



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

RESERVED FOR DEPARTMENT USE

APN: _____

NOTICE OF INTENT TO EVICT TO CONVERT TO AN AFFORDABLE HOUSING ACCOMMODATION

The Los Angeles Municipal Code §165.03.M (Just Cause Ordinance-JCO) and §151.09.A.14 (Rent Stabilization Ordinance-RSO) allows a landlord to recover possession of residential real property for conversion to affordable housing accommodations only if there is a government imposed regulatory agreement guaranteeing that the housing accommodations will be affordable to either lower income or very low income households for a period of at least **55 years**, with units affordable only to households with an income at **60 percent of the Area Median Income or less** as defined by the U.S. Department of Housing and Urban Development. "Lower Income or very low income households" is defined according with California Health and Safety Code Sections 50079.5 and 50105. If a landlord fails to record a government imposed regulatory agreement after six months of the filing of the affordable housing application with the Department they must file a Notice of Intention to Re-rent Affordable Housing Accommodations with the Department. Landlords must provide the tenants with "Affordable Housing Accommodation Notice to Landlord of Interest in Renewing Tenancy (Form A3).

Please submit the form with the following:

- 1) Attach a copy of the approved exemption or the exemption application.
- 2) Attach a copy of the regulatory agreement.
- 3) Attach a copy of the relocation plan prepared by the URA consultant.
- 4) After you receive approval of this declaration, you may serve tenants proper written notice to terminate tenancy.
- 5) File a copy of the notice to terminate tenancy with LAHD no later than 3 business days after the notice to terminate tenancy is served on the tenant. To file go to <https://housing2.lacity.org/eviction-notices>
- 6) Pay relocation to the tenants no later than 15 days after the date the notice to terminate tenancy is served on the tenant. Pursuant to LAMC §151.02 9 (5), relocation assistance shall be provided to an eligible tenant household based on the applicable provisions of the Uniform Relocation Act or the California Relocation Assistance Act; or the amount set forth in LAMC § 151.09G, whichever is greater. See the [Relocation Bulletin for RSO and JSO](#).
- 7) Email form and documents to LAHD.Declarations@lacity.org or sent to **PO BOX 17100, Los Angeles, CA 90057**.

Landlord Declaration

I declare that I am the owner of the real property described above. I hereby notify the City of Los Angeles of my intent to evict to convert to an affordable housing accommodation. 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.

Name:	Owner 1	Owner 2
Signature		
Date		
Mailing Address		
Email		

#	Unit #	Tenant Names to be evicted to convert to affordable or write "Vacant" if not occupied.	Current Rent	Relocation amount determined by URA consultant for URA (if known)	Relocation amount determination by URA consultant for RSO or JCO (if known)	Will unit be converted to affordable.
1						Yes____ No____
2						Yes____ No____
3						Yes____ No____
4						Yes____ No____
5						Yes____ No____
6						Yes____ No____
7						Yes____ No____
8						Yes____ No____
9						Yes____ No____
10						Yes____ No____

Use more pages as needed

URA Relocation

Please provide the information for LAHD to contact your URA consultant.

Name of URA Consultant <i>(if possible provide a specific staff members)</i>	
Mailing Address	
Email Address	

By signing below you authorize LAHD to obtain complete copies of all the tenant documents used by the URA consultant to issue a relocation determination of the city relocation amounts under the RSO and JCO.

	Owner 1	Owner 2
Name		
Signature		
Date		

Is this project government funded? ___ Yes ___ No ___

If there is no required URA consultant because the project is not government funded, then the landlord must pay the relocation services fees to the Department as indicated in the [RELOCATION SERVICES APPLICATION](#).

For RSO Units Only:

If the landlord fails to record a government imposed regulatory agreement within six months of the filing of the affordable housing exemption with the Department, the exemption will be revoked and tenants can no longer be evicted. Also, if the tenants vacate their units they have a right to re-rent. The rent will be the lawful rent in effect at the time the affordable housing exemption was filed with the Department, plus annual adjustments available pursuant to the Rent Stabilization Ordinance. A landlord who re-offers the rental unit pursuant to the provisions of this Subdivision shall deposit the offer in the United States mail, by registered or certified mail with postage prepaid, addressed to the displaced tenant(s) at the address furnished to the landlord as provided in this Subdivision, and shall describe the terms of the offer. The displaced tenant(s) shall have 30 days from the deposit of the offer in the mail to accept the offer by personal delivery of that acceptance to the Department or deposit of the acceptance in the United States mail by registered or certified mail with postage prepaid.

Serve a copy of the Notice of Interest in Renewing Tenancy Form to the tenant.

What is the mailing address for the landlord where a tenant can send their Notice to Landlord of Interest in Renewing Tenancy form in the case that the units are re-rented if the covenant is not recorded within 6 months of the exemption application being filed?

Landlord Mailing Address For Tenant to Use: _____