

## Tenant Notification Instructions

Dear property owner

The Los Angeles Municipal Code Sections 91.9307.1 and 91.9506.1 requires you to notify your residential tenant that the building in which their rental unit is located meets the criteria for mandatory compliance with the seismic retrofit ordinance.

**Method of the Notification:** You must provide this notification in a method as prescribed by Section 1162 of the California Code of Civil Procedure as follows:

1. By delivering a copy to the tenant personally.
2. If he or she is absent from his or her place of residence, and from his or her usual place of business, by leaving a copy with some person of suitable age and discretion at either place, and sending a copy through the mail addressed to the tenant at his or her place of residence.
3. If such place of residence and business cannot be ascertained, or a person of suitable age or discretion there cannot be found, then by affixing a copy in a conspicuous place on the property, and also delivering a copy to a person there residing, if such person can be found; and also sending a copy through the mail addressed to the tenant at the place where the property is situated. Service upon a subtenant may be made in the same manner.

**Written Format of the Notification:** The notification must be written in the language in which the original lease was negotiated. You may use your official letterhead or plain paper.