



# Los Angeles Housing Department

## Instructions: How to File & Upload Copies of Eviction Notices Online

This guide will go over step by step instructions on how landlords can file copies of eviction notices with LAHD as required by the Los Angeles Municipal Code 151.09.C.9 & 165.05.B.5. Filing with LAHD does not mean LAHD reviewed or approved the notice. Filing with LAHD is not the same as filing with the Superior Court. The Unlawful Detainer process with the court is a separate process. If you need legal assistance, please consult with an attorney. This is for rental residential properties located in the City of Los Angeles only.

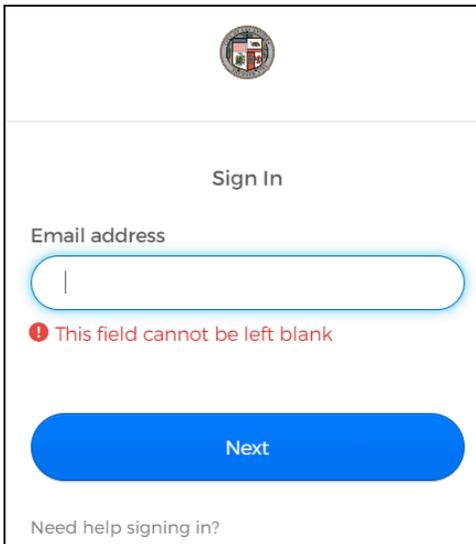
System Supported Browsers are: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge. System will capture the date and time filed as the Los Angeles City's time zone in **Pacific Standard time**.

### Step 1: Log In

Go to <https://lahd.service-now.com/efs> and click on Sign in with Angeleno



If you already have an Angeleno account you will need to enter your email address and password.



If you do not have an Angeleno Account then go to <https://angelenologin.lacity.org/signin/register>  
Create an Angeleno account



# Los Angeles Housing Department

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### Step 2: Click Submit New Notice

After you have both created and Angeleno account and accessed the filing system at <https://lahd.service-now.com/efs> then you should click on the "Submit New Notice"



### Step 3: Enter Eviction Category and Owner Name

Click on the down arrow in the "Select Eviction Category" and select either At-Fault or No-Fault. Once you have selected the eviction category the form will open and you will need to enter the property owner name and answer all the questions.

*\*Note: No-Fault also requires filing a separate Declaration of Intent to Evict with application fees. You can download the forms at: <https://housing2.lacity.org/rental-property-owners/tenant-is-not-at-fault-for-eviction-owners>*



# Los Angeles Housing Department

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### Step 4: Enter the Rental Property Information

**TIP:** If you enter the APN it will be easier to find the address and confirm you filed the notice. APN is found on your annual registration bill or county assessor bill.

**Rental Address Search** (Locate the legal property address)

To search by property address, please enter the Property Address (enter the House Number, Street, City, State, and Zip Code).  
Or,  
To search by Assessor Parcel Number (APN), enter the APN. Click "Search by APN" when ready.

Address  APN

\* APN (Enter ten digit number, i.e., 1234567890)



When you enter the "Rental Property Address Search" you must select the correct rental unit address and click the "select" button. Be sure to click "next" for a list of all the addresses associated with the property.

Please select your address from the list below:

	Street Address
<input type="button" value="Select"/>	200 N SPRING ST
<input type="button" value="Select"/>	201 N NORTH MAIN ST

Enter the specific unit # and if there is no unit # then check the box "I do not have a unit"

\* Unit Number (i.e. Apt 101, Apt B, 1/2, 1/4)

Unit number required or select box below if none

I do not have a unit/apartment number on my rental unit.

Enter the number of bedrooms

\* Number of Bedrooms in Tenant's Rental Unit

Number of bedrooms required



# Los Angeles Housing Department

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### Step 5: Enter the Tenant Information

First and last name of tenant is required.

**Tenant Information**

\* First name

First name required

\* Last name

Last name required

Phone (i.e. 5555555555)

Email (i.e. ema

### Step 6: Enter the Notice Details

Select notice type (3 day ,30, day, 60 day, etc.) and enter month day and year notice is served on the tenant.

**Notice Details**

Select the type of Notice issued to the Tenant

\* Notice Type

- 3 Day
- 10 Day
- 15 Day
- 30 Day
- 60 Day
- 90 Day

Select the date listed on the Notice

\* Month

Notice month required

\* Day

Notice day required

Year

### Step 7: Select the Reason for Eviction. One is required.

**Just Cause for Termination**

Non-payment of rent

Damage to the rental unit

Refusal to renew a lease or rental agreement of like terms and conditions

Unapproved subtenant at the end of the lease/tenancy

Violation of the rental agreement or lease

Disorderly behavior/disturbing the peace (Nuisance)

Refuse access to the apartment when requested in accordance with law

Criminal activity

Please provide at least one Just Cause for Termination



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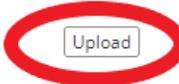
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### Step 8: Enter the Rent Details

Rent Details	
* "What is the Tenant's Current Monthly Rent (do not include surcharges or other fees)"	
\$	<input type="text"/>
Current monthly rent required	
Amount of Rent Owed (Only for Non-Payment of Rent Notices)	
\$	<input type="text"/>

### Step 9: Upload the Notice

Click the "Upload" button and select the document you want to upload from your computer. This is how you provide a copy of the actual notice to terminate served on the tenant.

Upload copy of the notice	
For information about no-fault reasons to evict, go to <a href="#">LAHD - Tenant is Not At-Fault for Eviction</a>	
	* Attachment(s): There are currently zero attachments. Notices are required.

### Step 10: Select who is filing the notice online and the system will enter your name used in the Angeleno Account.

Upload button and select the document

Submitted and Signed by	
Signed by	
Owner	<input type="text"/>
Owner	<input type="text"/>
Manager	
Attorney	
Other	



# Los Angeles Housing Department

## Instructions: How to File & Upload Copies of Eviction Notices Online

### Step 11: Check the Signature Declaration Box and Confirm the Rent Information.

**Signature Declaration**

\* Is your Monthly Rent information correct?

Monthly Rent: \$0.00

-- select --
▼

Monthly rent information required

\* Is your total amount of past-due rent correct?

Rent Owed: \$0.00

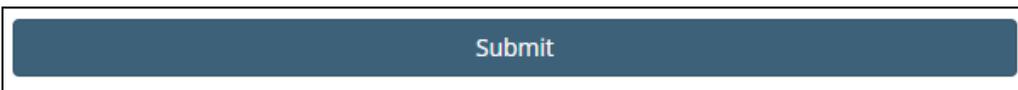
-- select --
▼

Total past due required

Declaration
 

By checking this box, I declare under penalty of perjury under the laws of the state of California that this information is true and correct. I am the valid signature for all legal purposes.

### Step 12: Click the Submit button. You are done! You will get an email confirmation.



### See a record of all your filings when you log into your account.

LA City Eviction Filing System

**Eviction Filing System**

**Notice of Termination Filing for the City of Los Angeles**

Beginning January 27, 2023, any written notice terminating a tenancy must be filed with the Los Angeles Housing Department (LAHD) within three (3) business days of service on the tenant per Los Angeles Municipal Code 151.09.G.9 & 165.05.B.5. Types of notices include a 3-Day Notice to Pay Rent or Quit, Notice to Perform...

✉ Submit New Notice

☰ My Eviction Notice Submissions

📄 My Recent Eviction Notice Submissions

EFS0019380  
Test • test • 1200 W 7th St • NA • 3 Day • 4...

\*If you need assistance, please call us at (866) 557-7368. \*For information about the eviction filing program please go to <https://housing.lacity.org/eviction-notices>