



## 60-DAY NOTICE TO TERMINATE TENANCY FOR OWNER/RELATIVE OCCUPANCY

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

Pursuant to the City of West Hollywood Rent Stabilization Ordinance Section 17.52.010(12) an owner may permanently relocate a tenant if the unit is intended to be occupied by the landlord or a qualifying relative. If eligibility is met, the landlord must provide the tenant with a 60-Day Notice to Terminate Tenancy pursuant to the following requirements:

- ✓ The landlord **must** issue a “60-Day Notice to Terminate Tenancy for Owner/Relative Occupancy” to the tenant, only on the form approved by the City (see reverse side). The tenant may not waive the noticing requirement.
- ✓ The landlord **must** pay the relocation fee at the time the “60-Day Notice to Terminate Tenancy” is served to the tenant. The 60-Day noticing period will not start until the appropriate fees have been paid to the tenant and all required documents are submitted to the City.
- ✓ The landlord must instruct the tenant that within thirty (30) days of receiving the notice of termination of tenancy they must request the right-of-first refusal to move back into the unit and file with the City a copy of their notice of interest to re-rent. In addition, the tenant must be instructed on how to report to the landlord any future address changes.

Any inquiries regarding this form may be directed to a Rent Stabilization Division Information Coordinator by calling (323)848-6450 or emailing [RSD@weho.org](mailto:RSD@weho.org).

# 60-DAY NOTICE TO TERMINATE TENANCY FOR OWNER/RELATIVE OCCUPANCY

To: \_\_\_\_\_ (names)

Tenant(s) in possession of the premises at, \_\_\_\_\_  
(Street Address) (Unit #)  
in the City of West Hollywood, County of Los Angeles, California.

Our records show that the current rent for this unit (without the \$6 Pass-through Reg. Fee) is: \$ \_\_\_\_\_

The current tenancy's move-in date was: \_\_\_\_\_  
Month/Year

You are hereby notified that effective 60 DAYS from the date of service on you of this notice, the tenancy by which you hold possession of the premises is terminated for the purpose of owner/relative occupancy in accordance with Section 17.52.010(12) of the Rent Stabilization Ordinance of the City of West Hollywood. Upon the date of termination, you are required to vacate and surrender possession of the premises.

You may contact the owner of the property in writing within 30 days of receiving this notice and request the right-of-first refusal to re-rent the unit when the owner moves out and offers the unit for rent again. You must keep the landlord advised of any future address changes if you remain interested in re-renting the unit.

The following person(s), residing at the given address(es), intend(s) to occupy the unit for 12 months or more consecutively as their primary place of residence:

Name of future occupants: \_\_\_\_\_  
(All persons moving into the unit)

Relationship to landlord: \_\_\_\_\_  
(If owner not moving in, describe the relationship to landlord of person moving in.)

Currently residing at: \_\_\_\_\_  
(Current Street Address of proposed occupants - City/State/Zip Code)

Check all that apply:

The landlord has determined that they or their relative needs a unit with \_\_\_\_\_ bedrooms and you are the newest tenant in a unit with this number of bedrooms.  
(No. of Bdrms)

The landlord or their relative has the following medical need for an amenity in your unit and you are the most recent tenant in a unit with this amenity (attach physician's documents describing medical need):

\_\_\_\_\_  
(Describe the physical need not met by a more recent tenant's unit)

This notice has been served along with payment of \$ \_\_\_\_\_ in check/money order/cashier's check/cash (circle payment type), as relocation fees in accordance with Rent Stabilization Ordinance Sections 17.52.010(12) and 17.52.020.

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.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address City State Zip

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

A copy of this notice must be submitted to the Rent Stabilization Division (RSD). RSD will notify tenant and landlord that it has received the notice and that the notice meets or does not meet the standards of the Code based on Division records. If the RSD finds that the notice meets the Code based on its records, it will inform the tenant of the Code's requirements and how to notify the Division and landlord if the tenant has evidence or records to show that the relocation does not comply with the Ordinance. Tenant should file a copy of interest in re-renting with RSD.