



# HOUSING SERVICE EXCHANGE APPLICATION

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

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

**Landlord/Agent Information:**

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

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

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

**Tenant Information:**

Name of Tenant Gaining The Housing Service: \_\_\_\_\_

Unit # \_\_\_\_\_ Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Name Of Tenant Losing The Housing Service: \_\_\_\_\_

Unit # \_\_\_\_\_ Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

What Housing Service Is Being Exchanged? \_\_\_\_\_

What Value Has Been Agreed Upon By The Parties For This Exchange? \$ \_\_\_\_\_, Per Month

## AGREEMENT

We agree that the indicated housing service will be exchanged and that adjustments to the Maximum Allowable Rent (MAR) will be made at the value cited above. We understand that the amount of the decrease in the MAR for the unit losing the service shall be equal to the increase in the MAR for the unit gaining the service. The MAR shall therefore be adjusted upon receipt of proper approval from the Rent Stabilization Division and may be implemented upon proper notice by the landlord.

Landlord's/Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Tenant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

FINANCE CODE: **RETA**)

## **INFORMATION ABOUT EXCHANGING HOUSING SERVICES**

Landlords and tenants may VOLUNTARILY agree to exchange housing services between rental units and receive special rent adjustments. Only those services may be added which may be readily added to or removed from the unit.

### **FOR FINAL APPROVAL, PLEASE BE AWARE THAT:**

- Upgrades do not qualify under this program.
- Rent adjustments proposed under this program are not effective unless the Rent Stabilization Division notifies the landlord and tenant of its approval AND the landlord provides the tenants with a thirty-day notice of a change in the terms of tenancy indicating the new Maximum Allowable Rent.
- Any approved increase under this program shall remain in effect until the housing service is removed from the unit or discontinued; should such termination or discontinuance occur, a downward rent adjustment equal to the amount of the increase will be implemented.

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