



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

LAND USE COVENANT CHECKLIST

Submit application and required documents to:

Email (Preferred): HCIDLA.LandUse@LACity.org

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

Owner: _____

Date: _____

Property _____

Project _____

Address: _____

Name: _____

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

- 1. Covenant preparation fees**
- 2. Completed Land Use Covenant Application, and/or the following Attachments (blank form/s attached):**
 - a. Current Property List
 - b. Table of Rental Units**
 - c. Table of Purchase Units (as applicable)
- 3. AB 2556 Determination Application, Owner’s Affidavit and required documents (as applicable)
- 4. Letter of Application**
- 5. Projected Project Completion Dates (25%, 50%, 75%, 100%)
- 6. Application for Building Permit—front & back pages—from Department of Building & Safety**
- 7. Clearance Summary Worksheet—all pages—from Department of Building & Safety [must include HCIDLA clearance(s)]**
- 8. Bureau of Engineering Legal Address Clearance
- 9. Referral Form—from Department of City Planning (as applicable)**
- 10. Determination Letter(s)—from Department of City Planning (as applicable)**
- 11. Tentative Tract Letter—from Department of City Planning (as applicable)
- 12. Grant Deed for the property, but not a deed of trust**
- 13. Recorded Lot Tie (if project spans more than one parcel of land)
- 14. Floor Plans showing location of restricted units, unit numbers, and square footage (hi-res digital or 11x17 physical)
- 15. Estimated HOA dues for restricted units (as applicable)
- 16. Sold Comparables within the last six months, with three for each bedroom size of the restricted units (as applicable)
- 17. Signatory Documents—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
- 18. Owner Signature Block
- 19. Preliminary Title Report (must be dated within one month of submission of Land Use Covenant application)**
*Deputy City Attorney may request an updated report if deemed necessary
- 20. Subordination Agreement (needs to be signed by lender as applicable)
- 21. Supportive Housing Plan (required for Supportive Housing [PSH] projects ONLY)**
- 22. Copy of the most recent lease agreement for tenant(s) occupying unpermitted unit(s) (required for UDU Projects ONLY)