



# INSTRUCTIONS FOR WITHDRAWING RENTAL UNITS FROM THE MARKET (ELLIS ACT)

Under California state law, landlords may go out of the business of renting a residential building. The Rent Stabilization Ordinance of the City of West Hollywood includes this among the grounds for relocating tenants from a rental property and sets noticing standards and gives the tenants certain rights if their landlord decides to remove the property from the market. This instruction packet serves as a guideline to assist you in the noticing and filing procedures required for completing the Ellis Act process accurately.

## IT IS RECOMMENDED THAT BEFORE YOU INITIATE THE ELLIS ACT PROCESS YOU DO THE FOLLOWING:

- ✓ Write a letter to each tenant and explain that you are intending to remove the property from the rental market and that you need to know if the tenant is low-income, senior or disabled. You may also ask them to submit evidence of their status. The level of relocation fees that a tenant receives depends on their status in relation to income, age, disability, minor dependents and terminal illness. This will help you avoid any delays in the noticing period.
- ✓ Meet with a Rent Stabilization & Housing Division Information Coordinator to ascertain that all the required forms have been completed appropriately before they are submitted to the Los Angeles County Recorder's Office or the City of West Hollywood. Please call (323)848-6449 to make an appointment.

### 2, 5, & 10-YEAR DEED RESTRICTIONS

Be advised once a property is removed from the rental market, the property will hold the following deed restrictions:

1. If the units are returned to the market within 2 years of their removal from the rental market the relocated tenants and/or the City may sue the landlord for damages up to 6 months' worth of rent; tenants that requested right of first refusal must be offered an opportunity to return to the unit.
2. If the units are returned to market in less than 5 years, they must be rented for the MAR (Maximum Allowable Rent) that existed at the time of removal plus any intervening general adjustments. Tenants that requested right of first refusal must be offered an opportunity to return to the unit. After the unit is returned to market, this MAR will apply to any and all tenants who rent a unit on the property during these 5 years;
3. If the units are returned to the market between 5 and 10 years, tenants that requested right of first refusal must be offered an opportunity to return to the unit, however, there is no restriction on the rent.

### \*\*\* IMPORTANT \*\*\*

- If you are removing a property with a rental history from the rental market for a development project that will combine several existing parcels, you need to file a separate set of forms for each parcel involved in the project.
- If you are removing property that is completely vacant, you will only need to complete steps 1, 3, and 5 since no tenants will be involved in the process.
- The owner will be held responsible by City Code Compliance Officers for securing all vacant units and maintaining the property free of overgrown and dead vegetation, trash, debris, etc.

## FORMS TO BE COMPLETED (Attached)

Form Title	Form No.
L.A. County Recorder's Cover Page	1a
Notice of Recordation of Intent to Withdraw Rental Units from the Market	1b
Notice to City of Intent to Withdraw Rental Units from the Market	1c
Notice to Tenant of Termination of Tenancy	1d
Ellis Exemption Application	1e
Notice to City – Extension of Withdrawal of Property to 1-Year	1f
Income Limits and Relocation Fees	96
Relocation Counseling Assistance	13

### STEP 1 - Notice of Recordation of Intent to Withdraw Units from the Market (L.A. County) Form(s) Needed: #1a & #1b

The completed forms must be notarized by a Notary Public and filed with the Los Angeles County Recorder's Office (at the location noted below) not less than **120** days from the date on which the units are to be withdrawn from the market. Proof of this recording must be submitted to the Rent Stabilization & Housing Division of the City of West Hollywood. To ensure that your document has been properly completed and that you are informed of the correct recording fees and taxes, it is recommended that a Property Conveyance Examiner review your document in person at the Los Angeles County Registrar-Recorder/County Clerk. It is strongly suggested that you contact them directly regarding all issues related to recording of documents, including office hours and locations.

Los Angeles County  
Registrar-Recorder/County Clerk  
12400 Imperial Highway  
Norwalk, CA 90650  
Phone: (800)-815-2666  
Website: [http://www.lavote.net/recorder/Document\\_Recording.cfm](http://www.lavote.net/recorder/Document_Recording.cfm)

To complete the forms, follow the instructions below:

1. Form 1a - "L.A. County Recorder's Cover Page"
  - a. Fill out the upper left hand corner of the form with your information. Keep it attached to Form 1b.
2. Form 1b – "Notice for Recordation of Intent to Withdraw Rental Units from the Market"
  - a. **Parcel Identification Number:** Print or type the Parcel Identification Number.
  - b. **Property Address:** Print or type the Property Address as listed on the Deed Title.
  - c. **Legal Description:** Print or type the parcel's "legal description" on the form. "Duplex" or "Apartment Building" are not legal descriptions. The legal description is on the title for your property and includes information about subdivision and block in which the property is located. It is wording similar to "Lot 5 or Tract 2033 in the City of West Hollywood, County of Los Angeles....." or "Lot 333, Tract 'McNair Place' in the City of....., per map recorded in Book 22 page 40 of Maps, in the office of the Los Angeles County Recorder," or similar designation.
  - d. **Landlord/Agent Information:** Print or type the mailing address of the landlord/agent, including the date of ownership and a daytime phone number where the landlord or agent may be reached.
  - e. On the line provided, enter the number of units which are located on the property.

- f. On the table provided, (if applicable) enter each individual unit number. Indicate whether the unit is occupied or vacant at the time of recording this document with the L.A. County Recorder's Office.
- g. **Declaration:** The owner(s) of the property must sign and date the form.

**STEP 2 -** Notice to Tenant of Termination of Tenancy  
Form(s) Needed: #1d & #96

This form and applicable relocation fees must be completed, signed, and delivered to each tenant household on the subject property no less than **120 days** before the rental unit is withdrawn from the market. The "Income Limitation and Relocation Fees" guideline must be attached to the tenant's notice.

The termination date entered into the form must be AT LEAST **120** days after the date you have served the notice to the tenant. Make copies of each notice and its assigned check for submittal to the Rent Stabilization and Housing Division or the notice will not meet Ordinance standards and will not be accepted by the Division.

**STEP 3 -** Notice to the City of Intent to Withdraw Rental Units from the Market  
Form(s) Needed: #1c

This form is filed with the City of West Hollywood Rent Stabilization and Housing Division not less than **120 days** from the date the units are to be withdrawn from the rental market. Unit numbers on this form must correspond to numbers on the Notice of Intent to Withdraw that was recorded with L.A. County Recorder's Office. Attach copies of all notices to tenants on the subject property, the Intent to Withdraw form that was recorded with L.A. County and evidence of the recording with the Los Angeles County Recorder when filing the notice to the City. The Notice to the City **does not** need to be notarized.

To complete the form, follow the instructions below:

- a. **Parcel Identification Number:** Print or type the Parcel Identification Number.
- b. **Property Address:** Print or type the Property Address as listed on the Deed Title.
- c. **Legal Description:** Print or type the parcel's "legal description" on the form. "Duplex" or "Apartment Building" are not legal descriptions. The legal description is on the title for your property and includes information about subdivision and block in which the property is located. It is wording similar to "Lot 5 or Tract 2033 in the City of West Hollywood, County of Los Angeles....." or "Lot 333, Tract 'McNair Place' in the City of....., per map recorded in Book 22 page 40 of Maps, in the office of the Los Angeles County Recorder," or similar designation.
- e. On the line provided, enter the number of units which are located on the property.
- f. On the table provided, enter the following information:
  - i. Each individual unit number
  - ii. Name of tenant(s)
  - iii. Maximum Allowable Rent for the unit.
  - iv. Indicate whether the tenant to be displaced is a Senior or disabled.
- g. **Declaration:** The owner(s) of the property must sign and date the form.

**STEP 4 -** Relocation Counseling Assistance  
Form(s) Needed: #13

This form must be completed and fees paid to the City of West Hollywood for tenant relocation counseling assistance. You may enter the information for all tenants on the property on one form by using the space provided on the back of the form.

The fees for relocation counseling are \$640 for qualified households, (those containing persons that are low or moderate income, senior or disabled, have dependent minors residing in the household or are terminally ill). For all other tenants relocation counseling fees are \$400 per household.

To complete the form, follow the instructions below:

- a. **Parcel Identification Number:** Print or type the Parcel Identification Number.
- b. **Property Address:** Print or type the Property Address as listed on the Deed Title.
- c. **Landlord/Agent Information:** Print or type the mailing address of the landlord, including a daytime phone number where the landlord may be reached.
- d. **Tenant Information:** Print or type the tenant(s) name, address and phone number. Check off the appropriate box (if applicable) indicating whether the tenant is Low/Moderate Income or a Qualified Tenant - (Specify).
- e. **Purpose of Eviction:** Check off the box next to "Ellis Act"
- f. **Calculation of Fees Owed:** Print or type the number of units being evicted with Low/Moderate Income & Qualified Tenants. Multiply by \$640 and enter the total on the line provided. Do the same for "Standard Tenant(s)." Add the two amounts and enter the total on the line designated as "Total Amount of Relocation Fees Owed to the City of West Hollywood." Write a check in this amount payable to: City of West Hollywood.
- g. **Declaration:** The owner of the property must sign and date the form.

**STEP 5 -** Ellis Exemption Application  
Form(s) Needed: #1e

Units that are removed from the rental market may become exempt from payment of annual rent registration fees while they are off the market. Once the units are exempted, the owner will not be billed for the annual registration fees of \$120 per unit.

**The exemptions are not automatically granted.** The landlord must submit an exemption application at the time that the tenant's noticing period has ended and they have vacated the property OR the whole property has been vacated and completely removed from the housing market. The application must be received by July 1 of each year, in order for vacated units to be exempt from the annual registration fees due on that date. The Department will charge the landlord for the annual registration fees owing on July 1st for any unit for which we have not received an exemption form. To complete the form, follow the instructions on the back of the form.

**STEP 6 -** Notice to the City of Extension to One (1) Year  
Form(s) Needed: #1f

Under revised California Government Code, Section 7060, **the noticing period is expanded to one year from the date on which the Notice of Intent to Withdraw was delivered to the to the City, if:**

- (a) The tenant is at least 62 years of age or disabled, and has lived in his or her dwelling unit for at least one year prior to delivery of the notice of intent to withdraw to the City, and;
- (b) the tenant gives the landlord written notice of his or her entitlement to a one year noticing period within 60 days of delivery of the notice of intent to withdraw to the City.

A landlord, who receives such a notice, must notify the City of the extension of the withdrawal of the property from the rental market within 30 days of receiving the tenant's notice. In any case the landlord must notify the City of an extension to one-year not later than 90 days after the landlord delivered the original notice of intent to withdraw to the City. The extension will be for 12 months from the date the landlord gives the City *proper* notice of withdrawal from the rental market.

**If you have any further questions, please do not hesitate to contact a Rent Stabilization & Housing Division Information Coordinator at (323)848-6450 during regular business hours: Monday to Thursday 8:00 a.m. – 5:00 pm; Fridays 8:00 a.m. – 4:30 p.m. or visit the City's website at: [www.weho.org](http://www.weho.org).**



# RELOCATION FEES

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

Landlords are required to pay relocation fees to tenants displaced through a no-fault eviction. The relocation fees are based on expected costs tenants incur from moving including providing first and last month's rent and a security deposit, moving and packing expenses, and displacement and housing costs. All tenants living in one unit of housing are collectively entitled to one fee as follows:

The City's relocation fee structure is based on the number of bedrooms in a rental unit. This is done to reflect the higher costs associated with relocating the increased number of occupants and volume of belongings in larger units.

Relocation fees are adjusted annually by the percentage change in the rent of primary residence component of the CPI-U Index of the Los Angeles/Riverside/Orange County Area from May to May of each year rounded to the nearest whole dollar. In the event the percentage change decreases, the relocation fees shall remain at their current rate.

RELOCATION FEES Effective July 1, 2016 – June 30, 2017	
Unit Type	Amount
0 Bedrooms	\$6,455
1 Bedroom	\$9,114
2 Bedrooms	\$12,277
3 or More Bedrooms	\$16,202

The City has established **two** exemption payment categories. These categories are provided with higher benefit amounts to capture the additional moving costs and greater financial pressures certain tenants face when relocating. Income can be determined by using State or Federal income tax returns, bank account records, salary records, or other supporting documents that require income limits such as receiving SSI payments.

**Qualified Tenant:** If one of the tenants living in the housing unit from which tenants are to be displaced includes a person who is sixty-two years of age or older, disabled, living with one or more dependent minors, terminally ill or is moderate income (one hundred twenty percent AMI), then collectively the tenants living in the housing unit are entitled to the Qualified Tenant relocation fee listed in the relocation fee schedule.

**Lower Income Tenant:** If one of the tenants living in the housing unit from which tenants are to be displaced includes a lower-income person as defined by California Health and Safety Code Section 50079.5, then collectively the tenants living in the housing unit are entitled to the Lower-Income Tenant relocation fee listed in the relocation fee schedule.

2015/2016		
Exemption Category	Income Limit	Amount
Qualified Tenant	\$48,651 - \$72,977	\$17,087
Lower-Income Tenant	Up to \$48,650	\$21,517

The required relocation fee includes the fee and any fee increase occurring while the tenant remains in possession of his or her unit. Any balance due shall be paid before the tenant is required to vacate.

*This fee schedule is in accordance with West Hollywood Municipal Code Section 17.52.020*

**(more important information on the back of this form)**

In addition to the fee paid to tenants, property owners also pay a fee to the City to cover costs of relocation services provided to the tenant through an outside agency.

RELOCATION COUNSELING FEES (Per Unit)	
Standard	\$400
Qualified/Lower Income	\$640

If you have any further questions, please contact the Rent Stabilization and Housing Division at (323)848-6450 during normal business hours: Monday – Thursday, 8:00 a.m. to 5:00 p.m. and Fridays 8:00 a.m. to 4:30 p.m., or visit the City’s website at [www.weho.org](http://www.weho.org).

***The Rent Stabilization Ordinance is amended periodically. Tenants and landlords are encouraged to contact the West Hollywood Rent Stabilization & Housing Division for the most current version of the Ordinance.***

**RECORDING REQUESTED BY:**

\_\_\_\_\_  
**WHEN RECORDED MAIL TO:**

Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
City, State, Zip:  
\_\_\_\_\_

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

**TITLE(S)**

**NOTICE FOR RECORDATION OF INTENT TO WITHDRAW RENTAL UNITS FROM THE MARKET  
(ELLIS ACT)**

\_\_\_\_\_, WEST HOLLYWOOD, CA

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# NOTICE FOR RECORDATION OF INTENT TO WITHDRAW RENTAL UNITS FROM THE MARKET

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

**Parcel Identification Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(Street Number) (Street Name)

**Legal Description:** \_\_\_\_\_

**Landlord/Agent Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Date of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**Not less than 120 days from the date when the rental units listed below are to be withdrawn from the rental market, you must record this form with: The Los Angeles County Recorder, 12400 N. Imperial Highway, Norwalk, California 90650. Phone (562) 462-2125. Prior to filing this form with the Los Angeles County Recorder it must be notarized and include the attached "Cover Page."**

I (we) hereby notify the City of West Hollywood of my (our) intention to withdraw from the rental market \_\_\_\_\_ (number of units) rental units which are located on the property described above.

The rental units which are being withdrawn are currently tenant-occupied or vacant as noted below:

Unit Number	Occupied	Vacant
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

(If you need additional space continue on the reverse side of this form.)

**Declaration:**

I (we), owner(s) of the above described property, declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including attached documentation, are true, correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Continued from front of form:**









# NOTICE TO TENANT OF TERMINATION OF TENANCY

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

**To be effective, this notice and any relocation fees must be delivered to the tenant not less than 120 days before the rental unit is to be withdrawn from the rental market.**

**To:**

Name of Tenant(s): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

**From:**

Name of Owner(s): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

1. I/(We) am/(are) hereby notify/(ing) you that pursuant to Paragraph 15 of Section 17.52.010 of the West Hollywood Municipal Code, the rental unit where you reside is being withdrawn from the rental market on \_\_\_\_\_ (FILL IN DATE).
2. I/(We) have filed with the Rent Stabilization & Housing Division of the City of West Hollywood, the required Notice of Intent to Withdraw Rental Units and have recorded with the Recorder's office the Notice of Intent to Withdraw Rental Units from the Market.
3. The following information concerning the rental units where you reside has been filed with the City of West Hollywood:
  - A. The address and legal description of the property where the unit is located.
  - B. Your name and the name of any other tenant(s) residing in the unit.
  - C. The maximum allowable rent for the unit.
4. **If you are interested in re-renting the unit** in the event that it is re-offered for rent at some future time, **you must notify me (us) in writing within thirty (30) days** of the date when you receive this notice and you must notify me (us) in writing of all your future address changes. You are encouraged to also send copies of any future address changes to the Rent Stabilization & Housing Division of the City of West Hollywood: 8300 Santa Monica Blvd., West Hollywood, CA 90069.
5. If you are 62 years of age or older or disabled and have lived in the dwelling unit for one year or more prior to this notice, you are entitled to an extension of the noticing period to one (1) year. To receive this extension, you must notify me (us) **in writing** of your entitlement **within sixty (60) days of receipt of this notice.**

**(CONTINUED ON OTHER SIDE)**

6. Relocation fees vary by household status: See attached "Income Limits and Relocation Fees" guideline to ascertain the amount of relocation fees you are entitled to receive. Please contact the City of West Hollywood at (323)848-6450, if you would like assistance in verifying the relocation fee amount.

If your household income is within the "Moderate" or "Low" income ranges or you are a "Qualified" tenant, please *contact me/(us) immediately* and provide evidence of your total household income, your age or your disability so that I/(we) may provide you with the correct relocation fee payment.

- 7. If the unit is re-offered for rent **within** two (2) years from the effective date of the withdrawal:
  - A. The owner must provide 30-days written notice to the City prior to re-renting;
  - B. The unit must be offered at the same Maximum Allowable Rent as of the date of withdrawal plus any annual general adjustments that would have applied if the unit had not been withdrawn.
  - C. If you provided written notice pursuant to Paragraph 4, you will receive at the last address which you have provided, by certified or registered mail, postage prepaid, a right-of-first refusal to re-rent the unit. You will have at least thirty (30) days within which to accept the offer by personal service or registered mail.
  - D. If the right-of-first refusal is not provided to you, you may file a civil action in court to recover punitive damages.
  - E. Within three (3) years of displacement, you may file a civil action in court to recover the actual damages which were proximately caused by the displacement and punitive damages, per Sections 7262 and 7264 of the California Government Code.
  - F. Within three (3) years of displacement, the City may file a civil action for exemplary damages for each of the withdrawn units.
  
- 8. If the unit is re-offered for rent less than five (5) years from the effective date of withdrawal
  - A. The unit must be offered at the same Maximum Allowable Rent as of the date of withdrawal plus any annual general adjustments that would have applied if the unit had not been withdrawn.
  
  - B. If you provided written notice pursuant to Paragraph 4, you will receive at the last address which you have provided, by certified or registered mail, postage prepaid, a right-of-first refusal to re-rent the unit. You will have at least thirty (30) days within which to accept the offer by personal service or registered mail.
  
- 9. If the unit is re-offered for rent less than ten (10) years from the effective date of withdrawal:

If the right-of-first refusal is not provided to you at the last address which you have provided, by certified or registered mail, postage prepaid, you may file a civil action in court to recover punitive damages in an amount not to exceed six months' rent.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



# RELOCATION COUNSELING ASSISTANCE

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

**Parcel Identification Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ TR# \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(Street Number) (Street Name) (Number of Units)

**Landlord Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**Tenant Information:** (If additional space is required use reverse side of this form)

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant  Moderate Income Tenant  Qualified Tenant\* - Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant  Moderate Income Tenant  Qualified Tenant\* - Specify: \_\_\_\_\_

**Purpose of Eviction(s):**  Owner/Relative Occupancy  Ellis Act  Correction of Violation(s)  Foreclosure  
 Other – Specify: \_\_\_\_\_

**Calculation of Fees Owed:**

Total number of units being evicted with Low/Moderate Income & Qualified Tenant(s): \_\_\_\_\_ X \$640.00 = \$ \_\_\_\_\_

Total number of units being evicted with Standard Tenant(s): \_\_\_\_\_ X \$400.00 = \$ \_\_\_\_\_

**Total Amount of Relocation Counseling Fees Owed to the City of West Hollywood:** \$ \_\_\_\_\_

**Declaration:**

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including documentation, are true correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\* **Qualified Tenant:** Senior citizen, disabled, minor dependent(s), terminally ill.

**Tenant Information:** (continued from front)

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant     Moderate Income Tenant     Qualified Tenant\* - Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant     Moderate Income Tenant     Qualified Tenant\* - Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant     Moderate Income Tenant     Qualified Tenant\* - Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant     Moderate Income Tenant     Qualified Tenant\* - Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street Number) (Street Name) (Unit #)

Low Income Tenant     Moderate Income Tenant     Qualified Tenant\* - Specify: \_\_\_\_\_

**NOTICE:** Acceptance of fees shall not constitute approval by the City of the applicant's compliance with the tenant relocation assistance provisions of the West Hollywood Rent Stabilization Ordinance or other legal requirements. Fees shall be non-refundable.

**Office Use Only**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ COMMENTS: \_\_\_\_\_  
DENIED \_\_\_\_\_ DATE \_\_\_\_\_  
ENTERED \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

\* **Qualified Tenant:** Senior citizen, disabled, households with minor dependent(s), terminally ill.





# ELLIS EXEMPTION

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

**Parcel Identification Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(Street Number) (Street Name) (No. of Units)

**Landlord/Agent Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Date of ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**To Add an Exemption:** Latest date units listed or complete property were vacated: \_\_\_\_\_  
(Please check one category, and provide additional documentation and information as requested.)

The noticing period for the following units is over and they are vacated: \_\_\_\_\_

The property has been completely removed from the rental market in accordance with WHMC 17.52.010(15).

**To Return Units to Market:** Date the property will return to market: \_\_\_\_\_

Existing Unit(s) Are Being Returned to Market After Withdrawal of Property: \_\_\_\_\_

The City must be notified that the landlord is returning the property to the rental market thirty (30) days prior to re-renting any unit on the property. If one unit is re-rented, all units are returned to the rental market. The exemption for the complete property is removed and registration fees will be due for all units prorated to the next June 30th. Landlords must make a good-faith effort to notify all tenants with right-of-first refusal that their unit is going back onto the rental market and allow them to return to their units if they choose to do so.

**To Obtain Permanent Exemption:** Date Certificate of Occupancy issued: \_\_\_\_\_

New Construction Units Have Received Certificate of Occupancy from Building and Safety (attach form to this Exemption Application)

**Declaration:**

I (we) declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages including documentation, are true correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Office Use Only**

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

# ***Instructions for Applications Regarding Ellis Exemptions***

Exemptions are *not* automatic. Landlords must apply and submit proof acceptable to the Rent Stabilization and Housing Division. The exemption is not effective until approved by the Division. According to Regulation 50003, an exemption may be revoked if it is determined that the exemption was obtained through misrepresentation of the facts by the landlord, or if the use entitling a landlord to an exemption for a particular property or unit has changed

## ***When to Submit This Form?***

1. Submit this form to establish an exemption for those units where the noticing period (120-days or more) has expired and the tenants have vacated the units. This may be up to 1 year after the notices were given for those senior or disabled persons who qualify for an extension. If the Division does not receive the exemption form for a unit by June 30<sup>th</sup>, the annual rent registration fees will be billed for it.
2. Submit this form to begin the process to return the Ellissed structures to the market, thirty (30) days prior to the date you plan to re-rent the units. Remember that you must make a good-faith effort to contact any tenants with the right-of-first refusal prior to putting the property back onto the market. The rents will not be decontrolled for 5 years from the date the property was vacated.
3. Submit this form to obtain permanent exemption for new construction once you have received the new Certificate of Occupancy from Building and Safety. Attach a copy of the Building and Safety document to this form.

## ***Who Should Not Use This Form?***

Landlords applying for exemptions for individual units (owner/relative occupancy, non-rental use, etc.).

## **How to Complete this Form:**

### ***Property Address:***

Print or type the address and total number of units on the property in question.

### ***Landlord/Agent Information:***

Print or type the mailing address of the landlord or agent, including a daytime phone number where the landlord or agent may be reached and date of ownership.

### ***To Add an Exemption:***

Print or type the date units or the whole property were vacated. Then check the box that whether you are applying for individual units already vacant or for the completed removal of the property (all units are now vacant).

### ***To Return Units to Market:***

Print or type the date on which you are planning to return the property to the market. Indicate which unit(s) are being re-rented.

***To Obtain Permanent Exemption:*** Print or type the date on which Building and Safety issued the new Certificate of Occupancy. Attach a copy of the Building and Safety document to this form.

### ***Declaration:***

Read the declaration carefully, and sign and date the form. Print or type your name below the signature. This form will not be processed without the signature of the landlord or the landlord's designated agent.

If you have any questions, please contact the Rent Stabilization & Housing Division at (323) 848-6450 during normal business hours: Monday through Thursday, 8 a.m. to 5 pm; Fridays 8 a.m. to 4:30 p.m or visit the City's website at [www.weho.org](http://www.weho.org). Our office is located at 8300 Santa Monica Boulevard, West Hollywood, CA, 90069.