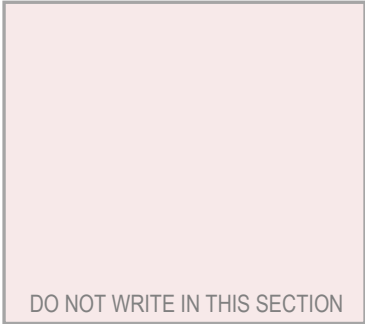


ADMINISTRATIVE PENALTY APPEAL

Please note: It is the obligation of the property owner to pay annual fees and update their contact information with the Department. The failure to receive an Annual Bill **does not** relieve the property owner of the legal obligation to pay annual fees and does not provide a basis for the waiver of any penalties.



CRITERIA FILL IN THE APPROPRIATE BUBBLE

- 1. Debilitating illness and/or death of property owner.
 - a. For illness, documented proof from their doctor is required to substantiate your claim.
 - b. For death, a copy of the death certificate is required.
- 2. Change of ownership: The new landlord must register the property within forty-five (45) days of the sale date. A copy of the Grant Deed must be submitted.
- 3. Change of Exemption Status: Rental units must be registered within (10) days from the date the units became rented. A copy of the rental agreement must be submitted.
- 4. Department error (must specify error).

FILL IN THE APPROPRIATE BUBBLE

ANNUAL DELINQUENT FEE

INSPECTION LATE FEE

REGULAR FEES MUST BE PAID FOR YOUR APPEAL TO BE REVIEWED.

PAID? YES NO

ASSESSOR'S PARCEL #: _____ INVOICE #: _____

PROPERTY ADDRESS: _____

OWNER'S NAME: _____ SALE DATE: _____
OWNER REPRESENTATIVE REQUIRES AUTHORIZATION POLICY AGENT/REPRESENTATIVE FORM (SEE BACK FOR DETAILED INFORMATION)

OWNER'S MAILING ADDRESS: _____

HOME WORK MOBILE

PRIMARY PHONE #1: _____ EMAIL: _____

Please turn page to document your justification and for additional information.

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

Signature of Owner _____

Date _____

Please mail, email or fax the completed form and supporting documents to:

CITY of LOS ANGELES - HCIDLA
 Billing & Collections Unit
 P.O. Box 17790
 Los Angeles, CA 90017-0790

Fax: (213) 808-8818 or email to
HCIDLA.billing@lacity.org

- OFFICIAL USE ONLY -

Reviewed By: _____ Date: _____

Approved Denied: Regular fees not paid No Documentation/Insufficient Documentation

Approved By: _____ Date: _____ Adj. Amount: \$ _____



JUSTIFICATION: (Attach supporting documentation and/or additional sheets if necessary)

Filing an Appeal

A **Late/Delinquent Fee** is assessed if the regular fee payment is **not received** by the due date.

The regular fees **MUST** be paid prior to filing & all supporting documentation provided with the appeal. Failure to comply with this policy will result in an automatic denial of your appeal.

Do not use this form if you object to an actual inspection fee, please refer to the regional office phone number listed on your bill. For additional information see below.

Filing an “Appeal to Senior Inspector” form

Contact: a) Code Enforcement Division at regional office phone number listed on your bill; b) access our website <http://hcidla.lacity.org> (Code Enforcement/Forms/Senior Appeal form); or c) visit a public counter listed on our website under About Us/Contact Information to obtain a copy of the “Appeal to Senior Inspector” form.

Note: a \$128 fee must be submitted with the appeal form.

Owner Representative

“Billing” information is only provided to the owner of record and their duly authorized representative (agent). The owner can authorize an agent to receive billing information and/or act on their behalf by providing the Department Form. The form can be obtained online at HCIDLABill.org or at any of the following HCIDLA offices.