



THE SYSTEMATIC CODE ENFORCEMENT PROGRAM (SCEP)

Rent Stabilization Bulletin

WHAT IS THE SYSTEMATIC CODE ENFORCEMENT PROGRAM?

The Mayor adopted the Systematic Code Enforcement Program (SCEP) program on July 1, 1998 (Ordinance No. 172,109, effective 7/15/98), based on recommendations of a Blue Ribbon Citizen's Committee to develop a routine inspection program of the City's rental housing by the adoption and enforcement of standards, regulations and procedures to remedy the existence and prevent the development or creation of dangerous, substandard or unsanitary and deficient residential buildings and dwelling units. Thus, owners of all dwelling units, efficiency dwelling units, guest rooms, and suites, as defined in LAMC, Section 12.03, and duplexes in the City of Los Angeles, rented or offered for rent for living or dwelling purposes, and the land, buildings and structures appurtenant thereto, are subject to inspection at least once every four years.

This program, through systematic inspections, guarantees that those who reside in rental units in Los Angeles have a safe, livable space, which meets requirements set forth in the California Health and Safety Code and the Los Angeles Municipal Code.

HOW THE PROGRAM WORKS

Under SCEP, HCIDLA thoroughly inspects the City's residential rental properties with two (2) or more units once every four years to ensure compliance with State and local health and safety codes. Any properties that do not meet the requirements of City and State codes are cited within five days, and the HCIDLA issues the property owner a Notice to Comply that provides 30 days to complete the needed repairs. HCIDLA conducts a property re-inspection to verify compliance with HCIDLA orders to repair the outstanding violations. The property owner may request a 30-day extension; however, approval is subject to significant progress of work completed when the request is made.

The SCEP identifies habitability violations at rental properties and enforces compliance. The goal of the SCEP program is to ensure conformance with State and local health and safety codes, to preserve the City's rental housing stock, and to protect the health, safety and welfare of their occupants and of the public. Property owners have the responsibility to make certain that tenants have a safe environment in which to live.

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Los Angeles, CA 90010

East Regional Office
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Los Angeles, CA 90033

South Regional Office
690 Knox St., Suite 125
Los Angeles, CA 90502

CD-8 Satellite Office
8475 S. Vermont Ave., 2nd Floor
Los Angeles, CA 90044

West Regional Office
1645 Corinth Ave., Suite 104
Los Angeles, CA 90025

North (Valley) Regional Office
6400 Laurel Canyon Blvd., Suite 610
North Hollywood, CA 91606



CITY OF LOS ANGELES



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Questions & Answers

What is the fee for a habitability inspection?

The SCEP fee is \$43.32 annually. A landlord may pass through 100% of the annual SCEP fee per rental unit as a monthly surcharge of \$3.61, provided that the landlord has paid the SCEP fee to HCIDLA and given the tenant an advance written thirty-day notice. (See RAC Guideline 370.00, Pass Through of the SCEP Fee.)

What happens if deficiencies are not corrected within a specified time? If violations are not corrected within a specific time, the property may be subjected to other enforcement actions, including recommendations that the property be placed in the Rent Escrow Account Program (REAP), or that civil or criminal prosecution be initiated. In order to enforce habitability requirements in residential rental units subject to the Housing Codes of the City, the SCEP now includes the Rent Escrow Account Program (REAP), LAMC 162.00, and Rent Reduction Program (RRP) established by the RSO.

What conditions may be considered deficiencies? Deficient conditions include but are not limited to:

- Lack of proper maintenance or the existence of unsanitary conditions in a building or on its premises;
- Deteriorated or defective interior walls, ceilings, floors or floor coverings;
- Deteriorated or defective exterior walls or roof coverings, wood trim or fascia; or lack of weatherproofing;
- Broken or missing windows, window screens or foundation vent screens;
- Lack of quick-release mechanisms on security bars over sleeping room windows;
- Defective, missing or improperly installed smoke detectors, carbon monoxide detectors or other life safety items;
- Lack of required light, ventilation, required minimum floor area, or required ceiling height in a habitable room;
- Defective or missing required light fixtures, electrical outlets, switches, etc., or exposed/unsafe electrical wiring;
- Deteriorated, leaking, missing or improperly installed plumbing faucets, valves, fixtures or other such items;
- Lack of required hot water, water heater strapping, positive vent connections, combustion air/or properly installed temperature-pressure relief valve, with its drain extended to an approved location;



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- Lack of required heat due to missing, defective or improperly installed heating unit;
- Any unapproved use, unapproved occupancy, additions, alterations, or improvements made without permits and approval from the City of Los Angeles Department of Building & Safety.

When will inspections be conducted? Inspections will be conducted approximately once every four years unless a complaint is received on a property. All property owners will be given a 15-day notice by phone or in writing before an inspection is to take place.

What is the Complaint-Based Inspection Program? HICIDLA's Complaint-Based Inspection Program provides a system for tenants or concerned citizens to file habitability complaints regarding multi-family residential rental units.

How does the Complaint-Based Inspection Program work? Tenants who live in a multi-family rental unit (apartment) and believe there are Housing Code violations existing in their unit or the surrounding common areas, may file a complaint with the Housing Department. An inspector is assigned to investigate the complaint, and if violations are found, the property owner is notified that the violations must be corrected. The Department generally provides property owners up to 30 days to make the necessary repairs. At the end of the time allowed for the repair, the inspector will return to re-inspect the unit or area of concern. If the deficiencies have been corrected and no other violations are found, the case is closed.

If the violations have not been corrected, the property is referred to a General Manager's Hearing and the Department will refer the case for further enforcement activity.

How is the complaint filed? The tenant may file a complaint by using any one of the following procedures: by accessing the HICIDLA website at: <http://hcidla.lacity.org> and completing and submitting the form on-line; by requesting a complaint form from the Public Information Hotline; by filing a complaint on the telephone Hotline **866-557-RENT**; or in person at any HICIDLA Public Information Counter.

How does the landlord comply? Inspectors will issue a written notice for any deficiencies found and the owner will be allowed up to 30 days (depending on the severity of the deficiencies) to make the repairs.

What is a General Manager's Hearing? If repairs are not made within the specified time, the owner will be summoned to an administrative hearing to determine the reason for non-compliance. Based on the determination, a substandard order may be recorded against the property. After the hearing, the owner will be required to pay for all subsequent inspections to determine compliance. The owner may file an appeal of the General Manager's decision 10 days after the decision's notice is sent.



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