

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



Karen Bass, Mayor

LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.org

THIS IS NOT AN EVICTION NOTICE

RE: Request for Tenant Income Certification

Dear Tenant(s):

The owner of your property has filed, or is planning to file, an application with the City of Los Angeles to construct a new housing development at the property where you live. State law (the Housing Crisis Act of 2019, as amended by Senate Bill 8 and AB 1218), prohibits the approval of any proposed housing development project on a site that will require demolition of existing dwelling units unless the project replaces those units. According to the law, the Los Angeles Housing Department (LAHD) must complete a Replacement Unit Determination (RUD) to identify "Protected Units." "Protected Units" are residential dwelling units that are or were within the five (5) years prior:

1. Subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income;
2. Subject to any form of rent or price control through a public entity's valid exercise of its police power within the 5 past years;
3. Occupied by lower or very low income households, or;
4. That were withdrawn from rent or lease per the Ellis Act, within the past 10 years.

LAHD identifies Affordable Protected Units based on the tenant's income. If a tenant is determined to be a Low Income Household, the unit will be designated as an Affordable Protected Unit that must be replaced.

Occupants of Protected Units have rights including:

1. Relocation benefits;
2. Right of first refusal to a comparable unit in the completed project, if deemed affordable.

Note 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 month in advance of the date that existing occupants must vacate.

To allow LAHD to determine whether you are a Low Income Household that is eligible for these benefits, please complete the attached form and return it within 30 calendar days.

THIS IS NOT AN EVICTION NOTICE. YOU CAN ONLY BE REQUIRED TO LEAVE YOUR UNIT WHEN THE OWNER ALSO FILES A NOTICE OF INTENT TO WITHDRAW WITH LAHD. IF YOU HAVE QUESTIONS REGARDING YOUR RIGHTS, PLEASE CALL THE LOS ANGELES HOUSING DEPARTMENT HOTLINE AT 866-557-7368.



Tenant Income Certification

Revised 2/15/2024

Mail to: LAHD; Attn: Land Use Unit; 1910 Sunset Blvd., Suite 300, Los Angeles, CA 90026

Email to: lahd-landuse@lacity.org

Questions: (866) 557-7368

Please submit your household's current income information so LAHD can determine whether you are a Lower Income Household, which entitles you to the **rights** outlined on the previous page. Mail or email the signed form within 30 calendar days from the date of the postmark on the envelope. LAHD staff may contact you to request additional documentation.

Items with a star (*) are required.

***Primary Tenant Name:** _____

***Street Address:** _____ **Unit Number:** _____ ***ZIP Code:** _____

***Phone:** _____ ***Email:** _____ ***Dates of Tenancy:** _____

***Number of Adults (18+):** _____ ***Number of Children (under 18):** _____ ***Number of Bedrooms:** _____

Instructions for Calculating Annual Household Income:

- To get your Total Current Annual Gross Household Income, use each household member's most recent tax return filed with the Internal Revenue Service (IRS). Add their before-tax wages, as reported on the tax return, to any benefits, public assistance, or other sources of income. Put the income for each household member in the chart below, then add them together.
- Use the same calculation listed above for each year of tenancy (up to 5 years prior) and enter the year, household size and Annual Gross Household Income for the year in which you had the Lowest Annual Gross Household Income.

*HOUSEHOLD MEMBERS AND ANNUAL GROSS INCOME

	Age	Names of Household Members	Current Annual Gross Household Income
1			
2			
3			
4			
5			
6			
Total Current Annual Gross Household Income (Indicate Year):			
Lowest Annual <u>Gross</u> Household Income during tenancy within the last five years:	Year	# of persons	Annual Gross Income

*TENANT CERTIFICATION

Under penalty of perjury, I certify that the information I provided about my household income is true and accurate to the best of my knowledge. I further agree to provide any documentation required to document my/our household income if requested by the City. I understand that this self-reported income does not guarantee the right to return to an affordable unit and I will still be subject to income review at leasing. Additional signature blocks should be added for each adult tenant within the household.

Primary Tenant's Signature

Date

Other Adult Tenant's Signature

Date