledge that if I re-rent the withdrawn accommodations, the rent for any subsequent tenant(s) is not decontrolled and therefore, must be established at the rental amount of the current tenant plus any increases allowed by LAMC 151.06.

I acknowledge that I have received the *Procedures for Withdrawing Rental Units from the Rental Market* packet.

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

Any person who willfully or knowingly with the intent to deceive makes a false statement or representation, or knowingly fails to disclose a material fact in this form shall be guilty of a misdemeanor (LAMC 151.10B)

Relocation Payment

How will you pay the Tenant?

- Direct Payment to Tenant
- Via an Escrow Account (please fill out the information below)
- Vacant Unit. No Relocation Due.
- Deducting Rental Debt. (Should give an accounting to tenants)

Name of the company or attorney where you will open the escrow account:	Address & Telephone # for the Escrow Company:

I understand that I must pay the tenant relocation monies within the first **15 days** after I serve the eviction notice by either direct payment to the tenant or by depositing into an Escrow Account. If I choose to deposit the monies into an escrow account I understand that I am required to serve the tenant instructions on how to withdraw the funds (See RAC 960 for a Sample) within 15 days of the service date of the eviction notice.

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

Owner’s Signature: _____ Date: _____

Appointment Information

Name of Person Filing Forms on Day of Appointment:



Notice to Tenant of Pending Withdrawal Form E-3 PAGE 1 OF 2

Tenant Information

Tenant Name:

Rental Unit Address:

Withdrawal of the Units from Rental Housing Use

Dear Tenant: Your landlord filed a Notice of Intent to Withdraw Units from Rental Housing Use with the City of Los Angeles Housing Department (LAHD) on the date indicated below which means your unit will no longer be rented. Your landlord certified that they have initiated termination of your tenancy as allowed by the state law. Los Angeles Municipal Code (LAMC) §151.23.C requires the landlord to provide you with the information contained in this Notice to Tenant of Pending Withdrawal within **5 days** of the date the landlord files the Notice of Intent to Withdraw Units from Rental Housing Use with LAHD. This notice provides important information regarding your rights as a tenant under both the City's Rent Stabilization Ordinance and California State law. Please note the city takes no responsibility for the accuracy or good faith of the representations made in this notice by your landlord.

Right to Extended Tenancy for Senior or Disabled Tenants or SB 8

All tenants displaced by the withdrawal of their unit from the rental market are entitled to a minimum of **120 days notice** from the File Date, **unless it is an SB 8 demolition in which case a minimum of 6 months notice is required.** Pursuant to LAMC §151.23.C.5, you may also have rights to an extended tenancy of up to **1 year** from the Filing Date provided that: (a) you are at least 62 years of age or disabled (as defined in Government Code §12955.3); (b) you have lived in your accommodations for at least one year prior to the Filing Date; and (c) you have given written notice of your entitlement to your landlord within 60 days of the Filing Date. The extended tenancy shall be continued on the same terms and conditions as existed on the Filing Date, subject to any adjustments otherwise available under the RSO, and no party shall be relieved of the duty to perform any obligation under the lease or rental agreement during the extended tenancy. **If units will be demolished under SB 8, then tenants must be allowed to remain in the until 6 months prior to start of construction activity. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under SB 8. Notice shall be provided at least 6 months in advance of the date that existing occupants must vacate.**

File Date and Demolition Plans

Landlord delivered a Notice to Withdraw your unit from rental housing use to LAHD on:

FILE DATE: _____

Landlord plans to demolish unit (*required information by SB 8*): Yes No

Information Regarding Your Tenancy Provided to the City

Landlord reported your monthly rent paid is: \$ _____

Landlord address where tenant should send
Notice of Extended Tenancy Claim for 1 year:

Right to Relocation Assistance Payment

You are entitled to relocation assistance, pursuant to LAMC 151.09.G, unless you received written notice, before 12/13/2017 and prior to entering into a written or oral tenancy agreement, that an application to either (a) convert your building to a condominium, stock cooperative, or community apartment or (b) demolish your building and replace it with a condominium, stock cooperative, or community apartment was on file or had been approved by the City. If any current tenant in your household is 62 years of age or older, is disabled (as defined in Title 42 United States Code §423) or handicapped (as defined in California Health and Safe Code §50072), or is residing with one or more minor children who are legally dependent on that tenant for federal income tax purposes, your household is entitled to either \$20,850 or \$24,650 in relocation assistance; if no tenant meets one of these qualifications, your household is entitled to either \$9,900 or \$12,950 in relocation assistance. (These assistance amounts are in effect as of July 1, 2023.) Your landlord must pay this assistance, either directly or through an escrow account in your name, within 15 days after service of the written notice terminating your tenancy. **SB 8 requires owners provide relocation benefits only to low income tenants pursuant to Government Code 7260, but the city law requires relocation under the LAMC to all tenants regardless of income.** NOTE: If you owe rent the landlord may reduce it from the relocation payment.

Right to Damages If Your Landlord Re-Rents Within Two Years

If your unit is returned to the rental market within two years of the date of its withdrawal, your landlord is liable to you, as the displaced tenant, for actual and exemplary damages in civil court provided you bring action in civil court within three years of the withdrawal of your unit from rent or lease.

Ellis Right to Return to Rental Unit or SB 8 Right of First Refusal

Your landlord must offer you the right to return to your rental unit should it be returned to the rental market within ten years of its withdrawal, provided you request such an offer in writing from your landlord within 30 days after your landlord has notified LAHD of an intention to again offer the accommodations for residential rent or lease pursuant to LAMC §151.27.B. If your unit is re-rented, the rent shall be the lawful rent as of the withdrawal date plus annual adjustments available under LAMC 151.06 for the first 5 years after withdrawal. In addition, if your unit is re-rented within two years of its withdrawal from rent or lease, your landlord must first offer the unit to you via registered or certified mail, provided that you have (a) advised your landlord in writing within 30 days of your displacement of your desire to consider an offer to renew your tenancy and (b) provided your landlord with an address to which that offer is to be directed. **If the new building is an SB 8 Project some low income tenants may have a right of first refusal for a comparable unit available in the new housing development, or in any required replacement units associated with a new development that is not a housing development, affordable to the household at an affordable rent or an affordable housing cost. Tenants should respond to requests for income information from the city's consultant. For questions on SB 8 contact the Land Use Section lahd-landuse@lacity.org (213) 808-8843.**

Resources

The same terms and conditions continue to exist while you remain in the unit. The parties continue to have the same duty to perform any obligation under the lease or rental agreement. If you need assistance during this time period, you may call LAHD at **866-557-7368**. You will receive a letter from your LAHD Analyst confirming this withdrawal and providing you specific contact information for your Analyst.



Aviso al Inquilino de Retiro Pendiente

Forma E-3 Pagina 1 de 2

Información de Inquilino

Nombre de Inquilino:

Dirección de Unidad de Renta:

Retiro de Unidades del Uso de Renta

Estimado Inquilino: Su arrendador archiva un Aviso de Intención de Retirar Unidades Del Uso Para Rentar con el Departamento de Vivienda de la Ciudad de Los Angeles (LAHD) indicando que su unidad de no será rentada. Su arrendador ha iniciado el proceso de terminar su arrendamiento. El Código Municipal de Los Angeles (LAMC) §151.23.C requiere que su arrendador le proporcione la información contenida en este Aviso al Inquilino de Retiro Pendiente dentro de 5 días de la entrega a LAHD del Aviso de Intención de Retirar Unidades del Uso Para Rentar. Este Aviso provee información importante con respecto a sus derechos como inquilino bajo la Ordenanza de Estabilización de Renta de la Ciudad y la ley Estatal de California. Tenga en cuenta que la Ciudad no se hace responsable de la exactitud o de la buena fe de las declaraciones hechas en este aviso por su propietario.

Derecho a Arrendamiento Prolongado Para Ancianos y Discapacitados Bajo Ellis o SB 8

Inquilinos desplazados por el retiro de su unidad del mercado de alquiler tienen derecho a un aviso de por lo menos **120 días** a partir de la Fecha Del Archivo **a menos que se trate de una demolición SB 8, en cuyo caso se requiere un aviso mínimo de 6 meses.** Bajo §LAMC 151. 23.C.5., también puede tener derecho a un arrendamiento prolongado de hasta **1 año** a partir de la Fecha Del Archivo, siempre y cuando; (a) tenga por lo menos 62 años de edad o este discapacitado (según se define en el Código del Gobierno §12955.3); (b) usted ha vivido en la unidad por lo menos un año antes de la Fecha Del Archivo; y (c) ha notificado por escrito al arrendador dentro de los 60 días de la Fecha Del Archivo de su derecho prolongado. El arrendamiento extendido se continuará en los mismos términos y condiciones que existieron en la Fecha Del Archivo, excepto ajustes permitidos por la RSO, y ninguna parte será excusado del deber de cumplir con cualquier obligación bajo el contrato de arrendamiento o alquiler durante el arrendamiento extendido. **Si las unidades serán demolidas bajo SB 8, entonces se debe permitir que los inquilinos permanezcan en la unidad hasta 6 meses antes del inicio de la actividad de construcción. El proponente del proyecto deberá proporcionar a los ocupantes existentes una notificación por escrito de la demolición planificada, la fecha en que deben desalojar y sus derechos según la SB 8. La notificación se deberá proporcionar al menos 6 meses antes de la fecha en que los ocupantes existentes deben desalojar.**

Fecha Del Archivo

Arrendador sometió el Aviso de Intención de Retirar su Unidad del uso para rentar con LAHD el:
Fecha De Archivo _____

Arrendador planea demoler su unidad (*Información requerida por SB 8*): Si No

Información Proveída a la Ciudad Sobre Su Inquilinato

El Aviso de Intención de Retirar sometido a LAHD indico su nombre como inquilino y que su renta por mes es: \$ _____

Dirección del dueño donde inquilino puede mandar aviso de derecho de extension de 1 año:

Derecho a Pago de Reubicación Bajo la RSO y SB 8

Tiene derecho a asistencia de reubicación, de acuerdo con LAMC §151.09.G., a menos que usted haya recibido un aviso escrito, antes del 13 de diciembre del 2017 y de firmar un contrato de arrendamiento escrito u oral, que una solicitud para (a) convertir el edificio a un condominio, o apartamento de cooperativa, o apartamento comunitario o (b) demoler el edificio y reemplazarlo con un condominio, cooperativo de valores, o apartamento comunitario estaba archivado o había sido aprobado por la Ciudad. Si algún inquilino actual de su hogar tiene 62 años de edad o mas, esta deshabilitado (segun se define en el Titulo 42 del Código de los Estados Unidos §423) o discapacitado (como se define en el Código de Salud y Seguridad de California §50072) o reside con menores de edad que son legalmente dependientes de ese inquilino para fines de impuestos federales, su hogar tiene derecho, a \$20,850 o \$24,650 en asistencia para reubicación; Si ningún inquilino cumple con una de estas calificaciones, su hogar tiene derecho a \$9,900 o \$12,950 en asistencia de reubicación. (Estas cantidades de asistencia están vigentes a partir del 1 de julio del 2023.) Su arrendador debe pagar esta asistencia, directamente o a traves de una cuenta de depósito a su nombre, dentro de 15 días después de notificación escrita terminando su arrendamiento. **La SB 8 exige que los propietarios proporcionen beneficios de reubicación sólo a inquilinos de bajos ingresos de conformidad con el Código de Gobierno 7260, pero la ley de la ciudad bajo LAMC exige la reubicación a todos los inquilinos independientemente de sus ingresos.** NOTA: Si debe alquilar, el propietario puede reducirlo del pago de reubicación.

Derecho a Daños si el Propietario Re-Alquila la Unidad Dentro De Dos Años

Si su unidad es devuelta al mercado de alquiler dentro de los dos años de la fecha de su retiro, su propietario es responsable a usted, como inquilino desplazado, de daños reales y ejemplares en un tribunal civil, siempre que usted traiga la acción civil dentro de tres años del retiro de la unidad del alquiler.

Derecho de Regresar a la Unidad Bajo Ellis o Obtener Una Nueva Unidad Bajo SB 8

Su arrendador debe ofrecerle el derecho de regresar a su unidad de alquiler si el arrendador devuelve la unidad al mercado de alquiler dentro de los diez años de su retiro, siempre que usted solicite esta oferta por escrito de su arrendador dentro de 30 días después de que su arrendador haya notificado a LAHD de la intención de ofrecer de nuevo la unidad para alquiler residencial de acuerdo con LAMC §151.27.B. Si su unidad es re-alquilada, la renta será la cantidad legal en la fecha de retiro más los ajustes anuales disponibles bajo LAMC §151.06. Además, si su unidad es re-alquilada dentro de los dos años de su retiro de alquiler, su propietario debe primero ofrecerle a usted la unidad a través de correo registrado o certificado, siempre que usted haya (a) avisado por escrito a su arrendador dentro de los 30 días de su desplazamiento de su deseo de considerar una oferta para renovar su arrendamiento y (b) proporcione a su propietario una dirección a la cual esa oferta debe ser dirigida. **Si el nuevo edificio es un Proyecto SB 8, los inquilinos de bajo ingreso pueden tener derecho de preferencia sobre la unidad recién construida si tienen bajos ingresos. Los inquilinos deben responder a la solicitud de información de ingresos al Consultor de la ciudad. Para preguntas de SB 8, llame a la Sección de Land Use lahd-landuse@lacity.org (213) 808-8843 de LAHD.**

Recursos

Los mismos términos y condiciones siguen existiendo durante su tenencia. Las partes siguen teniendo el mismo deber de cumplir con cualquier obligación en virtud del contrato de arrendamiento o alquiler. Si necesita asistencia durante este período, puede llamar a LAHD al **866-557-7368**. Recibirá una carta de su Analista de LAHD confirmando este retiro y proporcionándole información de contacto específica para su Analista.



Notice to Landlord of Interest in Renewing Tenancy / Aviso al Propietario del Interes de Renovar el Inquilinato Form E-4

Landlord Name/ Nombre del Propietario:	
Landlord Address/ Dirección del Propietario:	
Tenant Name / Nombre del Inquilino:	
I was a tenant at / Yo fui inquilino en:	
I hereby declare that I wish to be contacted by the landlord in the event that the accommodations at the address where I am/was a tenant are again offered for rent or lease within ten years from the date on which they are withdrawn from rent or lease. I can be contacted at the following address and wish any offer to renew the tenancy be sent to me as follows: Yo declaro que deseo ser contactado por el propietario en caso que los alojamientos en la dirección donde soy/fui inquilino se ofrezcan para rentar dentro de diez años de la fecha que se retiran de alquiler o arrendamiento. Puedo ser contactado en la siguiente dirección y deseo que cualquier oferta para renovar el alquiler se me envíe como lo siguiente:	
Tenant Contact Information/ Informacion de Contacto de Inquilino	
Tenant Name/ Nombre del Inquilino::	
Contact Address/ Dirección del Contacto:	
Phone/ Teléfono:	Email/ Correo Electronico:
Tenant Contact Information/ Informacion de Contacto de Inquilino	
Tenant Name/ Nombre del Inquilino::	
Contact Address/ Dirección del Contacto:	
Phone/ Teléfono:	Email/ Correo Electronico:
Tenant Contact Information/ Informacion de Contacto de Inquilino	
Tenant Name/ Nombre del Inquilino::	
Contact Address/ Dirección del Contacto:	
Phone/ Teléfono:	Email/ Correo Electronico:
Signature of Tenant / Firma De Inquilino:	
Date / Fecha:	
IMPORTANT NOTICE TO TENANT	
If the tenants want to return to the same unit if it is re-rented this notice must be given to the landlord by tenant no later than 30 days after the date the tenant vacates the property that is being withdrawn. A copy of this notice should also be given to: <i>LAHD Landlord Declarations: 1200 W 7th Street, 1st Fl.; Los Angeles, CA 90017 via email : LAHD.Declarations@lacity.org.</i>	
Si el inquilino quiere regresar a la misma unidad si se vuelve a rentar este aviso debe ser entregado al propietario por el inquilino a más tardar 30 días después de la fecha que el inquilino desalojo la propiedad que esta siendo retirada. Una copia de este aviso también debe ser entregado a: <i>LAHD Landlord Declarations: 1200 W 7th Street, 1st Fl.; Los Angeles, CA 90017 via email : LAHD.Declarations@lacity.org.</i>	



Notice To City of Claims for Extended Tenancy/ Aviso del Dueño de Extension de Inquilinato

Form E-5

NOTICE TO LANDLORD: Within 30 days of the notification by the tenant to the landlord of his or her entitlement to an extension due to disability or age 62 years or older, the landlord shall give written notice to the Department of the claim that the tenant is entitled to stay in the accommodations for up to one year after the date of delivery to the Department of the Notice of Intent to Withdraw. **Send this notice to LAHD at LAHD.Declarations@lacity.org. Owners must notify their tenant of the new vacate date in writing and provide LAHD a copy of the notification.**

AVISO AL PROPIETARIO: Dentro de los 30 días de la notificación por parte del inquilino al arrendador de su derecho a una extensión debido a una discapacidad o edad de 62 años o más, el arrendador deberá notificar por escrito al Departamento sobre el reclamo de que el inquilino tiene derecho a quedarse en las adaptaciones por hasta un año después de la fecha de entrega al Departamento del Aviso de Intención de Retiro. **Mande esta forma a LAHD a LAHD.Declarations@lacity.org. Los dueños deben notificar al inquilino de la nueva fecha de desalojo por escrito y dar copia a LAHD del aviso.**

Property Address / Dirección de Propiedad:

Tenant Information / Informacion de Inquilino

Tenant Name / Nombre del Inquilino:

Unit Address / Unidad:

Basis for Claim / Base de calificacion:
 _____ Either Age 62 or older OR disability as defined in Government Code 12955.3)

Date of Tenant's Written Claim / Fecha de Notificacion del Inquilino:

Date owner filed Notice of Intent to Withdraw with the City / Fecha de archivo por el dueno con la ciudad del Aviso de Intencion de Retirar Unidades:

New withdrawal date must be **at least one year** from the date the owner filed the Notice of Intent to Withdraw. Enter new withdrawal date here / Nueva fecha de retiro sera por lo menos de 12 meses de la fecha del archiva del Aviso de Intencion de Retirar:

Landlord Declaration / Declaración del Dueño

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form is true, correct, and complete. / Declaro, bajo pena de perjuicio segun las leyes del Estado de California, que la informacion proporcionada en este formulario en verdadera, correcta y completa.

Landlord's Signature / Firma del Propietario

Landlord's Printed Name / Nombre del Propietario

Date / Fecha

Agent's Signature / Firma de Agente

Agent's Printed Name / Nombre de Agente

Date /Fecha



Notice To City of Extended Dates of Withdrawal / Aviso a la Ciudad de Fecha de Retiro Form E-6

NOTICE TO LANDLORD: Pursuant to California Government Code §7060.4 and Los Angeles Municipal Code 151.23B, you must provide the Los Angeles Housing Department (LAHD) with written notice of any extended dates of withdrawal for units previously declared to be intended for removal from the rental market. This information must be provided within 90 days of filing of a Notice of Intent to Withdraw Units from Rental Housing Use with LAHD. **Send this notice to LAHD at LAHD.Declarations@lacity.org. Owners must notify their tenant of the new vacate date in writing and provide LAHD a copy.**

AVISO AL PROPIETARIO: De conformidad con el Código de Gobierno de California §7060.4 y el Código Municipal de Los Ángeles 151.23B, debe proporcionar al Departamento de Vivienda de Los Ángeles (LAHD) un aviso por escrito de cualquier fecha extendida de retiro para unidades declaradas previamente para ser retiradas del alquiler mercado. Esta información debe proporcionarse dentro de los 90 días posteriores a la presentación de un Aviso de Intención de Retirar Unidades del Uso de Vivienda de Alquiler con LAHD. **Mande esta forma a LAHD a LAHD.Declarations@lacity.org. Los dueños deben notificar al inquilino de la nueva fecha de desalojo por escrito y dar copia a LAHD.**

Property Address / Dirección de Propiedad:

Please provide the indicated information for all rental units where the date of withdrawal has been extended from the date provided in the Notice of Intent to Withdraw Units from Rental Housing Use previously filed for this property. / Proporcione información indicada para todas las unidades de alquiler donde la fecha de retiro se haya extendido a partir de la fecha provista en el aviso de intención de retiro de unidades del alquiler previamente archivada para esta propiedad.

Tenant Information / Información de Inquilino

Tenant Name / Nombre del Inquilino:

Unit Address / Unidad:

New Date of Withdrawal (move out date)/ Nueva Fecha de Retiro (Fecha de Mudanza):

Landlord Declaration / Declaración del Dueño

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form is true, correct, and complete. / Declaro, bajo pena de perjuicio según las leyes del Estado de California, que la información proporcionada en este formulario es verdadera, correcta y completa.

Landlord's Printed Name / Nombre Impreso del Propietario	Landlord's Signature / Firma del Propietario	Date / Fecha
Agent's Printed Name / Nombre Impreso de Agente	Agent's Signature / Firma de Agente	Date / Fecha

For City Department Use Only:

Case No.:

APN:



**Notice of Intention to
 Re-Rent Withdrawn
 Accommodations
 Form E-7**

NOTICE TO LANDLORD: Los Angeles Municipal Code (LAMC) §151.24 mandates the filing of this form with the Los Angeles Department (LAHD) if a landlord intends to offer for rent or lease a rental unit that was the subject of a Notice of intent to Withdraw. **Email to LAHD.Declarations@lacity.org.**

Property Address:

Restrictions on Re-Rental for Ellis Act Provisions

1. The landlord shall not offer for rent or lease any unit from which a tenant or lessee was displaced for a period of thirty days following the filing of the Notice of Intention to Re Rent Withdrawn Accommodations with the Department.
2. Tenants displaced from these units following the filing of a Notice of Intent to Withdraw have re-rental rights in the following circumstances:
 - a. If a unit is offered for rent or lease within two years from withdrawal, the displaced tenant has a first right of refusal for 30 days following the landlord’s mailing of an offer by certified or registered mail. The owner must notify the tenant by registered or certified mail provided that the tenant advised the landlord of a desire to consider an offer to renew the tenancy and provided the landlord with a contact address within 30 days of displacement.
 - b. If the unit is returned to the market within 10 years from withdrawal, the displaced tenant has a first right of refusal for 30 days after the owner files this Notice of Intent to Re-Rent with LAHD.
3. LAMC 151.23 requires that the property owner files annual property status reports regarding the status of the property for no less than 7 years from the delivery of the Notice of Intent to Withdraw, or until such time as the Department advises the landlord that they have complied with all reporting requirements.

Landlord Declaration

I declare that I am the owner of the real property described above, and I hereby notify the City of Los Angeles of my intent to re-rent the previously withdrawn housing accommodations indicated on this form. I hereby acknowledge that I am aware of the restrictions pertaining to the re-rental of withdrawn accommodations as set forth in LAMC § 151.22 et seq. and as summarized above. I further declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. All owners must sign. Attach additional pages if necessary.

Owner 1

Signature:	Print Name:	Date:
------------	-------------	-------

Owner Address (Will be provided to former tenants):	Phone Number:
---	---------------

Owner 2

Signature:	Print Name:	Date:
------------	-------------	-------

Owner Address (Will be provided to former tenants):	Phone Number:
---	---------------

Please provide the indicated information for all rental units in the building(s) or structure(s) covered by this *Notice of Intention to Re-Rent*. Attach Additional sheets if necessary.

Unit Address

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

For Landlord Declarations Section Use Only:

Case No.:

APN:

For Counter Use Only



Annual Property Status Report Form E-8

Instructions: Complete form and mail to LAHD – Landlord Declarations P.O. Box 17100, Los Angeles, CA 90057. Email the form to lahd.declarations@lacity.org

Section A	Annual Filing (Check box that applies for the number of years since the property was withdrawn)						
<input type="checkbox"/> 1st Year	<input type="checkbox"/> 2nd Year	<input type="checkbox"/> 3rd Year	<input type="checkbox"/> 4th Year	<input type="checkbox"/> 5th Year	<input type="checkbox"/> 6th Year	<input type="checkbox"/> 7th Year	

The landlord must file this form annually for 7 years following the date of delivery to the Department of the Notice of Intent to Withdraw or until the Department advises that all reporting requirements are met. LAMC §151.23.D.

Section B	Property Information		
Original Address at time of filing Notice of Intent to Withdraw: (Address, Street Name, Zip)			
Date Notice of Intent to Withdraw Was Filed:	Original APN (s) at time of filing:	LAHD Case #:	
Current Property Address(es): (Address, Street Name, Zip)			
Total Number of Units Currently at the Property:			

Section C	Current Status of Withdrawn Accommodations (Check box that indicates what was done to the original units)		
<input type="checkbox"/> All original units were demolished or converted to a different use or different unit count. Please select the bubble below to indicate current status after demolition.			
<input type="checkbox"/> Newly Constructed Multi-Family Rental Housing (eg. Apartment building, 2 or more Single Family Dwellings on the same parcel, Duplex)			
<input type="checkbox"/> New Condos			
<input type="checkbox"/> Vacant Lot			
<input type="checkbox"/> Commercial (eg. Offices, retail space)			
<input type="checkbox"/> Small Lot Subdivision			
<input type="checkbox"/> Only one Single Family Dwelling on the Parcel			
<input type="checkbox"/> Renovations Ongoing			
<input type="checkbox"/> Tenancy In Common (TIC)			
<input type="checkbox"/> 100% Affordable Housing Multi-Family with a Covenant or Homeless Shelter			
<input type="checkbox"/> All original units continue to exist and are still withdrawn from rental housing use (Not demolished, converted or rented)			
<input type="checkbox"/> Original Units were re-rented. If you re-rented the original units you are required to file Form E-7 Notice of Intention to Re-Rent. The form is found online at https://housing.lacity.org/rental-property-owners/removal-from-rental-market-property-owner . Also, complete page 2 of this form with the unit details.			

Section D	Registration of Rental Units (check box that applies)	
<p>If any of the units are rented please complete below:</p> <p>Registration Fees Were Registration Fees Paid for Current Year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Rent Registry Form Was Rent Registry Form Filed for Current Year? <input type="checkbox"/> Yes <input type="checkbox"/> No (please complete the Rent Registry Form found at registerLarent.org)</p>		
Section E	Current Owner Information	
First Name:	Last Name	
Authorized Agent	Company Name:	
Mailing Address (address, street name, City, State, Zip)		
Email:		
Work Phone:	Home Phone:	Cell Phone:
Work Phone:	Home Phone:	Cell Phone:
Section F	Owner Certification	
<p>I hereby declare, under penalty of perjury under the laws of the State of California, that I am the owner of the real property described in this notice, and I hereby notify the City of Los Angeles of the property status. I further declare, that the information provided in this form is true, correct and complete to the best of my knowledge and belief.</p>		
Print Full Name:	Signature:	Date:
Print Full Name:	Signature:	Date:
<p>Any person who willfully or knowingly with the intent to deceive makes a false statement or representation, or knowingly fails to disclose a material fact in this form shall be guilty of a misdemeanor (LAMC 151.10B).</p>		

Yearly Billing Registration Instructions How to Report Withdrawal of Units to Stop Yearly Billing

After the landlords file the Ellis forms, they must continue to pay the RSO and SCEP registration fees for occupied units and once they become vacant they must file two forms: 1) Conditional Exemption Application and 2) Temporary Exemption Application. Payments and Temporary Exemptions may be completed online at <https://housingbill.lacity.org/billing>. The Conditional Exemption Application is mailed to the address indicated on the form.

Occupied Units

If the units are occupied even for one day out of the billing year, the landlord will still be responsible for paying the registration fees for that entire year regardless of whether the Ellis Notice of Intent to Withdraw was previously filed. Exemptions cannot be filed for occupied units.

Vacant Units

After the property is completely vacant and the property is removed from the rental market, the landlord must complete the [Conditional Exemption Application](#) to claim an exemption #“P4A” from the registration fees based on the withdrawal of the units. LAHD will verify that the withdrawal process was completed. This form is only filed one time to obtain the long term exemption from the registration fees.

Until the Conditional Exemption Application is approved, the landlord will continue to receive a yearly registration bill and if the units are vacant they should also file the Temporary Exemption for “no rent collected” to avoid penalties. This form is located enclosed with the annual registration bill. It is possible that a landlord may receive the bill for a couple of years after they file the Ellis forms and after they file the Conditional Exemption form, therefore owners must be sure to file the Temporary Exemption for vacant units until they stop receiving the yearly bill. If a landlord does not file the Conditional Exemption Application they will continue to receive yearly registration bills.



Los Angeles Housing Department
PO BOX 17100, Los Angeles CA 90057

2024 Conditional Exemption Application

Form RSO/SCEP24

<p><u>Property Information</u></p> <p>APN:</p> <p>Address:</p> <p>Total Units:</p>	<p><u>Mailing Address</u></p> <p>Name:</p> <p>Address:</p>	<p>DO NOT WRITE IN THIS SECTION</p>
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Rent Stabilization Ordinance (RSO)/SCEP Exemption Request

- **DO NOT USE THIS FORM FOR OWNER OCCUPANCY, NO RENT COLLECTED or VACANT EXEMPTION REQUESTS (T1, T3, & S5). INSTEAD SUBMIT THE EC24 TEMPORARY EXEMPTION FORM INCLUDED WITH YOUR BILL.**
- For exemption codes, exemption descriptions, requirements, and instructions, see the back of this form.
- To renew, add, correct, or update Rent Stabilization Ordinance (RSO)/SCEP exemption(s), complete this section.
- Supporting documentation may be required
- Please write the APN number on all supporting documentation.
- Processing times can be lengthy depending on volume of requests received per year.

TO RENEW and/or REQUEST RSO/SCEP EXEMPTION(S) COMPLETE THIS SECTION

RSO/SCEP EXEMPTION RENEWALS		NEW RSO/SCEP EXEMPTIONS	
Exemption Code <small>(see the back of this form)</small>	Address/Unit Number	Exemption Code <small>(see the back of this form)</small>	Address/Unit Number

CONTACT PERSON

Name			
Address <small>(Number, Street, Apt #, City, State, Zip)</small>			
Email Address		Phone #	

Send form and supporting documentation via email or USPS mail.

LAHD RSO DETERMINATIONS UNIT
LAHD_RSODeterminations@lacity.org
OR PO BOX 17100, Los Angeles CA 90057

SIGNATURE

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Owner Signature:	Date:
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Rent Stabilization Ordinance (RSO)/SCEP Exemption Information

- If the exemption status for the unit previously exempted changes, the property owner must notify the Los Angeles Housing Department. Payment of fees may be required within 10 days.
- Do NOT submit original documents. Keep copies of all documents submitted.

Exemption Type	Reason for Unit Exemption or Adjustment	Exemption Period	SUPPORT DOCUMENTATION	Exempt from	
				RENT	SCEP
P1	Commercial Use		Certificate of Occupancy.	YES	YES
P2	Demolished		LADBS Demolition Permit and approved final inspection.	YES	YES
P3	a) Monastery or Convent only	5 Years	Certificate of Occupancy or letter on official letterhead stating sole use as convent or monastery.	YES	YES
	b) On-campus fraternity or sorority houses or student housing accommodations		School-owned property used as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s.	YES	YES
	c) Off-campus fraternity or sorority houses or student housing accommodations	10 Years	School-owned property used as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s	YES	NO
P4a	Withdrawn from rental housing use (Ellis Act)		Copy of "Notice of Intent to Withdraw Units from Rental Housing Use" Application processed by LAHD.	YES	YES
P5	a) Hospital		Certificate of Occupancy.	YES	YES
	b) Licensed Care Facility	5 Years	State care facility license and, if applicable, Certificate of Occupancy and lease agreement.	YES	YES
R1	Constructed after October 1, 1978		Certificate of Occupancy (show building was built after 10/1/1978). Exceptions: Attached units or Ellis Replacement Units	YES	NO
R2	a) RSO 151.02 Affordable Housing Accommodations		Requires recorded covenant and/or government issued regulatory agreement and LAHD exemption approval letter issued after 7/15/2011 under LAMC 151.02.	YES	NO
	b) Ellis Replacement Affordable Housing Accommodations		Requires application, application fees and recorded covenant and/or government issued regulatory agreement and LAHD exemption approval letter under LAMC 151.28.B. Only available for new construction subsequent to Ellis Act filing.	YES	NO
	c) Ellis Replacement Owner Occupancy		Requires application & proof that owner (natural person) of 4 or fewer unit building that was demolished or to be demolished resided in the bldg for 3 consecutive years prior to demo or application filing.	YES	NO
R3	Rent-regulated Non-Profit Organization		NO new applications accepted after 7/15/2011. Submit LAHD Non-Profit Exemption letter issued for the application submitted prior to 7/15/2011. NEW APPLICANTS, PLEASE REFER TO R2 EXEMPTION.	YES	NO
R5	a) Substantial Renovation		NO new applications accepted after 10/3/1989. Copy of Certificate for Substantial Renovation issued by LAHD for an application submitted prior to 10/4/1989.	YES	NO
	b) Luxury Exemption		Copy of Certificate for Luxury Exemption issued by LAHD. NEW Applicants must be able to establish rent levels on May 31, 1978, were at the requisite levels.	YES	NO
R6	Housing Accommodation exempted by State or Federal law or administrative regulations	5 Years	Copy of State/Federal law or administrative regulation exempting units from municipal rent regulations and regulatory agreement or contract documenting exempt units. Project-based Section 8 requires HUD Regulatory Agreement indicating the property's mortgage is insured or held by HUD, the current mortgage statement and HAP renewal contract, and other relevant documentation.	YES	NO
S2	a) Co-Op Unit (defined in Civil Code (CC) Sections 817 and 817.1)	5 Years	Proof that property is a limited-equity housing Co-Op, copy of Co-Op Agreement, articles of incorporation, by-laws, number of units & unit #s and list of current members.	YES	NO
	b) Co-Op Unit acquired under Govt. Code 54237(d)		Proof of acquisition under the Code.	YES	NO
	c) Non-profit stock Co-Op occupied by shareholder tenant	5 Years	501 c 3 certificate, copy of Co-Op agreement, articles of incorporation, by-laws, list of current shareholders and other relevant documents.	YES	YES
S3	a) Government owned or managed	10 Years	Proof that the property is government owned and/or managed.	NO	YES
	b) HACLA owned and operated		Proof that the property is owned and managed by HACLA.	YES	YES
S4	Mobile Home Park	1 Year	Copy of permit to operate first issued on or after 2/10/1986, number of units and list of spaces leased with written lease agreements exceeding twelve (12) months for spaces that are the primary residence of the lessee. Note: Per State law, leases entered into after February 13, 2020 cannot be exempt. This exemption will be prohibited for all units starting January 1, 2025 regardless of length or date of lease (Civil Code § 798.17(i), (j), (k)).	YES	YES

RENT STABILIZATION BULLETIN

Demolition of RSO Units and

Exemption Rules for Newly Built Units with Affordable Housing

In addition to complying with the replacement affordable unit requirement under the incentive programs a landlord must also comply with the Rent Stabilization Ordinance (RSO) requirements.

How to remove RSO units from the housing market in order to demolish?

The RSO allows a landlord to recover possession of a rental unit and remove units from rental housing use (known as the Ellis Act) if the landlord plans to demolish or permanently withdraw the units from the rental housing market. The owner must file a Notice of Intent to Withdraw Units from the Rental Housing Use with LAHD, serve the tenants the required notifications, pay the tenants relocation assistance and follow all the Ellis Act RSO provisions. To schedule an appointment to file the required Ellis forms go online <https://lahd.service-now.com/appt>. Please ensure you give yourself enough time to complete the withdrawal process within your project's timeline. In some cases the withdrawal process could be up to 1 year or longer if it's an **SB 8** project. SB requires tenants be allowed to stay in their units up to 6 months before start of construction activities which is the date of the first LADBS inspection on a new construction permit. **SB 8 requires 6-month notice to all tenants**. No demolition permit will be cleared until all tenants are paid relocation and the units are confirmed vacant. For more our website at housing.lacity.org.

What are the replacement obligations under the RSO Ellis provisions?

The RSO does not require new construction, but if there is new construction, then all the new residential units completed within 5 years of the Ellis withdrawal date will automatically be subject to all the RSO rules, unless the owner qualifies for an RSO exemption with the "Replacement Affordable Units" under a Covenant or Regulatory Agreement. Contact [Landlord Declarations Section](mailto:LandlordDeclarations@lacity.org) at [LAHD-LandlordDeclarations@lacity.org](mailto:LandlordDeclarations@lacity.org) for questions. "Replacement Affordable Units" are newly built residential units that have an affordable housing covenant or regulatory agreement under an incentive program or State law such as SB 8. Contact the [Land Use Section](#) at [LAHD-LandUse@lacity.org](mailto:LandUse@lacity.org) for questions about replacement affordable units.

1. Incentive Programs or State law	2. Demolition of RSO Units	3. New Construction RSO Status	4. RSO Exemption with Affordable Units
If there is an incentive project involving demolition of RSO units, then the Ellis process must be followed.	<ol style="list-style-type: none">1. Landlord files Ellis forms to remove the RSO units from the housing market and2. Landlord demolishes RSO units.	All the newly built residential units are subject to the RSO if completed within 5 years of the Ellis withdrawal date. The withdrawal date is either 120 or up to 365 days after the Ellis file date.	The newly built units will be exempt from the RSO if the landlord: <ol style="list-style-type: none">1. Replaces the demolished RSO units with affordable units at or below 80% AMI equal to either the same number of RSO units that were demolished or 20% of the total newly built units, whichever is greater (LAMC 151.28.B).2. Records a 55-year covenant.3. Files an exemption application at any time after filing the Ellis forms, but before the new units are rented.

*Example: If 10 RSO units are demolished and a new 100-unit building is built on the property within 5 years of the Ellis withdrawal date, then all the new units will be subject to the RSO, but can be exempt if the number of affordable units is either 20% of the new 100 units or the same number of demolished RSO units, whichever is **greater**. In this example, 20% (20 units) is greater than the original RSO units (10 units), therefore to get the RSO exemption there must be 20 affordable units at 80% AMI with a 55 year covenant. A completed affordable exemption application is required.*



RSO Ellis Replacement Units: Affordable Exemption Application (LAMC 151.28)

An owner who replaces the number of demolished rental units with a number of affordable housing units at least equal to the number of withdrawn rental units on a one-for-one basis or at least 20% of the total number of newly constructed rental units, whichever is **greater**, may apply to the Department for an exemption of the newly constructed rental units from the provisions of the Rent Stabilization Ordinance. The affordable housing units must be located in the newly constructed accommodations. The Department shall issue an exemption where it finds all of the following to exist:

1. Covenant and agreement has been recorded and executed, guaranteeing that the replacement affordable housing units, affordable for households with an income at or below 80% of Area Median Income as established by the HUD for the Los Angeles primary metropolitan statistical area, shall remain affordable for 55 years from the date the covenant and agreement is recorded.
2. The replacement affordable housing units shall be reasonably dispersed throughout the newly constructed accommodations and shall not be segregated in a portion of the accommodations dedicated to affordable housing units.
3. The replacement affordable housing units shall be comparable to the market rate units and contain, on average, in architectural style, the same number of bedrooms, bathrooms and square footage as the market rate units.

Section A – Property Information

Please give the exact address of the property by the lowest street number on the lot.

Number:	Street Name:	City:	Zip Code:
Total Number of Demolished Units:	Total Number of Affordable Units:	Assessor's Parcel Number (APN):	
Name of Legal Property Owner:			
Owner's Mailing Address		Phone Number:	
Contact Email Address for Correspondence:			

Section B – Exemption Requirements

Pursuant to LAMC 151.28.C.2, if the Department issues an exemption while there are tenants residing in rental units that are subject to the provisions of the RSO, each of the units shall continue to be subject to the provisions of the RSO until all tenants in a unit voluntarily vacate the unit, or have their tenancies terminated pursuant to the provisions of Subdivisions 1., 2., 3., 4., 5., 6., 7., 9., 11., or 12. of Subsection A. of Section 151.09 of the LAMC.

If applicable, provide a list of the tenant names and the unit numbers they occupy, for all units which are currently occupied. Please attach a separate sheet.

Please attach the following required documents:

1. A copy of a government imposed Regulatory Agreement that has been recorded with the Los Angeles County Recorder's Office.
2. Provide a list of all the unit numbers and move-in date for currently occupied units. If none of the units were ever occupied, please check box.

All Units Currently Vacant: _____

Application for Replacement of Affordable Housing Unit Exemption Fees (LAMC 151.28.C.2):

Exemption Application Fee: **\$705.00.**

Replacement of Affordable Housing Unit Fee: **\$75.00** per each replacement affordable unit.

A \$705.00 Exemption Application Fee and applicable Replacement of Affordable Housing Unit Fees made payable to "City of Los Angeles" must be included with this form.

(Check only one box): Check Money Order Credit Card (only in person)

Submission of Exemption Application and Fees:

Submit the completed exemption form with a wet signature, supporting documentation, and applicable filing fees by mail or in person to the address below. (*credit card payments can only be made in person*)

**Los Angeles Housing Department
Landlord Declarations Section
PO BOX 17100
Los Angeles, CA 90057**

For additional information please call (213) 808-8537.

You must notify the Rent Stabilization Division of changes to any of the provisions identified in this form that provided the basis for the exemption. The Department shall have the authority to revoke an exemption issued pursuant to LAMC 151.02 for failure to adhere to any of the conditions for an exemption set forth in the RSO.

Section C – 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:



LAHD - Landlord Declarations
 P.O. 17100
 Los Angeles, CA 90057
 LAHD Hotline (866) 557-7368
 housing.lacity.org



FOR DEPARTMENT USE ONLY

APN:
 C.D.:
 #:

ELLIS ACT PROVISIONS—RENTAL OF REPLACEMENT ORDINANCE OWNER OCCUPANCY EXEMPTION APPLICATION

Rental Unit Address: Street Address City ZIP Code

Date was property Ellised: _____ Ellis Case number: _____

Name of owner who Ellised property: _____

**THIS FORM IS BEING FILED TO REQUEST OWNER OCCUPANCY EXEMPTION AND COMPLY WITH LAMC 151.28.C.3
 PLEASE CHECK ALL APPLICABLE BOXES:**

This property contains four or fewer units This property has been demolished This property has not yet been demolished

There has not been change of ownership since the property was ellised

The owner that ellised the property is a natural person (not an LLC or other business entity)

The owner who ellised the property resided in the building for 3 years prior to demolishing the building. (provide supporting documentation, ie. utility bills)

The owner who ellised the property resided in the building for 3 consecutive years prior to filing this application. (provide supporting documentation, ie. utility bills)

Please note if the Department issues an exemption while there are tenants residing in the units that are subject to the provisions of the Rent Stabilization Ordinance, each of the units shall continue to be subject to the provisions of the Rent Stabilization Ordinance until all tenants in a unit voluntarily vacate the unit, or have their tenancies terminated pursuant to the provisions of Subdivision 1, 2, 3, 4, 5, 6, 7, 8, 9,11 or 12 of Subsection A of Section 151.09 of article.

Landlord Declaration

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct and complete. (All owners must sign. Attach additional pages if necessary)

<u>LANDLORD'S SIGNATURE</u>	<u>LANDLORD'S PRINTED NAME</u>	<u>DATE</u>
<u>LANDLORD'S MAILING STREET ADDRESS</u>	<u>LANDLORD'S CITY, STATE, ZIP CODE</u>	<u>LANDLORD'S PHONE</u>
<u>LANDLORD'S AGENT'S SIGNATURE</u>	<u>AGENT'S PRINTED NAME</u>	<u>DATE</u>
<u>AGENT'S COMPANY & STREET ADDRESS</u>	<u>AGENT'S CITY, STATE, ZIP CODE</u>	<u>AGENT'S PHONE</u>

ELLIS ACT PROVISIONS: LOS ANGELES MUNICIPAL CODE 151.22 – 151.28

SEC. 151.22. ELLIS ACT PROVISIONS – STATEMENT OF PURPOSE AND EFFECT.

(Added by Ord. No. 177,901, Eff. 9/29/06.)

California Government code Sections 7060, et seq. (the “Ellis Act”) permits the City, among other things, to require landlords to provide all tenants with 120 days notice, or one year if the tenants lived in the accommodations for at least one year and are more than 62 years of age or disabled, when rental units subject to the Rent Stabilization Ordinance are to be withdrawn from the rental market. The Ellis Act also permits the City to impose other restrictions, conditions and requirements upon the property. It is the purpose of this section, and Sections 151.23 through 151.28, to implement provisions of the Ellis Act. The Department may develop forms and regulations to assist in the implementation of these provisions.

There continues to be a low vacancy rate for rental units in the City of Los Angeles, and the withdrawal of residential rental property from rent or lease will exacerbate the rental housing shortage and make it more difficult for tenants displaced by the withdrawal to obtain replacement housing. Because of the rental housing shortage, it is essential that tenants be afforded substantial advance notice to enable them to obtain replacement housing, and that they receive other protections available under law.

In any action by a landlord to recover possession of a rental unit subject to the Rent Stabilization Ordinance, including, but not limited to, where an owner seeks to displace a tenant from accommodations withdrawn from rent pursuant to this chapter by an unlawful detainer proceeding, the tenant may appear and answer or demurer pursuant to California Code of Civil Procedure Section 1170 and may raise an affirmative defense the failure of the landlord to comply with one or more of the requirements of Sections 151.22 through 151.28, as well as the failure of the landlord to comply with any other requirement of this chapter. **(Amended by Ord. No. 185,224, Eff. 12/13/17.)**

If rental units subject to the Rent Stabilization Ordinance were demolished subsequent to September 29, 2006, the effective date of Sections 151.22 through 151.28, without complying with the requirements set forth hereunder, then all replacement rental units constructed on the same property shall be deemed subject to the Rent Stabilization Ordinance, Section 151.00, et seq., and other provisions of this chapter. Additionally, any landlord who is found to have demolished a property subject to the Rent Stabilization Ordinance subsequent to September 29, 2006, without complying with the requirements of Sections 151.22 through 151.28 shall be subject to a penalty. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

Pursuant to California Government Code section 7060, the Ellis Act and Sections **151.22** through 151.28 shall not apply to a Residential Hotel as defined in accordance with California Health and Safety Code section 50519 and Section 47.70, et seq., of this Code. **(Added by Ord. No. 184.873, Eff. 6/4/17.)**

SEC. 151.23. ELLIS ACT PROVISIONS – REQUIRED NOTICE.

(Added by Ord. No. 177,901, Eff. 9/29/06.)

Notwithstanding any provision of this chapter to the contrary, if a landlord desires to demolish rental units subject to the Rent Stabilization Ordinance, or otherwise withdraw the units from rental housing use, irrespective of whether such rental units are occupied or vacant, then the following provisions shall apply: (Amended by Ord. No. 184,873, Eff. 6/4/17.)

A. Notice of Intent to Withdraw. (Amended by Ord. No. 184,873, Eff.

6/4/17.) The landlord shall notify the Department of an intention to withdraw a rental unit from rental housing use. This Notice of Intent to Withdraw shall be filed with the Department whether the rental unit(s) to be withdrawn or demolished are occupied or vacant at the time of filing and shall contain the following:

1. Statements, under penalty of perjury on the form and in the number prescribed by the Department, stating that the landlord intends to demolish the rental unit or to remove the rental unit from rental housing use;
2. The address or location of the rental unit;
3. The number of rental units to be demolished or removed from rental housing use;
4. The names of the tenants, if any, of each rental unit and that the landlord intends to evict such tenants in order to demolish the rental unit or to remove the rental unit from rental housing use;
5. The date on which the rental unit will be withdrawn from rental housing use; and
6. The rent applicable to that rental unit.

The Department shall have the authority to promulgate forms and procedures to assist in the implementation of this subdivision.

B. Recordation of Non-Confidential Memorandum and Extension of the Date of Withdrawal from Rental Housing Use. Irrespective of whether the rental units to be withdrawn or demolished are occupied or vacant at the time of filing the Notice of Intent to Withdraw, the landlord shall record with the County Recorder a memorandum summarizing the provisions of the Notice of Intent to Withdraw, other than provisions that are confidential pursuant to this section. If applicable, information respecting the name or names of the tenants, the rent applicable to any rental unit, and the total number of units is confidential information and shall be treated as confidential information by the Department for

purposes of the Information Practices Act of 1977, as contained in Chapter 1 (commencing with Section 1798) of Title 1. of Part 4 of Division 3 of the Civil Code. **(Amended by Ord. No. 184,873, Eff. 6/4/17.)**

The landlord shall submit a copy of the memorandum filed with the County Recorder to the Department concurrently with the Notice of Intent to Withdraw, with a certification that actions have been initiated as required by law to terminate any existing tenancies.

The date on which the rental units are to be withdrawn from rental housing use shall be at least 120 days from the date of the delivery to the Department in person or by first-class mail of the Notice of Intent to Withdraw.

If the tenant is at least 62 years of age or disabled (as defined in Government Code Section 12955.3) and has lived in his or her accommodations for at least one year prior to the date of delivery to the Department of the Notice of Intent to Withdraw pursuant to Subsection A. of this section, then the date of withdrawal of the accommodations of that tenant shall be extended to one year after the date of delivery of that Notice to the Department. This extension shall take place, if and only if, the tenant gives written notice of his or her entitlement to an extension to the landlord within 60 days of the date of delivery to the Department of the Notice of Intent to Withdraw. In that situation, the following provisions shall apply:

1. The tenancy shall be continued on the same terms and conditions as existed on the date of delivery to the Department of the Notice of Intent to Withdraw, subject to any adjustments otherwise available under the Rent Stabilization Ordinance.
2. No party shall be relieved of the duty to perform any obligation under the lease or rental agreement.
3. The landlord may elect to extend the date of withdrawal on any other rental units up to one year after the date of delivery to the Department of the Notice of Intent to Withdraw, subject to Subparagraphs 1. and 2.
4. Within 30 days of the notification by the tenant to the landlord of his or her entitlement to an extension, the landlord shall give written notice to the Department of the claim that the tenant is entitled to stay in the accommodations for one year after the date of delivery to the Department of the Notice of Intent to Withdraw.
5. Within 90 days of the date of delivery to the Department of the Notice of Intent to Withdraw, the landlord shall give written notice to the Department and the affected tenant of the landlord's election to extend the date of withdrawal and the new date of withdrawal under Subparagraph 3.

C. Notice to the Tenants of Pending Withdrawal. Within five days of delivery to the Department of the Notice of Intent to Withdraw with the certification required under Subsection B. of this section, and a copy of the memorandum recorded by

the County Recorder, the landlord shall notify, by delivery in person or by first-class mail, each affected tenant of the following:

1. That the Department has been notified pursuant to Subsection A., including the date of the delivery to the Department of the Notice of Intent to Withdraw;
2. That the Notice delivered to the Department specified the name and the amount of rent paid by the tenant as an occupant of the accommodations;
3. The amount of rent the landlord specified in the notice to the Department;
4. Notice to the tenant of his or her rights under Paragraph (3) of Subdivision (b) of Government Code Section 7060.2; and
5. Notice to the tenant stating the following:
 - i. If the tenant is at least 62 years of age or disabled, and has lived in his or her accommodations for at least one year prior to the date of delivery to the Department of the Notice of Intent to Withdraw, the tenancy shall be extended to one year after the date of delivery to the Department of the Notice of Intent to Withdraw;
 - ii. The extended tenancy shall be continued on the same terms and conditions as existed on the date of delivery to the Department of the Notice of Intent to Withdraw, subject to any adjustments otherwise available under the Rent Stabilization Ordinance; and
 - iii. No party shall be relieved of the duty to perform any obligation under the lease or rental agreement during the extended tenancy.

D. Annual Property Status Reports. (Added by Ord. No. 184,873, Eff.

6/4/17.) For no less than seven (7) years following the date of delivery to the Department of the Notice of Intent to Withdraw, or until such time as the Department advises the landlord that they have complied with all reporting requirements set forth in this section, whichever occurs first, the landlord shall file with the Department an Annual Property Status Report, under penalty of perjury and on the form and in the manner prescribed by the Department, providing the following information to the extent applicable:

1. The status related to the demolition of any withdrawn rental units;
2. The status related to the development of any withdrawn rental units; and
3. Confirmation that any newly constructed rental units have been registered with the Department in conformance with Section 151.05 and are being operated in compliance with the Rent Stabilization Ordinance.

SEC. 151.24. ELLIS ACT PROVISIONS – NOTIFICATION TO DEPARTMENT OF INTENT TO RE-RENT UNIT.

(Added by Ord. No. 177,901, Eff. 9/29/06.)

- A. If a landlord desires to offer for rent or lease a rental unit that was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section

151.23, the landlord must file with the Department a Notice of Intention to Re-Rent Withdrawn Accommodations on a form prescribed by the Department. This Notice must contain the following information:

1. The names and mailing addresses of all owners of the property;
2. A statement that said owners intend to re-rent the accommodations;
3. The addresses of those accommodations.

- B. Except as provided in Section 151.27 of this Article, the landlord shall not offer for rent or lease any unit from which a tenant or lessee was displaced for a period of thirty days following the filing of the Notice of Intention to Re-Rent Withdrawn Accommodations with the Department.
- C. If a landlord offers for rent or lease a rental unit which was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section 151.23, irrespective of whether a Notice of Intention to Re-Rent Withdraw has been filed with the Department, and the landlord later wishes to recommence the withdrawal of the rental unit, the landlord must file a new Notice of Intent to Withdraw and comply with all requirements pursuant to Sections 151.09G. and 151.23 through 151.28 of this Code. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

SEC. 151.25. ELLIS ACT PROVISIONS - CIVIL PENALTIES FOR OFFERING UNITS FOR RENT WITHIN TWO YEARS OF WITHDRAWAL

(Added by Ord. No. 177,901, Eff. 9/29/06.)

If a rental unit that was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section 151.23 is offered for rent or lease within two years of the date of withdrawal of the rental unit from the rental market:

- A. The landlord shall be liable to any tenant or lessee who was displaced from the property for actual and exemplary damages. Any action by a tenant or lessee pursuant to this section shall be brought within three years of withdrawal of the rental unit from rent or lease. Nothing in this section precludes a tenant from pursuing any alternative remedy available under the law; and
- B. The City may institute a civil proceeding against any landlord who has again offered a rental unit for rent or lease subject to this section, for exemplary damages for displacement of tenants or lessees. Any action by the City pursuant to this section shall be brought within three years of the withdrawal of the rental unit from rent or lease.
- C. Pursuant to California Government Code Section 7060.3, the City may apply the constraints as set forth in this section to a successor in interest of a landlord who has withdrawn a rental unit from rent or lease, by recording a notice, to be indexed in the grantor-grantee index, with the County Recorder which shall specifically describe the property where the rental unit is located, the dates applicable to the constraints and the name of the owner(s) of record of the property. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

SEC. 151.26. ELLIS ACT PROVISIONS - REGULATION OF PROPERTY ON RE-OFFER FOR RENT OR LEASE AFTER WITHDRAWAL.

(Added by Ord. No. 177,901, Eff. 9/29/06.)

If a landlord desires to offer for rent or lease a rental unit which was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section 151.23, the following regulations apply:

- A. If a rental unit that was removed from rental housing use pursuant to the provisions of Section 151.23 is offered for rent or lease during either:
 1. the five-year period after the Notice of Intent to Withdraw the accommodations is filed with the Department pursuant to Section 151.23, whether or not the Notice of Intent is rescinded or the withdrawal of the accommodations is completed pursuant to the Notice of Intent; or
 2. the five-year period after the accommodations are withdrawn;then the accommodations shall be offered and rented or leased at the lawful rent in effect at the time any Notice of Intent to Withdraw the accommodations was filed with the Department, plus annual adjustments available under Section 151.06 of this article.
- B. Subsection A. of this section shall prevail over any conflicting provision of law authorizing the landlord to establish the rental rate upon the initial hiring of the rental unit.
- C. If a landlord offers for rent or lease a rental unit that was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section 151.23, irrespective of whether a Notice of Intention to Re-Rent Withdrawn Accommodations has been filed with the Department, and the landlord later wishes to recommence the withdrawal of the rental unit, the landlord must file a new Notice of Intent to Withdraw and comply with all requirements pursuant to Sections 151.09 G. and 151.23 through 151.28 of this Code. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**
- D. Pursuant to California Government Code Section 7060.3, the City may apply the constraints as set forth in this section to a successor in interest of a landlord who has withdrawn a rental unit from rent or lease, by recording a notice, to be indexed in the grantor-grantee index, with the County Recorder which shall specifically describe the property where the rental unit is located, the dates applicable to the constraints and the name of the owner(s) of record of the property. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

SEC. 151.27. ELLIS ACT PROVISIONS - RE-RENTAL RIGHTS OF DISPLACED TENANTS.

(Added by Ord. No. 177,901, Eff. 9/29/06.)

If a landlord desires to offer for rent or lease a rental unit that was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section 151.23, the following regulations apply:

A. A landlord who offers accommodations for rent or lease within two years from the date of withdrawal shall first offer to rent or lease each unit to the tenant or tenants displaced from that unit by the withdrawal, provided that the tenant or tenants advised the landlord in writing within 30 days of displacement of his or her desire to consider an offer to renew the tenancy, and provided the landlord with an address to which that offer is to be directed. That tenant or tenants may advise the landlord at any time during the period of eligibility of a change of address to which an offer is to be directed.

If a landlord again offers accommodations for rent or lease pursuant to the provisions of this subsection, and the tenant or lessee has advised the landlord pursuant to this subsection of a desire to consider an offer to renew the tenancy, then the landlord shall offer to reinstitute a rental agreement or lease on terms permitted by law to that displaced tenant or lessee.

A landlord who re-offers rental or lease accommodations to a previously displaced tenant pursuant to the provisions of this subsection shall deposit the offer in the United States mail, by registered or certified mail with postage prepaid, addressed to the displaced tenant or tenants at the address furnished to the landlord as provided in this subsection, and shall describe the terms of the offer. The displaced tenant or tenants shall have 30 days from the deposit of the offer in the mail to accept the offer by personal delivery of that acceptance or by deposit of the acceptance in the United States mail by registered or certified mail with postage prepaid.

B. A landlord who offers accommodations for rent or lease not exceeding ten years from the date of withdrawal shall first offer to rent or lease each unit to the tenant or tenants displaced from that accommodation by the withdrawal, provided that the tenant or tenants requests the offer in writing within 30 days after the landlord has notified the Department of an intention to offer the accommodations again for residential rent or lease pursuant to the requirements of Section 151.24. The landlord shall be liable to any tenant or tenants who were displaced by that action for failure to comply with this subsection, for punitive damages in an amount that does not exceed the contract rent for six months. **(Amended by Ord. No. 185,224, Eff. 12/13/17.)**

C. Pursuant to California Government Code Section 7060.3, the City may apply the constraints as set forth in this section to a successor in interest of a landlord who has withdrawn a rental unit from rent or lease, by recording a notice, to be indexed in the grantor-grantee index, with the County Recorder which shall specifically describe the property where the rental unit is located, the dates applicable to the constraints and the name of the owner(s) of record of the property. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

SEC. 151.28. ELLIS ACT PROVISIONS - RENTAL OF REPLACEMENT UNITS. **(Added by Ord. No. 178,848, Eff. 7/16/07.)**

A. **Replacement Units Subject to the Rent Stabilization Ordinance.** If a building containing a rental unit that was the subject of a Notice of Intent to Withdraw pursuant to the provisions of Subsection A. of Section [151.23](#) is demolished and rental units are constructed on the same property and offered for

rent or lease within five years of the date the rental unit that was the subject of the Notice of Intent to Withdraw was withdrawn from rent or lease, the owner may establish the initial rental rate for the newly constructed rental units. The provisions of the Rent Stabilization Ordinance, Section 151.00, et seq., and other provisions of this chapter shall apply to the newly constructed rental units.

This section shall not apply to demolished buildings containing four or fewer rental units, if the owner of the building, whose name appears on legal title to the property, is a natural person and resided in the building for three consecutive years prior to demolition, or if the building is not yet demolished, for three consecutive years prior to filing an application for exemption. To obtain this exemption, an owner must apply to the Department for exemption pursuant to the provisions of Subdivision 3. of Subsection C. of this section.

Notwithstanding any provision to the contrary contained herein, if rental units subject to the Rent Stabilization Ordinance were demolished subsequent to September 29, 2006, the effective date of these provisions, without complying with the requirements of Sections 151.22 through 151.28, then all replacement rental units constructed on the same property shall be deemed subject to the Rent Stabilization Ordinance, Section 151.00, et seq., and other provisions of this chapter. Additionally, any landlord who is found to have demolished a property subject to the Rent Stabilization Ordinance subsequent to September 29, 2006 without complying with the requirements of Sections 151.22 through 151.28 shall be subject to a penalty to be adopted by Council. **(Added by Ord. No. 184,873, Eff. 6/4/17.)**

B. Exemption from the Rent Stabilization Ordinance with Replacement Affordable Units. (Amended by Ord. No. 184,873, Eff. 6/4/17.) An owner who replaces the number of demolished rental units with a number of affordable housing units at least equal to the number of withdrawn rental units subject to the Rent Stabilization Ordinance on a one-for-one basis or at least 20% of the total number of newly constructed rental units, whichever is greater, may apply to the Department for an exemption of the newly constructed rental units from the provisions of the Rent Stabilization Ordinance. The affordable housing units must be located in the newly constructed accommodations. The Department shall issue an exemption where it finds all of the following to exist:

1. The owner executed and recorded a covenant and agreement, in a form satisfactory to the Department, guaranteeing that the replacement affordable housing units, affordable for low or very low households with an income at or below 80% of Area Median Income as established by the California Department of Housing and Community Development or any successor agency, shall remain affordable for 55 years from the date the covenant and agreement is recorded. The covenant and agreement must contain provisions as required by the Department to ensure the effective administration and enforcement of this subsection.
2. The replacement affordable housing units shall be reasonably dispersed throughout the newly constructed accommodations and shall not be segregated in a portion of the accommodations dedicated to affordable housing units.

3. The replacement affordable housing units shall be comparable to the market rate units and contain, on average, the same number of bedrooms, bathrooms and square footage as the market rate units. The replacement affordable housing units shall be comparable in architectural style to the average of the market rate units.

Units that are used to qualify for a density bonus pursuant to the provisions of either California Government Code Section 65915 or Los Angeles Municipal Code Section 12.22 A.25., or are used to satisfy any inclusionary zoning or replacement affordable housing requirement, or are used to qualify for any other public benefit or incentive, may be used to qualify as replacement affordable housing units pursuant to the provisions of this subsection.

C. Application for Exemption from the Rent Stabilization Ordinance.

1. Hardship Exemption. (Amended by Ord. No. 186,455, Eff.

1/15/20.) The Department shall have the authority to grant an exemption from the provisions of this section in cases of undue financial hardship arising from detrimental reliance upon the provisions of this article before enactment of this section. An owner claiming a hardship exemption for their multi-family project (project) must file a written application on the form(s) provided by the Department which demonstrates to the satisfaction of the Department that the criteria of either Paragraph (a) or (b) have been met:

- i. The application was filed with the Department within 90 days of June 4, 2017 (the date Ordinance No. 184,873 was enacted), and demonstrates that the hardship to the project existed as of that date; or
- ii. The application is filed with the Department within 60 days of the effective date of this Paragraph (b) and demonstrates that the owner received discretionary entitlements for the project before June 4, 2017, and that at least fifteen percent (15%) of the total number of units at the project are restricted for and affordable to Very Low Income households for a term of 55 years from the date of issuance of the certificate of occupancy and the number of Very Low Income restricted units is no less than the number of rental units subject to the Rent Stabilization Ordinance demolished for the project, if any.

An owner who files an application for exemption pursuant to the provisions of this subdivision shall pay to the Department an administrative fee in the amount of \$160.00 for each application. The administrative fee shall be used to finance the costs of processing and investigating applications for exemption.

2. **Replacement Affordable Housing Unit Exemption.** An owner may, at any time, apply for exemption pursuant to the provisions of Subsection B. of this section, but must do so by written application on a form provided by the Department. If the Department issues an exemption while there are tenants residing in rental units that are subject to the provisions of the Rent Stabilization Ordinance, each of the units shall continue to be subject to the provisions of the Rent Stabilization Ordinance until all tenants in a unit voluntarily vacate the unit, or have their tenancies terminated pursuant to

the provisions of Subdivisions 1., 2., 3., 4., 5., 6., 7., 9., 11., or 12. of Subsection A. of Section 151.09 of this article.

An owner who files an application for exemption from the Rent Stabilization Ordinance pursuant to the provisions of this subdivision shall pay to the Department an administrative fee in the amount of \$705.00 for each application, plus \$75.00 for each replacement affordable housing unit. The administrative fee shall be used to finance the costs of processing and investigating applications for exemption, and continued monitoring.

3. **Owner Occupancy Exemption.** An owner, whose name appears on legal title to the property, may file an application for exemption from the Rent Stabilization Ordinance on the grounds that the owner is a natural person who occupied the demolished building, which consisted of four or fewer rental units, for three years prior to the demolition of the building. If the building has not yet been demolished, an owner may file an application for exemption from Subsection A. of Section 151.28 on the grounds that the building to be demolished consists of four or fewer rental units, and that the owner occupied the building for three consecutive years prior to filing an application for exemption. An owner may, at any time, apply for exemption, but must do so by written application on a form provided by the Department. If the Department issues an exemption while there are tenants residing in units that are subject to the provisions of the Rent Stabilization Ordinance, each of the units shall continue to be subject to the provisions of the Rent Stabilization Ordinance until all tenants in a unit voluntarily vacate the unit, or have their tenancies terminated pursuant to the provisions of Subdivisions 1., 2., 3., 4., 5., 6., 7., 9., 11., or 12. of Subsection A. of Section 151.09 of this article.

An owner who files an application for exemption from the Rent Stabilization Ordinance pursuant to the provisions of this subdivision shall pay to the Department an administrative fee in an amount to be determined by ordinance. The administrative fee shall be used to finance the costs of processing and investigating applications for exemption.

4. **Verification of Information.** Information submitted in any written application to the Department for any of the exemptions outlined in this section, will be subject to verification and approval by the Department.

- D. **Appeals.** An owner who is denied an exemption from the Rent Stabilization Ordinance for an application filed pursuant to the provisions of Subsection C. of this section may appeal the denial by requesting a hearing before the General Manager. The appeal must be filed in writing and received by the Department within 15 calendar days of the date of mailing the denial decision. The appeal must be on a form provided by the Department and identify the grounds for appeal. If an appeal from a decision to deny an exemption is not received by the Department within the 15 day appeal period, the decision will be final.

An owner who files an appeal from an application for exemption filed pursuant to the provisions of Subdivisions 1. or 2. of Subsection C. of this section shall pay to the Department an administrative fee in the amount of \$290.00 for each appeal. An owner who files an appeal from an application for exemption filed

pursuant to the provisions of Subdivision 3. of Subsection C. of this section shall pay to the Department an administrative fee in an amount to be determined by ordinance. The fee shall be used to finance the cost of the appeal process.

The General Manager's hearing shall be held within 30 days of receiving the appeal and will follow the procedures set forth in Division 8 of Article 1 of Chapter XVI of this Code. The owner may present proof at the hearing of entitlement to an exemption, and a Department representative shall explain the reason for the denial of the exemption application.

The General Manager shall issue a written decision of the appeal and may affirm, modify, or reverse the determination of the Department. The General Manager may grant a continuance of the hearing upon a showing of good cause or where further Department investigation is warranted.

- E. **Authority of Department.** The Department shall be responsible for carrying out the provisions of this section and shall have the authority to promulgate and administer policies, rules, and regulations to effectuate the purposes of this section.