



ANTONIO R. VILLARAIGOSA, MAYOR,
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RENT *Stabilization*

Los Angeles Housing Department ◊ Rent Stabilization - Customer Service and Information

3550 Wilshire Blvd., 15th Floor
Los Angeles, CA 90010-2314

3415 S. Sepulveda Blvd., #150
Los Angeles, CA 90034-6060

6640 Van Nuys Blvd.
Van Nuys, CA 91405-4617

3475 South Vermont Avenue, 2nd Floor
Los Angeles, CA 90044-3424

2215 North Broadway Ave.
Los Angeles, CA 90031

690 Knox Street, #125
Los Angeles, CA 90502-1305

P.O. Box 17280, Los Angeles, CA 90017-0280
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REGISTRATION BULLETIN

WHY DO LANDLORDS HAVE TO REGISTER THEIR RESIDENTIAL RENTAL UNITS?

The Rent Stabilization Ordinance (RSO) requires that all landlords register their rental property that is subject to the Ordinance before they may demand or collect rents in the City of Los Angeles.

WHAT KINDS OF RENTAL PROPERTY ARE SUBJECT TO THE PROVISIONS OF THE RENT STABILIZATION ORDINANCE?

The Rent Stabilization Ordinance (RSO) covers dwelling units, suites, condominiums, duplexes, guest rooms, mobile homes, mobile home pads, and rooms in a hotel, motel, rooming house or boarding house occupied by the same tenant for more than 30 consecutive days in the City of Los Angeles.

The following rental dwellings are **exempt** from the RSO: housing accommodations located in a structure for which a Certificate of Occupancy was first issued after October 1, 1978; detached one-family dwelling, except where there are

two or more dwelling units on the lot; nonprofit stock cooperative occupied by a shareholder tenant; state licensed community care facilities; convents; monasteries; medical care facilities; fraternity or sorority houses; student housing provided by an educational institution; governmentally subsidized housing; nonprofit housing accommodations; luxury housing accommodations issued a Department Certificate of Exemption; and substantially renovated accommodations issued a Department Certificate of Exemption. (After 1989, exemptions for Substantial Renovation are no longer issued).

HOW MUCH IS THE REGISTRATION FEE?

The registration fee is **\$18.71** per unit. Of this fee, **\$9.35** may be passed through to the tenant during the month of June each year. The landlord must provide a 30-day written notice to tenants assessed this surcharge. The Rent Stabilization Division will not provide a special form for this notice.

WHEN IS THE RENTAL UNIT

REGISTRATION PERIOD?

The annual registration fee is due January 1 and delinquent after the last day of February each year. Registration renewal notices are mailed to previously registered landlords during the last week of December. If no notice is received, the Landlord must still register within the registration period. The landlord has an obligation to provide tenants with a copy of the annual registration certificate. The Rent Stabilization Division will include the annual rent increase information on the rent registration certificate.

WHAT IF THE LANDLORD DOES NOT RECEIVE A RENEWAL NOTICE?

Any Landlord who does not receive a renewal notice by January 22nd, should contact LAHD at: (213) 808-8900. The failure to receive a renewal notice does not relieve the Landlord of the legal obligation to register the property on time and does not provide a basis for the waiver of any penalties which may be due.

IS THERE A PENALTY FOR FAILING TO REGISTER?

Yes. Landlords who fail to register by the last day of February will be assessed a **\$14.00** per unit late fee in addition to the **\$18.71** registration fee. However, if the Rent Stabilization Division is required to notify the landlord of the delinquency, the late fee will be \$28.00 per unit in addition to the **\$18.71** per unit registration fee.

HOW DO LANDLORDS REGISTER?

Landlords may register their rental property using one of the following methods.

REGISTERING BY MAIL

Landlords who receive a registration renewal notice should register by mail. The Landlord must complete the renewal notice as instructed on the form. Please indicate any changes that should be made to the pre-printed information.

Landlords who **do not** receive a renewal notice may register their rental property by mail. The Landlord must complete the form found on Page 4 which includes the following information when registering without a renewal notice:

- Exact street address of the property by the lowest address number on the lot;
- Name and mailing address of the owner or owner's agent;
- Number of units on the lot;
- Number of units to be registered;
- Unit numbers to be exempted and the reasons for exemption. Documentation which substantiates exemption must be submitted;
- Exact dates of ownership;
- If property was purchased within 45 days, please provide a copy of the Escrow Closing Statement Papers;
- Recorded Grant Deed or Trust Deed; and
- Check of Money Order payable to the **City of Los Angeles-LAHD**.

Registering in Person

Any Landlord may register in person at: **3550 Wilshire Blvd., 15th Floor, Los Angeles, CA 90010; 6640 Van Nuys Blvd., Van Nuys, CA 91405-4617; 3415 S. Sepulveda Blvd., #150, Los Angeles, CA 90034 , 690 Knox Street, #125, Los Angeles, CA 90502-1305 or at 2215 N. Broadway Ave., Los Angeles, CA 90031.**

INFORMATION REQUIRED TO QUALIFY FOR AN EXEMPTION

(Indicate the exemption that applies to your property on the back of the registration payment coupon. For more information call (213) 808-8900)

- FOR OWNER OCCUPANCY:** Date Homeowner's Exemption filed with the County.
- FOR OCCUPANCY BY FAMILY MEMBER, NO RENTS COLLECTED:** Date first used for non-rental purposes.
- COMMERCIAL NON-RESIDENTIAL:** Unit number for exempted unit.
- CONSTRUCTED AFTER 10/1/78:** Date of 1st Certificate of Occupancy for structure containing exempt unit.
- CO-OP – MEMBER OCCUPANCY:** Corporate number and member move-in date. All housing in co-operatives are exempt from SCEP. However only member-occupied units and units in co-operatives organized pursuant to Government Code Sec. 54237 (d) are exempt from Rent registration.
- DEMOLISHED:** Demolition permit number.
- DORMITORY, FRATERNITY, SORORITY - off campus:** Name of school, fraternity or sorority.
- DORMITORY ON-CAMPUS OR RELIGIOUS ORDER:** Name of school or religious order.
- GOVERNMENT OWNED OR MANAGED:** Name of government agency.
- HOSPITAL/LICENSE CARE**
- FACILITY:** Name of facility, type of license and license number.
- HOTEL/MOTEL - TRANSIENT ONLY:** Account number with LA City Office of Finance. Residential hotels in which the guest rooms are primarily used or intended for use as the primary residence of their occupants are subject to SCEP fees for all rooms. Rent fees are due for those guest rooms that are occupied as primary residence in any hotel for more than 30 days.
- FOR LUXURY HOUSING ACCOMMODATION:** Luxury Exemption Certificate number and date.
This exemption shall only apply to housing accommodations issued a Certificate of Exemption by the Housing Department stating that the accommodations were rented at the requisite rent levels on **May 31, 1978.**
- NON-PROFIT ORGANIZATION WITH RESTRICTED RENT:** County recordation number for regulatory agreement.
- PROJECT - BASED SECTION 8 ASSISTANCE:** Contract number and expiration date. Rental Units with tenant-based Section 8 assistance are not qualified for an exemption on this basis.
- Removed from Rental Market:** County recordation number for

Notice of Withdrawal Memorandum

- **VACANT FOR ALL OF 2007:** Date property first became vacant.

- **S U B S T A N T I A L R E N O V A T I O N:** Substantial renovation Certificate number and date. This exemption shall only apply to rental units to which the

Housing Department has received an application **prior to October 4, 1989**, and provided a Certificate of Exemption indicating that the requisite renovation work has been completed.

S: PUBLIC INFORMATION BULLETIN/ #4BULL.WPD-February 2007 - MI

To register by mail, please complete this form, attach the appropriate documentation, enclose check or money order and return to the Los Angeles Housing Department, Billing and Collections Section,
P.O. Box 17280, Los Angeles, CA 90017-0280.

(CHECK ONE) [] REGISTRATION/NEW OWNER [] OWNER INFORMATION CHANGE

OWNER INFORMATION

Owner OR Agent Name _____ Day-Phone No. () _____
 Mailing Address _____
 City/State/Zip Code _____

PROPERTY INFORMATION

INDICATE BY THE LOWEST PROPERTY NUMBER/ADDRESS ON THE LOT:
 (The Rent Stabilization Ordinance (RSO) records are set up by the lowest number on county record.)
 Property Address _____
 City/State/Zip Code _____

TOTAL NUMBER OF UNITS ON THE PROPERTY (INCLUDE ALL UNITS) _____
NUMBER OF UNITS TO BE REGISTERED _____ **EXEMPT UNITS** _____

On Time Payment:	
<u>Registration Fees</u>	<u>Systematic Code Enforcement Fees (SCEP)</u>
No. of Units _____ X \$18.71 = _____	No. of Units _____ X \$35.52 = _____
REG Total _____ + SCEP Total _____ = Total Amount Due _____	

OR

With Late Payment (If not received within 45 days of purchase or by February 28th.)	
<u>Registration Fees</u>	<u>Systematic Code Enforcement Fees (SCEP)</u>
No. of Units _____ X \$32.71 = _____	No. of Units _____ X \$53.28 = _____
REG Total _____ + SCEP Total _____ = Total Amount Due _____	

Total Amount of Check Enclosed \$ _____ (make check payable to City of LA - LAHD)

Is this Property Located on a Corner Lot? NO YES

If yes, list Corner Address _____
 City/State/Zip Code _____

*** To register or change ownership name, ONE OF THE FOLLOWING DOCUMENTS IS REQUIRED.**

No other documents are accepted.

- | | |
|--|--|
| <input type="checkbox"/> RECORDED GRANT DEED | <input type="checkbox"/> RECORDED TRUSTEE'S DEED |
| <input type="checkbox"/> CORPORATION DEED | <input type="checkbox"/> COURT RECEIVERSHIP |
| <input type="checkbox"/> ESCROW CLOSING/SETTLEMENT STATEMENT | |

Your Signature _____ Date _____

(THIS SPACE FOR INTER-OFFICE USE ONLY)

APN: _____ SALE DATE: _____