



REMOVAL OF HOUSING SERVICE APPLICATION

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: rsd@weho.org

Parcel Identification Number: _____ - _____ - _____

Please read the directions on the reverse before completing this form.

Landlord/Agent Information:

Name: _____ Phone Number: (____) _____

Address: _____

City, State, & Zip Code: _____

Tenant Information:

Name: _____ Phone Number: (____) _____

Address: _____

City, State, & Zip Code: _____

	Housing Service(s) Proposed for Removal	Proposed Monthly Decrease
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

Declaration:

We agree that the indicated housing service(s) will be removed from the housing services currently provided to the unit. The Maximum Allowable Rent shall therefore be reduced upon receipt of proper approval from the Rent Stabilization Division, following verification of the removal. We further declare under penalty of perjury under the laws of the State of California that all of the above and all attached pages are true, correct and complete.

LANDLORD'S/AGENT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

TENANT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

(FILING FEE: **\$25.00**)

FINANCE CODE: **RETA**)

Office Use Only

APPROVED _____	DATE _____	COMMENTS: _____
DENIED _____	DATE _____	_____
ENTERED _____	DATE _____	_____

INFORMATION ABOUT REDUCING RENT FOR REMOVING A HOUSING SERVICE

Landlords and tenants may VOLUNTARILY agree to remove housing services from a rental unit and receive a special rent reduction.

As outlined in Section 60090(C) of the Rent Stabilization Regulations, approval for a downward adjustment in the Maximum Allowable Rent (MAR) due to the removal of a housing service may be obtained by the joint filing of this application by the landlord and affected tenant. The application shall include a description of the housing service(s) proposed for removal and a designation of the proposed adjustment to the MAR. The application must include the signatures of both parties.

As further outlined in Section 60090(F), a downward adjustment to the MAR based upon the removal or termination of a housing service previously added through the add-service program shall be in an amount equal to the rent increase previously approved. A downward adjustment for the removal or termination of all other housing services shall be calculated in a manner which requires the affected parties to evaluate the amount of the proposed rent reduction that may reasonably compensate the tenant. All affected parties need to consider the following factors when arriving at the proposed amount of reduction:

- the extent to which the reduction in service(s) affects the tenant(s)
- the relative significance of the reduced service(s) in relation to the safety, health, convenience and comfort of the tenant(s)
- the prevailing market value of the housing service(s) in question as a rental amenity
- such other factors as may be relevant

Please note that the City will be using these same factors when deciding to approve or deny the amount of the proposed reduction.

THE PROCESSING OF THIS APPLICATION

Staff will review the application to determine that all documents are in order and that the required signatures have been obtained. Once the Application is approved, the landlord/agent and affected tenant(s) will be sent a "Notice of Tentative Approval". This notice will state the amount of the approved rent reduction. The landlord/agent will also receive a "Notice of Completion of Service Removal" form to be completed and returned to the Rent Stabilization Division when the service(s) has been removed. If the Application is denied, all documents will be returned to the landlord/agent.

Only upon receipt of the "Completion of Housing Service Removal" form from the landlord/agent will the removal become official. A "Notice of Final Approval" will be mailed to all affected parties.

**For more information on this program, feel free to contact
the Legal Services Analyst at (323) 848-6889.**

(Regulation 60090 governs this procedure)