



**Compliance Division**  
**Rent Escrow Account Program (REAP)**  
**Demand Request for Outstanding Fee Summary**

**Requestor**

Print Name:			Contact Name:
Address:			Phone No: Fax No:
City	State	Zip Code	Email:
Request Purpose:    Loan <input type="checkbox"/> Sale <input type="checkbox"/> Trust <input type="checkbox"/> Other: _____			

Please send response by    Fax        E-mail        US mail        Other: \_\_\_\_\_

**Property Information**

Owner name:		
Property Address:		
City	State	Zip Code
Assessor Parcel Number (APN):	REAP Case No(s):	

**I certify under PENALTY OF PERJURY under the laws of the State of California that** I am either the owner or the owner’s authorized agent/representative for the above noted property. I request all current outstanding fees related to the property referenced above in relation to (REAP), Rent Stabilization Ordinance (RSO), and Systematic Code Enforcement Program (SCEP).

**For Property Owned by Individual(s)**

Signature:	Date:
Print Name:	

**For Property Owned by Partnership, LLC or Corporation**

Signature:	Date:
Print Name:	
Position:	

**For Real Estate Agent, Title Company or Escrow \***

Signature:	Date:
Print name:	
Company Name:	

\* Requires copy of owner’s authorization.

**(See instructions on next page)**

**Quality customer service is our goal in providing requested business information. Please take a moment and review the instructions below. Complying with our policy will permit us to respond to your demand request in a timely manner.**

### **GENERAL INSTRUCTIONS**

- The demand request must be typed or clearly written.
- The demand request for outstanding fee summary must be completed and signed prior to submission to the Los Angeles Housing and Community Investment Department (HCIDLA).
- It is the sole responsibility of the requestor to provide accurate property information in order for HCIDLA to prepare and provide a demand response in a timely manner. Incomplete demand requests or incorrect property information will be returned to the requestor without further action.

### **INSTRUCTIONS**

Follow the instructions below in order to complete the demand request form:

- Complete the “Requestor” section by printing name, contact name, address, telephone number, Fax number and email address.
- Complete the “Property Information” section by printing owner name, property address, assessor parcel number and REAP case number(s).
- Complete the Signature section:
  - **For Property owned by individual(s)**
    - Print your name clearly, sign and date.
  - **For Property owned by partnership, LLC or corporation**
    - Print your name clearly, indicate your position, sign and date.
  - **For Real Estate Agent, Title Company or Escrow**
    - Print your name clearly, write company name, sign and date. In this case, attach a copy of owner’s authorization document.

### **CONTACT INFORMATION**

Mailing Address: Los Angeles Housing and Community Investment Department  
REAP Final Accounting Unit  
1200 W. 7<sup>th</sup> Street, 8th Floor  
Los Angeles, CA 90017

Telephone: (213) 808-8884

Fax: (213) 808-8810

TTY: (213) 473-3231

E-mail: [hcidla.demandrequest@lacity.org](mailto:hcidla.demandrequest@lacity.org) **(preferred method)**