



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST

Assessor Parcel Number (APN) \_\_\_\_\_

Property Owner: \_\_\_\_\_  
(Print)

Owner/Agent Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

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

Number of Units Billed: \_\_\_\_\_ Number of Units at Location: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SUPPORTING DOCUMENTS MUST BE ATTACHED. FORMS FILED WITHOUT THE APPLICABLE DOCUMENTATION WILL NOT BE CONSIDERED AND ALL FEES WILL BE DUE AND PAYABLE.**

Certificate of Occupancy  Building & Safety Permit(s)

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

### Code Enforcement Division Determination (OFFICIAL USE ONLY)

HCIDLA Units  Commercial Property  SFD  
 Approved  Denied  Rejected

\_\_\_\_\_  
Sign/PRINT

\_\_\_\_\_  
Date

## **UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST INSTRUCTIONS**

The Unit Count Discrepancy and Determination Request form should only be used if:

- a) You believe that the property should not be billed for Rent Stabilization Ordinance (RSO) and/or Systematic Code Enforcement Program (SCEP) fees; or,
- b) There is a discrepancy between the number of units listed on the Annual Bill and the actual number of units on the property.

**NOTE:** You must pay for the number of units that you are claiming prior to filing the request form. However, you cannot pay for more units than identified on the Annual Bill.

The completed form, along with all supporting documentation, may be either delivered to one of the Los Angeles Housing & Community Investment Department office locations (see below) or mailed directly to:

Los Angeles Housing + Community Investment  
Department CODE Unit Count Section  
PO Box 17670  
Los Angeles, CA 90017-0280

Do not send original paperwork. Please keep a copy of all documents for your records.

### **Los Angeles Housing + Community Investment Department Office Locations**

<b>SOUTH REGIONAL OFFICE</b> 690 KNOX STREET #125 TORRANCE, CA 90502	<b>VALLEY REGIONAL OFFICE</b> 6400 LAUREL CANYON BLVD., # 610 NORTH HOLLYWOOD, CA 91606	<b>EAST REGIONAL OFFICE</b> 2215 N. BROADWAY LOS ANGELES, CA 90031
<b>WEST REGIONAL OFFICE</b> 1645 CORINTH AVE., # 104 LOS ANGELES, CA 90025	<b>GARLAND OFFICE</b> 1200 W. 7TH STREET, 1 <sup>st</sup> FLOOR LOS ANGELES, CA 90017	