



Registration/Exemption Application

To register by mail, please complete this form, attach the appropriate documentation, enclose check or money order and return to:

**Los Angeles Housing and Community Investment Department
Billing and Collections Section
PO Box 17790, Los Angeles, CA 90017-0790**

Applications that are incomplete **will NOT be processed**. See back of this application for important information.

Assessor Parcel Number (APN)

Property Address

DO NOT WRITE IN THIS SECTION

Property Information (REQUIRED)

New Owner

Owner Information Change

Owner of Record		Ownership Date	
Owner Address		Phone #	
		Phone #	
Email Address			
Billing Name	(if different from owner, see the Property Owner/Management Company Representative Authorization Policy)		
Billing Address			
Email Address		Phone #	

Emergency Contact (REQUIRED) - Per LAMC 151.05B, this information **must** be up-to-date.

Name		Phone #	
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Billing Contact Information - Be advised that the changes to the HCIDLA information will not modify the Los Angeles County Office of the Assessor's data.

To register or change ownership name, ONE OF THE FOLLOWING DOCUMENTS IS REQUIRED. No other documents are accepted.

- RECORDED GRANT DEED
 RECORDED TRUSTEE'S DEED
 CORPORATION DEED
 ESCROW CLOSING/SETTLEMENT STATEMENT
 COURT RECEIVERSHIP

To register on behalf of the owner, please see the **PROPERTY OWNER/MANAGEMENT COMPANY REPRESENTATIVE AUTHORIZATION POLICY** for required documentation.

Annual Temporary Exemption Request (See back of this application to calculate amount due)

- To apply for temporary exemption(s), complete this section. For more than two, see back of this form for instructions.
- See the back of this form for descriptions, requirements and instructions.

Exemption Type	Unit Number	Exemption Type	Unit Number

Signature Required for Exemption(s) & Information Updates

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

Owner Signature _____ Date _____

How to calculate “Total Amount Due” (use the table below):

	Assessor Parcel Number (APN)	RSO	SCEP	Total Amount Due
A	Number of units on the property			
B	Less: Number of units to be exempted (fill out Temporary Exemption Request and/or RSO/SCEP15 Form)	-	-	
C	Number of units to be paid	=	=	
D	Regular fee	x \$24.51/unit	x \$43.32/unit	
E	Total	+	=	

Step 1: Determine the “*Number of units on the property*” (row A). This is the total units on the property subject to RENT (RSO) and/or SCEP, regardless of whether they are rented or not.

Step 2: Determine the “*Number of units to be exempted*” or “*Number of non-rented units*” (row B). If none, write 0.
Note: The “*Number of units to be exempted*” (row B) cannot be more than “*Number of units billed*” (row A). If any of the units are not rented for the billing year, please fill out the Annual Temporary Exemption Request on the front of the Registration/Exemption Application to request temporary exemptions. See below for a list of temporary exemption types. To request other exemption types, please review the [RSO/SCEP15 Form](#) and complete as appropriate.
Failure to submit Registration/Exemption Application Form within 45 days of the Sale Date will result in fees being due and payable for the exempted units.

Step 3: Subtract the “*Number of units to be exempted*” (row B) from the “*Number of units billed*” (row A). This will be the “*Number of units to be paid*” (row C) for the year.

Step 4: Calculate the “*Total*” (row E) for RSO and/or SCEP by multiplying “*Number of units to be paid*” (row C) by the “*Regular fee*” (row D).

Step 5: Calculate the “*Total Amount Due*” by adding the “*Total*” (row E) on RSO and/or SCEP.
Note: **After registering your property for the current year, payment will be due at the end of February every year. Payments received after this due date will incur penalties.**

Temporary Exemption Information

- **The Los Angeles Housing and Community Investment Department will only grant temporary exemptions (T1, T3 and/or S5) for the current year.**
- If the status of residency for the unit previously exempted changes, the property owner is required to notify the Los Angeles Housing and Community Investment Department (and pay the mandated fees) within 10 days.
- DO NOT submit original documents. Keep copies of all documents submitted.
- Temporary (T1, T3 and/or S5) exemptions requests are to be submitted on a yearly basis (EVERY YEAR).
- You may only claim one T1 (Owner Occupied) Exemption unless multiple owners are listed on the title.
- See the Multi-T Form (*Certification of No Rent Collected (3) Form*) for T1 and/or T3 of three (3) or more units.

Temporary Exemption Code	Exemption	Exemption Period	Exemption Type and Required Documentation
T1	Owner Occupied	1 Year	Owner occupied exemption is limited to only one unit per owner, irrespective of the number of properties owned. Completed Notarized “Certification of No Rent Collected (3) Form” is required if claiming more than two (2) Temporary Exemptions (T1 and/or T3) and is available online at HCIDLABill.org or at any HCIDLA regional office.
T3	No Rent Collected	1 Year	The unit will be used for storage or living purposes. No rent will be collected for the entire year. Completed Notarized “Certification of No Rent Collected (3) Form” is required if claiming more than two (2) Temporary Exemptions (T1 and/or T3) and is available online at HCIDLABill.org or at any HCIDLA regional office.
S5	Vacant	1 Year	Use if unit will be vacant for the entire year. Completed Notarized and Recorded HCIDLA “County Notice of Vacant Unit(s)” form; the form is available online at HCIDLABill.org or at any HCIDLA regional office.



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Compliance Division

1200 West 7th Street, 8th Floor, Los Angeles, CA 90017

Tel 866.557.7368 | fax 213.808.8818

hcidla.lacity.org

Property Owner/Management Company Representative Authorization Policy

“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. The “owner of record” must provide the Department with an original notarized letter specifying the following:

1. The name and title of the owner attesting to the ownership of the subject property,
 - a. For properties owned by a legal entity such as a Corporation, LLC, etc. – authorization letter shall be on the letterhead of the entity and signed by the duly authorized person from that entity (e.g. CEO, President, General Partner, etc.)
 - b. For properties owned by individuals – ALL of the owners of record must sign the authorization letter.
2. The address of the subject property,
3. The name, address, telephone number(s) of the agent authorized to receive information or act behalf of the owner, agent’s relationship to the owner, and
4. The specific information that can be provided and the authority that is being granted to the agent.

The authorization letter must have the original wet signature; no copies or faxes. The letter will be kept on file and remain valid until a change of ownership occurs or a new authorization letter is received. If you have any questions regarding this procedure, please see the Billing and Collections Unit at (213) 808-8900.