

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

Tenant's Address

Regarding: Affordable Unit Determination re: _____

YOUR PARTICIPATION WILL HELP THE CITY PRESERVE EXISTING AFFORDABLE HOUSING

Dear _____:

The owner of the above-referenced property ("Property") has or is planning to file an application with the City requesting one or more land use incentives¹ so that it may construct a new housing development (the "Project") on the Property. However, in order to qualify for the land use incentive(s), the proposed Project must replace any **Affordable Units** (i.e. residential units affordable to Extremely Low, Very Low and Low Income households) at the Property that have been existence within the 5-year period preceding the owner's application, which will be demolished for the Project. In order to determine how many **Affordable Units**, if any, must be replaced requires an **Affordable Unit Determination** by the Los Angeles Housing Department (LAHD).

HOW "AFFORDABLE UNITS" ARE DETERMINED:

Whether or not a unit is deemed an **Affordable Unit** is determined by the tenant's income. If a tenant's verifiable income is determined to qualify as Extremely Low, Very Low or Low, as determined by LAHD using Net Median Income figures as published by California Department of Housing and Community Development ("HCD"), the unit will be designated as an **Affordable Unit**, subject to replacement. In order to assist LAHD produce an accurate **Affordable Unit Determination**, it is requesting that each tenant of the Property complete and return the attached income forms.

WHY PARTICIPATION MATTERS:

While your cooperation with this request is completely voluntary, your kind participation will greatly assist LAHD in generating an accurate **Affordable Unit Determination** which helps ensure that desperately needed Affordable Units are preserved for those persons and families that need it most.

¹ Requested land use incentives may be pursuant to one or more of the following: California Government Code §65915, 65915, LAMC Sections 11.5.6.B, 11.5.8, 11.5.11, 12.22A.31 and/or 14.00A.13.

HOW TO PARTICIPATE:

To submit your verifiable income, complete and return the enclosed documents:

	Document:	Instruction:
1.	Request for Determination as Eligible Household:	Complete and attach requested income verification documents.
2.	Tenant Statement:	Sign and date.

After both documents are completed, return them to the address below. Documents should be returned within two weeks of the date of this letter.

**Los Angeles Housing Department (LAHD)
ATTN: Land Use Services Section
1910 Sunset Boulevard, Suite 300
Los Angeles, CA 90026**

WHAT HAPPENS IF AND WHEN OWNER’S APPLICATION IS APPROVED?:

If and when the owner’s application is approved and a building permit for construction for the Project is issued, you will receive a standard notification of owner’s intent to demolish and/or convert your rental unit into the Project.

If you need assistance completing the forms or have any questions about this letter, please contact _____ of the Los Angeles Housing Department at (213) _____, or _____@LACity.org.

Sincerely,

Marites Cunanan
Sr. Management Analyst II

MAC:

Enclosures

1. Request for Determination as Eligible Household
2. Tenant’s Statement

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**REQUEST FOR DETERMINATION
AS ELIGIBLE HOUSEHOLD
UNDER CALIFORNIA GOVERNMENT CODE §§65915. 65915.5, as amended by AB 2222 and
2556**

Date: _____

From (Renter): _____

Property Address: _____

Property Owner: _____

Name of Renter(s): _____

Renter(s) Contact Info: _____

Unit Number: _____ Number of Bedrooms: _____

Number in Household: _____

OPTION I

Adjusted Gross Income for Past 2 Years: _____

Current Monthly Income: _____

Occupancy and Income Verification required for each household member with any source of income:

1. Copy of either your driver's license, ID card or passport (should not be expired).
2. Copies of two (2) most recent payroll stubs
3. Signed copies of two (2) most recent income tax returns and W-2 forms
4. Bank statements for the six (6) most recent months
5. Lease agreement

OPTION II

[] I decline to provide financial information for purposes of this determination.

(Signed)

(Dated)

Please Return To: Los Angeles Housing Department (LAHD)
ATTN: Land Use Section
1910 Sunset Boulevard, Suite 300
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TO: Los Angeles Housing Department
ATTN: Land Use Section
1910 Sunset Boulevard, Suite 300
Los Angeles, California 90026

RE: _____
(Address including apartment or unit number)

TENANT'S STATEMENT

I _____, hereby certify that I am/was a legal tenant of the above described property ("Property") involved in this application or have been legally authorized to sign as tenant, on behalf of a corporation, general partnership, limited partnership, limited liability company or other applicable form of business, etc., as evidenced by separate instrument attached herewith.

I further hereby certify that the documents furnished to the Los Angeles Housing Department (LAHD) in conjunction with this Tenant's Statement, represent the full and complete information required to establish if there are residential units subject to replacement under California Government Code §65915, as amended by AB 2556, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I declare under penalty of perjury under the State of California that the foregoing is true and correct.

***Attach CA Notary Acknowledgment**

Tenant Name: _____
(please print)

Signature of Tenant: _____

Date: _____

Witness Name: _____
(please print)

Signature of Witness: _____

Date: _____