



COMPLIANCE DETERMINATION REQUEST

PLEASE NOTE: The law requires this form be accompanied by statements and/or documents.

Fill out and submit this form once work ordered by a Hearing Examiner is complete or if a tenant prevents the work from being done. This form and accompanying documentation is to be submitted either in person or by mail.

Parcel Identification Number _____ - _____ - _____ **D-Case #** _____

Property Address _____
Street number Street name Unit number

Work Done

- Individual unit:** Ordered work pertains to an individual unit. Unit #: _____
Tenant name(s): _____ Move-in date: _____
- Common area:** Ordered work pertains to the common area. Attach a list of all tenants, their unit numbers and their move-in dates.

Describe the work that has been completed:

This request must be accompanied by acceptable documentation demonstrating compliance. Such documentation shall include:

- A. Copies of vendor receipts, invoices, or cancelled checks which identify the nature and cost of the services performed and materials used. Landlords may also include photographs that clearly indicate the completed work.
- B. If the work was performed by the landlord or landlord’s employee, provide a statement under penalty of perjury identifying the person(s) who performed the work, describing the work performed, and stating the date of performance, **in addition** to the documentation described in section A.
- C. If documentation options A and B are unavailable, provide a statement under penalty of perjury stating the reasons why this documentation is unavailable, **in addition** to the information in section B (attach additional page if you need more space).

Submission of credible supporting documentation, as described above, shall create a presumption that the work was performed. Failure to provide such statements and/or documents could result in the denial of this request.



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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: _____ Phone: (_____) _____

Email: _____

What comes next?

The Department may contact you if further information is needed; otherwise:

- ▶ A letter will be sent to the tenant(s) stating that we have received your request.
- ▶ The tenant(s) will have 10 business days to submit a written response.
- ▶ If there are tenant objections, a hearing may be set to resolve the issue(s).