

Ann Sewill, General Manager
Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager
Anna E. Ortega, Assistant General Manager
Luz C. Santiago, Assistant General Manager

City of Los Angeles



LOS ANGELES HOUSING DEPARTMENT
1200 West 7th Street, 9th Floor
Los Angeles, CA 90017
Tel: 213.808.8808
housing.lacity.org

Karen Bass, Mayor

LAND USE COVENANT CHECKLIST

Submit application and required documents to:

Email (Preferred): LAHD-LandUse@LACity.org

Mail: Los Angeles Housing Department (LAHD); Land Use Unit; 1200 W. 7th St., 8th Fl.; Los Angeles, CA 90017

Owner: _____

Date: _____

Property Address: _____

Project Name: _____

Covenant submissions will NOT be accepted unless all items highlighted below in **BOLD** are provided as applicable.

1. **Covenant preparation + filing fees** (Covenants require payment of \$5,813 and annual monitoring fees of \$173.00 per unit)
2. **For Projects with 16 or more units, there must be at least one unrestricted manager's unit (as applicable)**
3. **Completed Land Use Covenant Application, and/or the following Attachments (blank form/s attached):**
 - a. **Current Property List (as applicable)**
 - b. **Table of Rental Units**
 - c. **Table of Purchase Units (as applicable)**
4. **AB 2556, SB 330, SB 8 or Housing Element RUD OR No Not Loss Declaration (as applicable)**
5. **Letter of Application**
6. Projected Project Completion Dates (25%, 50%, 75%, 100%)
7. **Application for Building Permit—front & back pages—from Department of Building & Safety**
8. **Clearance Summary Worksheet—all pages—from Department of Building & Safety [must include LAHD clearance(s)]**
9. Bureau of Engineering Legal Address Clearance
10. **Referral Form—from Department of City Planning (as applicable)**
11. **Determination Letter(s)—from Department of City Planning (as applicable)**
12. Tentative Tract Letter—from Department of City Planning (as applicable)
13. **Grant Deed for the property, but not a deed of trust**
14. Copy of the most recent lease agreement for tenant(s) occupying unpermitted unit(s) (required for UDU Projects ONLY)
15. Floor Plans showing location of restricted units, unit numbers, and square footage (hi-res digital)
16. Estimated HOA dues for restricted units (as applicable)
17. Sold Comparables within the last six months, with three for each bedroom size of the restricted units (as applicable)
18. **Signatory Documents—The following documents are required as follows:**
 - a. Corporation—i) Articles of Incorporation; ii) Executed Board Resolution, iii) Statement of Information (as applicable)
 - b. LLC—i) Articles of Organization; ii) Executed Operating Agreement; iii) Statement of Information
 - c. LP—i) Certificate of Limited Partnership; ii) Executed Limited Partnership Agreement
 - d. Trust Documents
19. Owner Signature Block
20. Preliminary Title Report (must be dated within one month of submission of LU Covenant application)
*Deputy City Attorney may request an updated report if deemed necessary
21. **Subordination Agreement (prepared by LAHD; confirm with your lender(s) that they will be willing to subordinate to our covenant)**
22. **Supportive Housing Plan (required for Supportive Housing [PSH] projects ONLY)**