

Los Angeles Housing + Community Investment Department 2017 Annual Rent Registry Form Instructions

The Los Angeles City Council enacted the Rent Registry Ordinance (#184529) effective October 4, 2016. This Ordinance provides that landlords must provide rent amount and tenancy information for every rental unit subject to the Rent Stabilization Ordinance (RSO), on a form prescribed by HCLDLA. This information shall be submitted annually by the last day of February of each year. Registration is complete only when all outstanding registration fees have been paid and all required rental amount and tenancy information including emergency contact information is provided.

INSTRUCTIONS: To ensure accuracy and avoid any delay, we strongly recommend this form be completed online at registerLArent.org. If you choose to mail in this form, please complete the form by writing within the text box and use only black ink to help ensure legibility. Forms that have written text outside the text or check box may be delayed in processing.

This form consists of 3 parts:

PART 1 - Provide emergency contact information for the property. If applicable, please indicate the number of units on the property if different than the number provided on the form.

PART 2 - Rent amount and tenancy information must be completed for each rental unit. **If additional Rent Registry forms are needed, please make copies of the back of this page.** For each rental unit, please provide complete House Number, Street Name, Unit Number (if applicable), Number of Bedrooms, Move-In Date, Current Monthly Rent Amount (do not include temporary or one-time RSO, SCEP or other surcharges or fees), Effective Date of Last Rent Increase. If applicable, select Utility Services (Gas & Electric) Paid by the Landlord (this does not include payment for a common furnace boiler or hot water heater). Indicate if Parking is included in Current Monthly Rent Amount. Indicate if a RSO Exemption Application has been submitted to HCLDLA. The type of exemption selected will be cross-referenced with the Exemption Application.

PART 3 - A signature is required on each Rent Registry form. Please fill in the number of total Rent Registry forms submitted on the bottom right hand corner of this section.

Rent Registry Form Frequently Asked Questions

Rent Registry Form

Q. Why did I get this form?

A. You received this form because your property is subject to the RSO. The Rent Registry form must be completed for every rental property subject to the RSO on an annual basis and received by HCLDLA **on or before the last day of February** in order for your annual registration to be complete.

Q. What happens if I do not submit the form or only provide partial information?

A. For 2017, if you do not submit or complete the Rent Registry form, you will receive a Provisional Rent Certificate instead of the regular Rent Certificate that has been issued in prior years. Since this amendment to the RSO was approved by City Council at the end of 2016, Registration Certificates will not be withheld in the first year of the Rent Registry implementation. However, beginning in 2018, if the Rent Registry form is not submitted or incomplete, a Rent Certificate will be not be issued.

Q. What if I am a new Landlord and do not know all the answers to the questions regarding each tenancy for each rental unit?

A. You should answer each question to the best of your knowledge. Once the form is submitted to HCLDLA, tenants will be able to view the information and dispute discrepancies by providing supporting documentation.

Q. What if I submit my Rent Registry form to HCLDLA and later realize I need to update information?

A. Updates to the Rent Registry form will only be processed online at registerLArent.org. To access your information, you will need the same login information that is used when you pay your registration and SCEP fees online.

Q. I received a Provisional Rent Certificate and want to know how I can obtain a non-Provisional Rent Certificate?

A. In 2017, either type of Certificate serves as evidence of registration and permits a landlord to collect rent. Provisional Certificates will only be issued in 2017. Beginning in 2018, if the Rent Registry form is not submitted or is incomplete, a Registration Certificate will not be issued.

Q. Who do I contact for assistance regarding the Rent Registry form?

A. Call our Hotline at (866) 557-RENT (7368) or visit our website registerLArent.org.

TURN PAGE OVER FOR ADDITIONAL BLANK RENT REGISTRY FORM

Complete This Form Online at registerLArent.org or Mail to: P.O. BOX 30970 Los Angeles, CA 90030-0970.