



Los Angeles  
**HOUSING+COMMUNITY**  
Investment Department

Landlord Declarations Section  
1200 W 7<sup>th</sup> Street, 1st Floor, Los Angeles, CA 90017  
rent hotline 866.557.7368  
hcidla.lacity.org



Eric Garcetti, Mayor  
Rushmore D. Cervantes,  
General Manager

NOT VALID WITHOUT HCIDLA RECEIPT STAMP

APN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ C.D.: \_\_\_\_\_ #: \_\_\_\_\_

**NOTICE TO TENANT:** Your landlord is required to file this declaration with the City and to serve you with a complete copy prior to or at the time that you are served a written notice terminating your tenancy. **The representations made in this declaration are entirely those of your landlord, and the City takes no responsibility for their accuracy or good faith. If you believe that the statements in this declaration are inaccurate or that your landlord is acting in bad faith, you may file a complaint with the City by calling (866) 557- RENT.**

**DECLARATION OF INTENT TO EVICT FOR LANDLORD OCCUPANCY**

<b>Rental Unit Address:</b>	<u>Street Address</u>	<u>Unit No.</u>	<u>City</u>	<u>ZIP Code</u>
<b>Current Tenant Name(s):</b>	<b>Date Tenant Moved In:</b>			
<b>Current Monthly Rent:</b>	<b>Date of Last Rent Increase:</b>			
<b>Name of Family Member Moving into the Rental Unit:</b>	<b>Family Member's Estimated Move-in Date:</b>			
<b>Relationship to Landlord:</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild The landlord may recover possession of the rental unit for owner-occupancy only if the new occupant is in one of these categories [LAMC §151.09 A.8.(a)].			
<b>Current Address of Family Member Moving into the Unit:</b>	<u>Street Address</u>	<u>Unit No.</u>	<u>City</u>	<u>State</u> <u>ZIP Code</u>

<b>Is the landlord is a corporation, partnership or similar ownership entity?</b> <i>A landlord must be a natural person, or a beneficiary of a trust to evict for owner-occupancy [LAMC §151.09 A.8.(a)].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Have you previously evicted a tenant for occupancy by this family member at this property?</b> <i>A landlord may use owner-occupancy as a ground to recover possession for use and occupancy by the landlord, landlord's spouse, grandchild, child, parent or grandparent only once for that person in each rental complex [LAMC §151.09 A.8.(a)].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is any current tenant in this rental unit an elderly or disabled person who has resided in the unit for at least 10 years?</b> [LAMC §151.30.D.1.a]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is any current tenant in this rental unit terminally ill (as certified by a treating physician licensed to practice in the State of California)?</b> [LAMC §151.30.D.1.b]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is this rental unit currently registered with the City under Rent Stabilization?</b> <i>No landlord shall demand or accept rent for a rental unit without first serving a copy of a valid registration or annual registration renewal statement on the tenant of that rental unit [LAMC §151.05 A]. In any action by a landlord to recover possession of a rental unit the tenant may raise as an affirmative defense the failure of the landlord to comply with §151.05 A [LAMC §151.09 F.].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are any Code Enforcement fees currently delinquent?</b> <i>A tenant may withhold the payment of any rent otherwise lawfully due and owing if any Code Enforcement fees are delinquent. Once the fees have been paid, the tenant becomes obligated to pay the current rent and any back rent withheld [LAMC §161.903.3.1]. The tenant may assert as an affirmative defense to any unlawful detainer action that the landlord has failed to pay required fees pursuant to this article [LAMC §161.903.3.2].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is this rental unit currently subject to the Rent Escrow Account Program (REAP) or has it been subject to REAP within the past year?</b> <i>Until a unit is removed from REAP and for one year thereafter, the landlord shall have the burden of proving that any action to recover possession, other than one based on nonpayment of rent, is not brought for the purposes of retaliation [LAMC §162.09 A.3-4].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is there a vacant and comparable unit at this property?</b> <i>The existence of a vacant comparable unit in the building which is also suitable for owner-occupancy is a factor demonstrating a possible intent to circumvent the Rent Stabilization Ordinance [RAC Regulation §613.04].</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the family member or owner move in within three months of tenant's vacation of the unit?</b> [LAMC §151.30.B]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the family member or owner moving in to the unit reside there for a minimum of two years?</b> <i>When a landlord evicts a tenant based upon the owner's or the landlord's immediate relative's intention to occupy the tenant's unit, failure to maintain residence in the unit for at least two years may constitute evidence of intent to circumvent the Rent Stabilization Ordinance (RAC Regulation 613.04.2). <b>You must file 3 declarations: 1) Within 3 months of tenant vacating 2) Within 30 days preceding the 1st anniversary of tenant vacating and 3) Within 30 days preceding the 2nd anniversary of the tenant vacating. (LAMC151.30F)</b></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If evicting for family occupancy does the landlord have legal title to 50% of the property, or if evicting for owner occupancy does the landlord have legal title to 25% of the property?</b> [LAMC §151.30.A]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will the owner or family member occupy the unit as their primary place of residence?</b> [LAMC §151.30.B]	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is the tenant of the subject unit the most recent tenant to occupy a unit in this property?</b> [LAMC §151.30.C]	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Relocation Assistance Requirements [LAMC §151.09.G]

Is any current tenant in this rental unit 62 years of age or older?  Yes  No

Is any current tenant in this rental unit disabled or handicapped?  Yes  No

Is any current tenant in this rental unit residing with one or more minor children who are legally dependent on that tenant (as determined for federal income tax purposes)?  Yes  No

If the answer to any of the three questions above is YES, the tenant is a Qualified Tenant and household is entitled to higher relocation assistance amounts, but if the answer is NO to ALL of the above, the tenant is Eligible for the lower amounts. (LAMC) §151.09 G.

### RELOCATION ASSISTANCE AMOUNTS ( Effective July 1, 2018 to June 30, 2019):

Type of Tenant	Less than 3 years	3 years or more	Low Income
Eligible	\$ 8,200	\$ 10,750	\$ 10,750
Qualified	\$ 17,300	\$ 20,450	\$ 20,450

Do you want HCIDLA to consider if you are eligible to pay the Mom & Pop relocation amounts ?  Yes  No

Type of Tenant	Mom & Pop Amounts
Eligible	\$ 7,900
Qualified	\$15,900

In order to be eligible for these amounts the owner must met all the requirements below:  
**(1)** the building containing the rental unit contains four or fewer rental units; **(2)** within the previous 3 years the landlord has not paid the fee authorized by this Subsection to any tenant who resided in the building; **(3)** the landlord owns, in the City of Los Angeles, no more than four units of residential property and a single-family home on a separate lot; and **(4)** any eligible relative for whom the landlord is recovering possession of the rental unit does not own any residential property in the City of Los Angeles.

### 2018 HUD Low Income Limits (Los Angeles)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$54,250	\$62,000	\$69,750	\$77,500	\$83,700	\$89,900	\$96,100	\$102,300

If the rental unit is currently occupied by two or more tenants, each tenant shall be paid a pro-rata share. In accordance with LAMC §151.09G.2, the landlord shall pay relocation assistance amount owed to the tenant, either directly or via an escrow account in the tenant's name, within fifteen (15) days of service of a written notice of termination.

### Additional Notifications

- 1) An administrative fee of \$75 is due and payable to the City of Los Angeles—HCIDLA when submitting this declaration in addition to relocation services fees in the Relocation Services/Demolition Monitoring Services Application.
- 2) **You must file declarations of occupancy within 3 months of tenant vacating and within 30 days of the 1st and 2nd anniversary of tenant vacating.**
- 3) You must file a Notice of Intention to Re-Rent with the HCIDLA before renting or leasing the rental unit.
- 4) If you act in bad faith in recovering possession of a rental unit, you shall be liable to any tenant who was displaced from the property for three times the amount of actual damages, exemplary damages, equitable relief, and attorney fees. The City may institute a civil proceeding for equitable relief and exemplary damages for displacement of tenants.
- 5) If you fail to file a statement or notice as required, you must pay a fine in the amount of \$250 per day for each day the notice is delinquent. **Any person who willfully or knowingly with the intent to deceive makes a false statement or representation, or knowingly fails to disclose a material fact in this form shall be guilty of a misdemeanor (LAMC §151.10 B.). This document of and by itself does not satisfy Notice to Quit requirements per California law.**

### DECLARATION OF LANDLORD

I hereby declare that I am evicting the tenant(s) at the rental property identified on this form for occupancy for myself or the listed related person in accordance with the requirements of Los Angeles Municipal Code (LAMC) §151.09 A.8.(a) and that I am held responsible for providing monetary relocation assistance to the tenant(s) being evicted in accordance with LAMC §151.09.G.

I understand that **the rent for any subsequent tenant(s) is not decontrolled** and therefore must be established at the rental amount indicated above plus any increases or decreases allowed by the Rent Stabilization Ordinance in accordance with LAMC §151.06 C.

Furthermore, if said unit is returned to the rental market, I recognize it is my responsibility to file a re-rental Declaration with the Los Angeles Housing and Community Investment Department (HCIDLA) within ten (10) days of re-rental, in accordance with LAMC §151.09 I., and that my failure to notify HCIDLA of the re-rental of my rental units may result in late and delinquent registration fees being added to the regular registration fee.

<u>LANDLORD'S SIGNATURE</u>	<u>LANDLORD'S PRINTED NAME</u>	<u>DATE</u>
<u>LANDLORD'S MAILING STREET ADDRESS</u>	<u>LANDLORD'S CITY, STATE, ZIP CODE</u>	<u>LANDLORD'S PHONE</u>
<u>AGENT'S SIGNATURE</u>	<u>AGENT'S PRINTED NAME</u>	<u>DATE</u>
<u>AGENT'S COMPANY AND STREET ADDRESS</u>	<u>AGENT'S CITY, STATE, ZIP CODE</u>	<u>AGENT'S PHONE</u>



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Rushmore D. Cervantes,  
General Manager

RESERVED FOR HCIDLA USE

APN: \_\_\_\_\_ CD: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ CASE: \_\_\_\_\_

**Relocation Services/Demolition Monitoring Services Application**

**PROPERTY INFORMATION**

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

Unit No.: \_\_\_\_\_

City: \_\_\_\_\_

ZIP code: \_\_\_\_\_

**OWNER INFORMATION**

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

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

Business Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

I request HCIDLA's clearance of a demolition permit to be issued for no less than all of the units of this property.

**REASON FOR RELOCATION / DEMOLITION MONITORING APPLICATION**

<input type="checkbox"/> Withdrawal of all units from the rental market (LAMC 1.09.A.10) (RSO)	<input type="checkbox"/> Eviction for compliance with a government agency order (LAMC 151.09.A11)
<input type="checkbox"/> Condo Conversion (LAMC 47.06) (RSO & non-RSO)	<input type="checkbox"/> Permanent Relocation pursuant to Tenant Habitability Plan (LAMC 152.05.A)
<input type="checkbox"/> Demolition (LAMC 47.07) (RSO & non-RSO)	<input type="checkbox"/> HUD foreclosure (LAMC 151.09.A.12)
<input type="checkbox"/> Eviction for owner-occupancy / resident manager occupancy (LAMC 151.09.A8) (RSO)	

**OWNER CERTIFICATION**

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct to the best of my knowledge and belief. If the City determines that a higher Relocation Services Contractor Fee is due based on a different status of one or more of the units, I will compensate the City for the balance due. **All fees are non-refundable.**

Owner's signature: \_\_\_\_\_

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

## TENANT INFORMATION

Unit #	Tenant Name & Phone Number	Unit #	Senior		Disabled		Minor Children		If ALL "No"	If ANY "Yes"	Total
			Yes	No	Yes	No	Yes	No	\$466	\$748	
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL :</b>											

Fees	Amount	# of Units	Total per Fee
Demolition Monitoring Administrative Fee	<b>\$45</b> X	_____	
Relocation Services Administrative Fee	<b>\$65</b> X	_____	
Owner Occupancy/Resident Manager Application Fee	<b>\$75</b> X	_____	
Relocation Services Application Fee <b>Underpayment Balance</b>	<b>\$282</b> X	_____	
<b>Total Amount Due</b>			



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Rushmore D. Cervantes,  
General Manager, Mayor

NOT VALID WITHOUT HCIDLA RECEIPT STAMP

APN: \_\_\_\_\_ C.D.: \_\_\_\_\_ #: \_\_\_\_\_

**NOTICE TO LANDLORD:** This form must be submitted to the Los Angeles Housing and Community Investment Department within 3 months of tenant's vacation of the rental unit after an eviction based on Los Angeles Municipal Code (LAMC) 151.09.A.8, and also 30 days preceding the first year anniversary of continued occupancy, and 30 days preceding the second year anniversary of continued occupancy

## DECLARATION OF OCCUPANCY

<b>Rental Unit Address:</b>	<u>Street Address</u>	<u>Unit No.</u>	<u>City</u>	<u>ZIP Code</u>	<b>Date Tenant Moved Out:</b>
<b>Current Occupant's Name(s):</b>					<b>Date Occupant Moved In:</b>
<b>Occupant's Relationship to Landlord:</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Resident Manager				

**THIS FORM IS BEING FILED TO COMPLY WITH LAMC 151.30.F FOR THE FOLLOWING (YOU MUST CHECK ONE):**

Declaration of Occupancy within 3 months of tenant's surrender of rental unit.

Declaration of Continued Occupancy within 30 days preceding the first year anniversary of the tenant's vacation of the rental unit

Declaration of Continued Occupancy within 30 days preceding the second year anniversary of the tenant's vacation of the rental unit

**If the landlord, eligible family member, or resident manager has not moved in within 3 months of tenant's surrender of the unit, or has not continued their occupancy after the first or second anniversary of the vacation of the rental unit, please explain why in detail below (attach additional sheets, if necessary):**

**IF YOU FAIL TO FILE A STATEMENT OR NOTICE AS REQUIRED, YOU MUST PAY A FINE IN THE AMOUNT OF \$250 PER DAY FOR EACH DAY THIS DECLARATION IS DELINQUENT (LAMC 151.30.I.2).**

### Landlord Declaration

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. **(All owners must sign; attach additional pages if necessary.)**

<u>LANDLORD'S SIGNATURE</u>	<u>LANDLORD'S PRINTED NAME</u>	<u>DATE</u>
<u>LANDLORD'S MAILING STREET ADDRESS</u>	<u>LANDLORD'S CITY, STATE, ZIP CODE</u>	<u>LANDLORD'S PHONE</u>
<u>LANDLORD'S AGENT'S SIGNATURE</u>	<u>AGENT'S PRINTED NAME</u>	<u>DATE</u>
<u>AGENT'S COMPANY &amp; STREET ADDRESS</u>	<u>AGENT'S CITY, STATE, ZIP CODE</u>	<u>AGENT'S PHONE</u>



**Notice to Landlord of Interest in  
Renewing Tenancy**  
(After eviction based on owner, family or resident manager  
occupancy)  
LAMC 151.09 A8



Eric Garcetti, Mayor  
Rushmore D. Cervantes,  
General Manager

**Tenant Re-Rental Rights:** A tenant has a right to return to the same unit provided that the tenant gives proper written notice to the landlord.

Pursuant to LAMC 151.30.G., a landlord who re-rents the unit that was the subject of a tenancy termination based owner, family or resident manager occupancy within 2 years after the tenant vacated must first offer to rent the rental unit to the displaced tenant(s) if the tenant(s) gave writing notice to the landlord within 30 days of displacement of the tenant's desire to consider an offer to renew the tenancy and provided the landlord and Department with an address to which to direct the offer. The tenant or tenants may advise the landlord and Department any time during the 2 year period of eligibility of a change of address to which the owner will mail the offer.

A landlord who offers to rent or lease a rental unit to a previously displaced tenant shall deposit the offer in the United States mail, by registered or certified mail with postage prepaid, addressed to the displaced tenant(s) at the address furnished to the landlord, and shall describe the terms of the offer. The displaced tenant or tenants shall have 30 days from the deposit of the offer in the mail to accept the offer by personal delivery of that acceptance or by deposit of the acceptance in the United States mail by registered or certified mail with postage prepaid.

**Landlord Name:** \_\_\_\_\_

**Landlord Address:** \_\_\_\_\_  
\_\_\_\_\_

**My name is:** \_\_\_\_\_

**I am/was a tenant at:** \_\_\_\_\_  
\_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

additional contact addresses on reverse of this notice

\_\_\_\_\_ (Signature of Tenant) \_\_\_\_\_ (Date)

**IMPORTANT:** This notice should be given to the landlord no later than 30 days after the date the tenant was displaced as a result of LAMC 151.09A8. A copy of this notice also may be given at any time to the Los Angeles Housing and Community Investment Department: Rent Division - Landlord Declarations Section; 1200 W. 7th Street, 1st Floor, Los Angeles, CA 90017 or [hcidla.declarations@lacity.org](mailto:hcidla.declarations@lacity.org)

**Each tenant who is interested in receiving notice that the accommodations at this address are again offered for rent or lease must file a separate *Notice to Landlord of Interest in Renewing Tenancy*.**

# Additional Contact Information

<b>Tenant Name:</b>	_____
<b>Contact Address:</b>	_____
	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____

<b>Tenant Name:</b>	_____
<b>Contact Address:</b>	_____
	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____

<b>Tenant Name:</b>	_____
<b>Contact Address:</b>	_____
	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____

<b>Tenant Name:</b>	_____
<b>Contact Address:</b>	_____
	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____

<b>Tenant Name:</b>	_____
<b>Contact Address:</b>	_____
	_____
<b>Phone:</b>	_____
<b>Email:</b>	_____