



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## AB 2556 CHECKLIST

### Submit application and required documents to:

**Email (Preferred):** [HCIDLA.LandUse@LACity.org](mailto:HCIDLA.LandUse@LACity.org)

**Mail:** Los Angeles Housing + Community Investment Department; Planning and Land Use Unit;  
1200 W. 7<sup>th</sup> St., 8<sup>th</sup> Fl.; Los Angeles, CA 90017

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_  
\_\_\_\_\_

**AB 2556 submissions will NOT be accepted unless all items highlighted below in **BOLD** are provided as applicable.**

- 1. AB 2556 Determination fees (\$1,027 per unit)**
- 2. Completed AB 2556 Application Form**
  - a. Owner’s Affidavit (must be signed by owner of record on the Grant Deed and notarized)
- 3. Unit information (including: Unit number, tenant name(s), square footage, and number of bedrooms) [as applicable]
  - a. If unit is not rented, explain its current use, and give date previous tenant vacated [as applicable]
- 4. Information to prove vacancy or occupancy status (e.g. utility bills, property tax bills, and IRS forms)
- 5. Grant Deed for the property (must be recorded)**
- 6. Recorded Lot Tie (as applicable)
- 7. Signatory Documents for the Owner —The following documents are required as follows:**
  - a. Corporation—i) Articles of Incorporation; ii) Executed Board Resolution, iii) Statement of Information (as applicable)
  - b. LLC—i) Articles of Organization; ii) Executed Operating Agreement; iii) Statement of Information
  - c. LP—i) Certificate of Limited Partnership; ii) Executed Limited Partnership Agreement
  - d. Trust Documents
- 8. Ellis Documents/Tenant Relocation Documents [if under Rent Stabilization Ordinance (RSO)]
- 9. Referral Form, Determination Letter, or Tentative Tract Letter — from Department of City Planning [as applicable]