

Los Angeles Housing + Community Investment Department (HCIDLA)  
**2018 Annual Rent Registry Form Instructions**

The Los Angeles City Council enacted the Rent Registry Ordinance (#184529) effective October 4, 2016. It Indicates 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 HCIDLA. This information shall be submitted annually by the last day of February. Registration is complete only when all outstanding registration fees have been paid and all required rental amount, tenancy information, and including emergency contact information is provided.

**This form consists of 3 parts:**

**PART 1** - Provide emergency contact information. The emergency contact is the person to call should there be an emergency at your property such as a fire, etc. The name, address, and phone number are required.

**PART 2** - Rental Unit information must be completed for the Total Number of Units on the Property listed at Part 1 (first page). 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, provide complete Street Number, Street Name, Unit Number (if applicable), Number of Bedrooms, Move-In Date, and Current Monthly Rent Amount. Fill in the bubble only if the unit is temporarily vacant, but to be rented later this year, or if it is employee occupied where no rent is collected. Do not include temporary or one-time RSO, SCEP or other surcharges or fees. Indicate 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 an RSO Exemption Application has been submitted to HCIDLA. 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**

**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 HCIDLA **on or before the last day of February** to complete your annual registration.

**Q: What happens if I do not submit the Rent Registry form or only provide partial information?**

A: If you do not submit a complete Rent Registry Form, you will not receive a Statement of Registration of Rentals Units (Rent Certificate). To complete the Rent Registry Form, you must enter the Emergency Contact Information and Rental Unit information. The Form must be completed even if you have submitted an exemption (i.e. Owner occupied, no rent collected, etc.).

**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 Rent Registry form is submitted to HCIDLA, tenants may be able to dispute discrepancies by providing supporting documentation.

**Q: My property consists of studio units, how should I mark the Rent Registry form?**

A: Rental units that are studios, bachelor, guest rooms, singles, etc., should be marked as "0" bedrooms.

**Q: I currently live in one of my rental units; do I still need to submit the Rent Registry Form?**

A: If you live in your rental unit and rent out the remaining rental, you still need to fill out the Rent Registry Form in order to receive a Registration Certificate. Property owners that live in their rental units can file for an Annual Exemption and not pay the registration fee for that unit. If the Exemption Form is submitted, then select "T1 Owner Occupied" for the owner occupied unit.

**Q: What if I submit my Rent Registry form to HCIDLA and later realize I need to update information?**

A: If the Rent Registry Form was submitted online, updates can be made by accessing your online account at [registerLArent.org](http://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: Who do I contact for assistance regarding the Rent Registry form?**

A: Call our Hotline at (866) 557-RENT (7368) or email the Rent Registry Section at [hcidla.rentregistry@lacity.org](mailto:hcidla.rentregistry@lacity.org) and provide your APN on the subject line. You can also visit our website [registerLArent.org](http://registerLArent.org) to review additional frequently asked questions.

**TURN PAGE OVER FOR ADDITIONAL BLANK RENT REGISTRY FORM**

**Complete This Form Online at [registerLArent.org](http://registerLArent.org) or Mail to: P.O. BOX 30970 Los Angeles, CA 90030-0970.**