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**City of Los Angeles**



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**Karen Bass, Mayor**

## AB 2556 CHECKLIST

**Submit application and required documents to:**

**Email (Preferred):** [LAHD-LandUse@LACity.org](mailto:LAHD-LandUse@LACity.org)

**Mail:** Los Angeles Housing Department (LAHD); Land Use Section;  
1910 Sunset Blvd., Suite 300, Los Angeles, CA 90026

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_  
\_\_\_\_\_

**AB 2556 submissions will NOT be accepted unless all items highlighted below in **BOLD** are provided as applicable.**

**1. AB 2556 Determination fees (\$1,027 per unit)**

**2. Completed AB 2556 Application Form**

**a. Applicant's Affidavit + Owner's Acknowledgment (with attached letter signed by owner of record and notarized)**

**3. Letter of Application (signed by Owner and must include addresses, description of existing units, bedroom types, APNs, scope of work [e.g. if units are being demolished, renovated, or not demolished], and description of the proposed project)**

**4. Grant Deed for the property (must be recorded)**

**5. Ellis Documents/Tenant Relocation Documents (RSO units), if available**

**6. Referral Form, Determination Letter, or Tentative Tract Letter — from Department of City Planning [as applicable]**

**Please note:** Once the AB 2556 determination has been issued, the next step is to apply for a Land Use Covenant. The completion of a Covenant is a requirement for issuance of the building permit.

The fee for the preparation and filing of a Land Use Covenant is \$5,813 per project. Additionally, there is an annual monitoring fee of \$173 per restricted unit upon receipt of the CofO (all fees are subject to change).

It takes approximately 16 to 24 weeks upon receipt of all the required documents to prepare and execute a Covenant, although a complex project may take longer.