

City Clerk Land Records Division

The Land Records Division of the City Clerk's Office maintains a current record of the owners of all property in the City of Los Angeles. In addition, Bureau of Engineering based maps are maintained to show all property boundaries. These records are used by the division to notify property owners in a timely manner of matters pending before the City Council which may affect their property interests. These records also are used by other City departments and the general public to determine property ownership, to produce radius maps and to determine the legality of lot splits as part of the building permit process for some properties.

Questions about proposed street, sewer and lighting improvements should be directed to the Department coordinating the project. Any questions regarding why a specific property owner is being notified on a proposed assessment can be answered by the Notices Section in Land Records Division at (213) 977-6018

The following information is available from Land Records Division:

1. Fee Title Information.

Current property ownership information for any specific parcel of land in the City of Los Angeles may be obtained at the public counter in Room 730, 201 North Figueroa Street. For a fee there is mail service for only the current property owner(s) and mailing address. ***No telephone service is available.*** The following information is available from Land Records:

- Name of the current owner(s)
- Mailing address of the owner
- Secondary owner (if any) - Life tenant, land contract buyers (if contract is recorded)
- Date and document number when the property was acquired
- Map reference number
- Lot split information
- Council District

All property information is filed by legal description (lot and tract). In most cases, the County Assessor's parcel identifier number (APN) can be used as an alternate property identifier. If only the street address is available, the legal description may be obtained in the Construction Services Center, 201 North Figueroa Street. See the receptionist on the fourth floor. No internet access is available.

Land Records Division property ownership records are unofficial. Official records are maintained by the Los Angeles County Registrar-Recorder's Office in Norwalk, CA. The following are types of property information and services that are **not** provided by Land Records Division: chains of title, names of previous property owners, abstracts of title, records of building permits, property inspections, plot plans, easements, liens or other encumbrances.

2. Lot Split Information

Lot Split information can be obtained from the public counter for a fee. There is ***no mail or telephone service*** provided for this information. Lot split dates are needed as part of the building permit process for some properties to determine legality in accordance with applicable regulations. Usually the information can be obtained over the public counter but may take a few working days if research is required.

3. Photocopies of portions of maps showing property boundaries

Copies of maps showing property ownership boundaries can be obtained at the public counter for a fee. There is ***no mail or telephone service*** available for copies of maps. After determining the parcel in question, the map can be located and a copy of the desired area can be made. Maximum size is 11" X 17."

4. Property Legal Descriptions

Complete metes and bounds legal descriptions for most properties (when applicable) in the City of Los Angeles may be obtained at the public counter for a fee. There is ***no mail or telephone service*** available for this item.

5. Copies of Deeds

Unofficial copies of deeds affecting most properties within the City of Los Angeles may be obtained at the public counter for a fee. There is ***no mail or telephone service*** available for copies of deeds. Official certified copies can only be obtained at the Los Angeles County Registrar-Recorder's Office, 12400 E. Imperial Hwy., Norwalk, CA 90650.

SCHEDULE OF FEES

1. Copies of Deeds or Property Ownership Printouts (1-20 parcels)	\$1.10 for the first page of document. \$0.10 for each additional page of same document.
2. Copies of Maps	\$1.10 for the first copy of map. \$0.10 for each additional copy on the same map.
3. Lot Cut Affidavits	\$31.00
4. Property Ownership Printouts (21-200 parcels) - Overnight	\$14.00 for 21-200 parcels of land. \$14.00 for each additional 200 or part thereof.
5. Property Ownership Request by Mail	\$3.00 per request for up to four different parcels per request