



RENT STABILIZATION



Rent Stabilization Landlord Portal 2019.5.16.910

Rent Stabilization Cloud

Online Landlord Portal Guide

CITY OF WEST HOLLYWOOD

www.weho.org
(323) 848-6400

Landlord Portal Sign-In

Registration: First Time User of RS Cloud

If you have never used the RS Cloud system, you will need to set-up an account first. To set-up your account you must click on ***First time user?***



Rent Stabilization Landlord Portal 2019.5.16.910

Landlord Portal

Email

Password

Sign Into Landlord Portal

Forgot Password?

First time user? Click here to setup your account

The user will fill out the fields as shown below. The First Name and Last Name will need to match one of the Active Property contacts for that parcel, namely the user creating the account must be one of these:

- Legal Owner
- Agent/Property Manager

The PIN code will be sent to the landlord via the Annual Rent Stabilization Registration Fee bill. The landlord can also contact the City to obtain the 6 digit PIN code.

CITY OF WEST HOLLYWOOD		PAYMENT DUE
Department of Rent Stabilization and Housing 8500 Santa Monica Blvd., West Hollywood, CA 90069-4314 (323) 848-6450 Los Angeles, CA 90025		DATE July 1, 2019
ANNUAL RENT REGISTRATION FEE		
ACCOUNT NO. 5554-010-015	PIN NO. 042888	
Address: 8017 W Norton Ave Mailing: Empire At Norton L L C Address: 11620 Wilshire Blvd #900 Los Angeles, CA 90025		
The Annual Rent Registration Fee for the property located at: 8017 W Norton Ave is due no later than July 1, 2019.		
The fee is \$144 for each nonexempt unit unless the unit currently qualifies for an exemption AND an exemption has been granted by our department. The fee is \$60 for each unit occupied by a tenant receiving a Section 8 subsidy AND a Section 8 registration form has been accepted by the department. Applications for an exemption from 2019-2020 fees and Section 8 registration forms must be filed by July 1, 2019.		
Write the account number on your check. Pay to the "City of West Hollywood." Mail your check and the lower portion of this Annual Rent Registration Fee Notice in the envelope provided. DO NOT INCLUDE CORRESPONDENCE WITH YOUR PAYMENT.		
ONLINE PAYMENTS ARE NOW AVAILABLE!		
Go to: https://rsh.weho.org		
If you have any questions about this bill or on how to make an online payment, please call (323) 848-6450 and ask to speak to a Rent Stabilization Information Coordinator.		
Information on the 2019-2020 General Adjustment will be mailed to you before May 20, 2019.		
BUILDING INFORMATION	ASSESSMENT	
Total Units: 6	Previous Balance	\$0.00
Less Exempt Units: 6	Registration Fees	\$0.00
Total Billable Units: 0	Section 8 Registration Fees	\$0.00
Units @ \$144: 0	Penalty Assessment	\$0.00
Section 8: 0	Less Payments/Credits	\$0.00
	TOTAL FEES DUE	\$0.00
Exemption applications to add exempt units or registration forms to add Section 8 units must be filed with this office by July 1, 2019.		
AMOUNT SUBMITTED: \$		
PLEASE RETURN THE LOWER PORTION IN THE ENVELOPE FURNISHED WITH A CHECK PAYABLE TO: CITY OF WEST HOLLYWOOD		
KEEP THE UPPER PORTION FOR YOUR RECORDS		
ACCOUNT NO. 5554-010-015	Address: 8017 W Norton Ave	BUILDING INFORMATION
Make address corrections below:		Total Units: 6
Name: _____		Less Exempt Units: 6
Address: _____		Equal Billable Units: 0
City: _____ State: _____ Zip: _____		Units @ \$144: 0, Section 8: 0
Mailing: Empire At Norton L L C		ASSESSMENT
Address: 11620 Wilshire Blvd #900		Previous Balance
Los Angeles, CA 90025		Registration Fees
		Section 8 Registration Fees
		Penalty Assessment
		Less Payments/Credits
		TOTAL FEES DUE
		\$0.00



Rent Stabilization Landlord Portal 2019.5.16.910

Account Setup

First Name (Only owner or authorized agent allowed.)

Last Name

Email Address

Password

Confirm Password

Assessor's Parcel Number (APN)

PIN Code

This is a unique personal identification code that is mailed to the address on file for the owner(s) and agent(s).

If you have not received this, please contact the City for assistance.

Next

The system will send the landlord an email to complete the registration.

City of West Hollywood Rent Stabilization - Email Verification Inbox x



email service <emailservice@hdlcompanies.com>
to me ▾



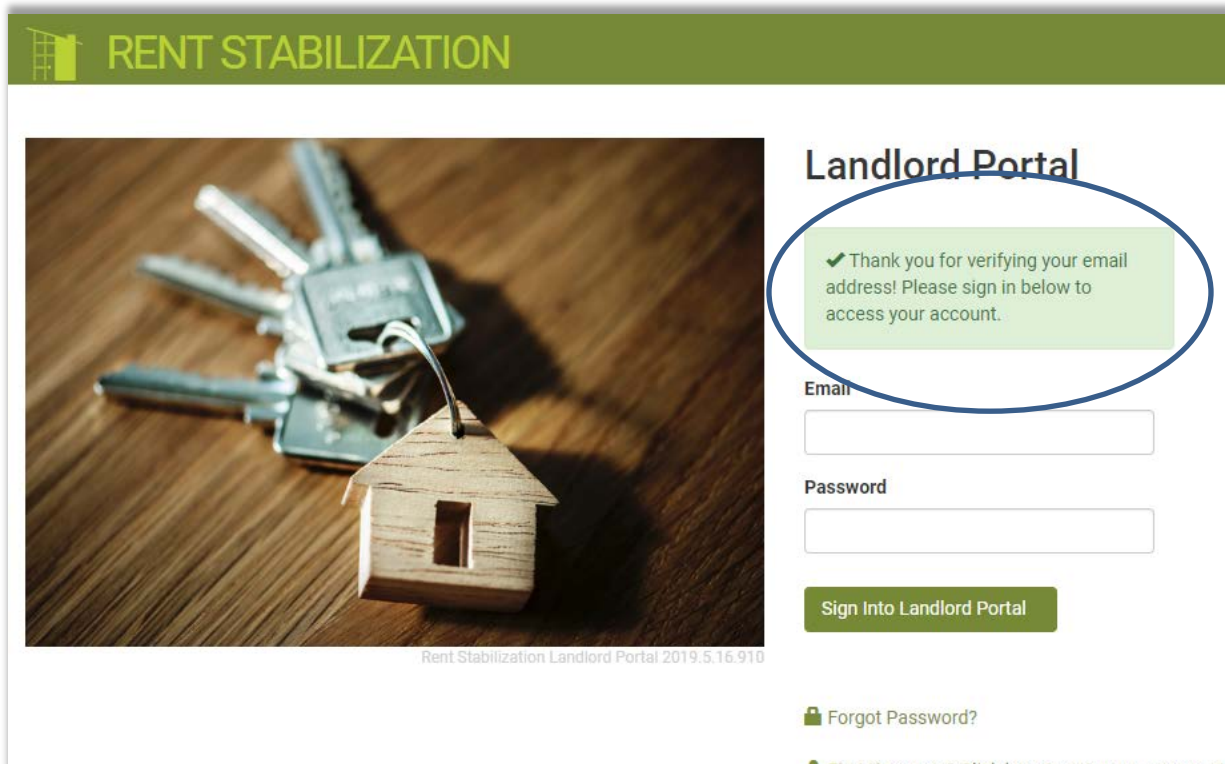
Hello John Smith,

Follow this link to verify your email address: <https://beta-rshweho.hdlgov.com/signin/landlord>

Thank you,
West Hollywood Rent Stabilization Team

If you didn't request to verify this address, please click [here](#).

Once you click on the link, you will be sent to the login page and the system will verify that your email was verified.



RENT STABILIZATION

Landlord Portal

✓ Thank you for verifying your email address! Please sign in below to access your account.

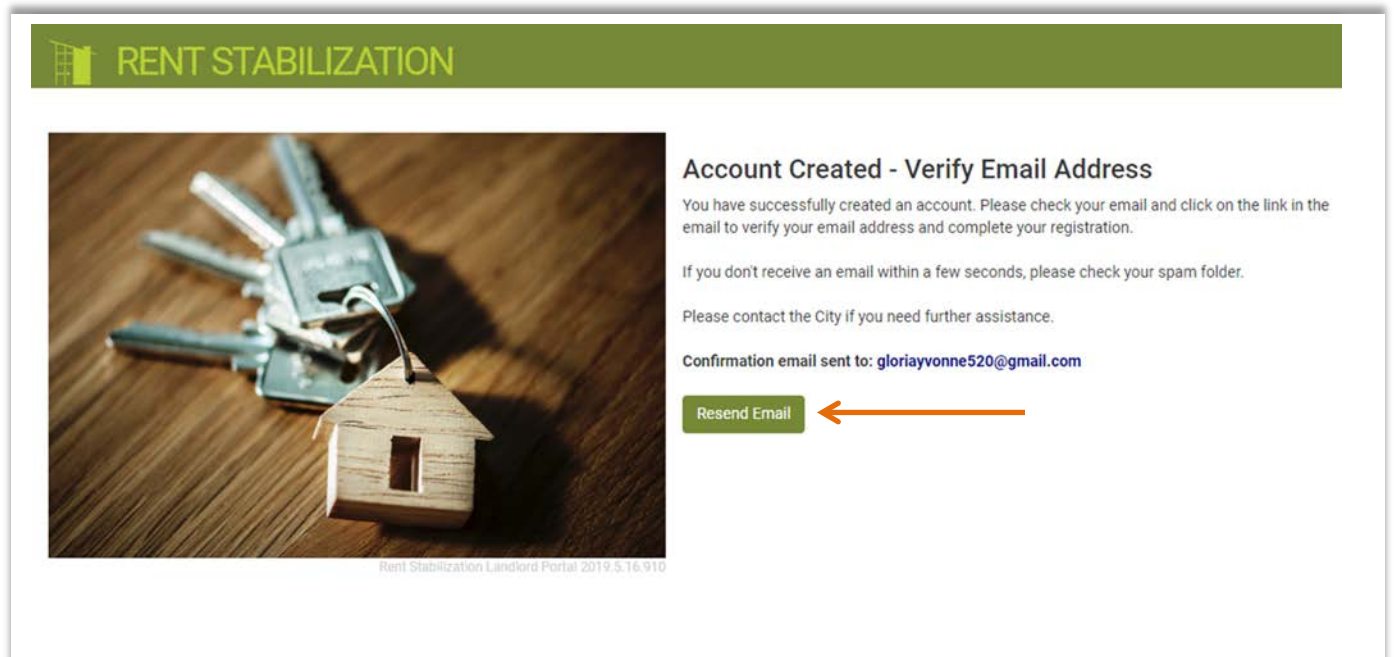
Email

Password

Sign Into Landlord Portal

[Forgot Password?](#)

If you do not receive a confirmation email, you can press the ***Resend Email*** button. You can click on the link and the system will verify your email.



RENT STABILIZATION

Account Created - Verify Email Address

You have successfully created an account. Please check your email and click on the link in the email to verify your email address and complete your registration.

If you don't receive an email within a few seconds, please check your spam folder.

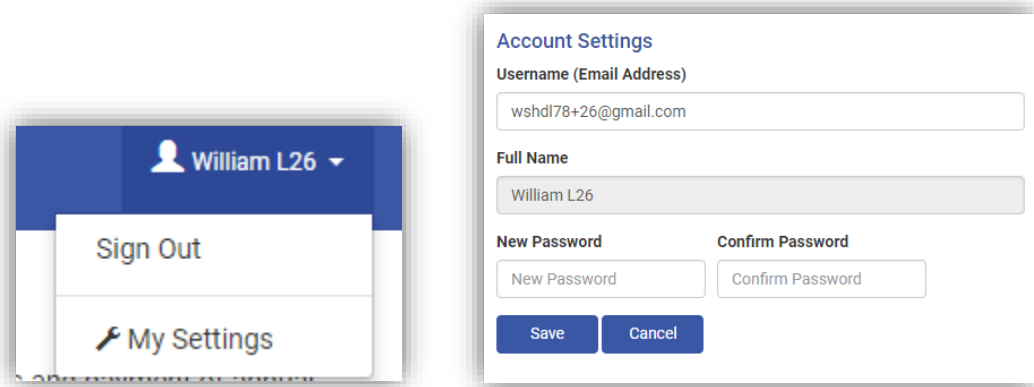
Please contact the City if you need further assistance.

Confirmation email sent to: gloriayvonne520@gmail.com

Resend Email ←

Update Landlord Email or Password

When the landlord needs to update their email or password, they can do so by clicking on their user name and selecting **My Settings**. Apply desired changes and click **Save**.



Landing Page


The Landlord landing page contains the actions a Landlord may take with their parcel(s) along with general instructions and timeframes. The options are:

- Re-Registration of New Tenancies (Standard Unit)
- Re-Registration of New Tenancies (Subsidized Unit)
- Pay Annual Rent Registration Fees
- + Link other existing parcels
- Download forms

If the Landlord/Agent has more than one parcel, they can link their other parcels so that they can all be grouped under a single account.

Sign-In: Returning Landlord/Agent/Property Manager

Once the landlord has registered an account in the RS Cloud system, they can return to the sign-in page and enter their email and password from the sign-in page.



Landlord Portal

Email

Password

[Sign Into Landlord Portal](#)

[Forgot Password?](#)

[First time user? Click here to setup your account.](#)

Rent Stabilization Landlord Portal 2019.5.16.910





Once you sign-in using your Email and Password, you will be taken to the Welcome Page of the Online Landlord Portal

Welcome to the City of West Hollywood's Rent Stabilization "Landlord" online service portal.

Owners of multi-unit dwellings in the City of West Hollywood may be subject to the City's Rent Stabilization Ordinance (RSO). The following properties are generally covered by the RSO:

- a) Properties with more than one dwelling unit that received their Certificate of Occupancy before July 1, 1979;
- b) Properties with only one dwelling unit on the whole parcel if the tenant(s) moved in before January 1, 1996.

Currently, this online portal, will allow landlords complete unit re-registrations, process the payment of the Annual Rent Registration Fee and download Rent Stabilization forms. If you need more information or require additional assistance, feel free to contact us at (323)848-6450 or email us at rsd@weho.org.

			
Re-Registration of New Tenancies (Standard and Subsidized Units)	Pay Annual Rent Registration Fees	Link Other Existing Parcels	Download Rent Stabilization Forms



Re-Registration of New Tenancies (Standard and Subsidized Units)

In order to complete the online re-registration of tenancies, you must have all of the tenant's information including their email address.



Re-Registration of New Tenancies (Standard and Subsidized Units)

You selected to re-register a new tenancy for a standard or subsidized unit.

Effective January 1, 1996, the landlord must re-register a rental unit following a vacancy within thirty (30) days after it has been re-rented. Be advised that the re-registration form requires an electronic signature from the tenant. Be advised that a landlord is ineligible to impose an annual rent increase for a rental unit that is not registered or re-registered.

To begin, please select an option from the menu bar below.



Select an action...

Select a parcel...

Select a unit...

Please select if you will be re-registering a new tenancy for a standard unit, or a subsidized unit. A subsidized unit would be applicable for tenancies that hold a Section 8 voucher or have some sort of subsidized voucher program.

Re-Registration of Standard Units

The landlord is required to re-register each unit when it is completely vacated and a new tenant has moved in. Select "***Re-Registration of New Tenancies (Standard Unit)***".

RENT STABILIZATION

Re-Registration of New Tenancies (Standard and Subsidized Units)

You selected to re-register a new tenancy for a standard or subsidized unit.

Effective January 1, 1996, the landlord must re-register a rental unit following a vacancy within thirty (30) days after it has been re-registered. Be advised that a landlord is ineligible to impose an annual rent increase for a rental unit that has been re-registered. Re-registration requires an electronic signature from the tenant. Be advised that a landlord is ineligible to impose an annual rent increase for a rental unit that has been re-registered.

To begin, please select an option from the menu bar below.

→ Re-Registration of New Tenancies (Standard Unit) ▼ Select a parcel... ▼

Select an action...
Re-Registration of New Tenancies (Standard Unit)
Re-Registration of New Tenancies (Subsidized Unit)

Select the parcel associated to the tenancy, if more than one property is listed in the account.

→ Re-Registration of New Tenancies (Standard Unit) ▼ Select a parcel... ▼ Select a unit... ▼

Select an action...
Re-Registration of New Tenancies (Standard Unit)
Re-Registration of New Tenancies (Subsidized Unit)

Once a unit is selected, follow the form and enter all required information.

Tenant Contact Information

The landlord will enter the contact information for all the tenants in that unit. Clicking on the + sign will allow you to add more tenants. The first tenant information you enter will be considered the "master" tenant.

Re-Registration of New Tenancies In a Unit

Address: 625 N Flores St, Unit 302, West Hollywood, CA 90048

APN: 5528-015-104

Tenant Information

Please provide the information for all tenants listed on the lease agreement below. The designated primary tenant contact will be required to electronically verify all information presented in this application.

Primary Contact	Tenant's Information *
<input type="radio"/>	<input type="text" value="Ana"/> <input type="text" value="9998887777"/> <input type="text" value="Hernandez"/> <input type="text" value="wshdl78+27@gr"/>
<input type="button" value="+"/>	

Move-In and Unit Information

Move-In & Unit Information

Move-in Date *	<input type="text" value="01/01/2019"/>	Number of Bedrooms *	<input type="text" value="2"/>
Initial Rent *	<input type="text" value="1000"/> <small>(Do not include the monthly registration fee pass-through)</small>	Number of Parking Spaces *	<input type="text" value="2"/>

Housing Services

The landlord will select the housing services that are present for that unit

Housing Services *(Checkmark the box if service is provided)*

General		General (continued...)		General (continued...)	
<input checked="" type="checkbox"/>	AC Unit (1)	<input type="checkbox"/>	Drapes	<input checked="" type="checkbox"/>	Refrigerator
<input type="checkbox"/>	AC Unit (2)	<input checked="" type="checkbox"/>	Dryer In-Unit	<input checked="" type="checkbox"/>	Screen Door
<input type="checkbox"/>	AC Unit (3)	<input type="checkbox"/>	Electricity/Landlord Paid	<input type="checkbox"/>	Security Door
<input type="checkbox"/>	Alarm Service	<input type="checkbox"/>	Fireplace	<input type="checkbox"/>	Security Garage
<input type="checkbox"/>	Assigned Parking	<input type="checkbox"/>	Furnished	<input type="checkbox"/>	Semi-Furnished
<input checked="" type="checkbox"/>	Blinds	<input type="checkbox"/>	Garbage Disposal	<input checked="" type="checkbox"/>	Shades
<input checked="" type="checkbox"/>	Cable Service	<input checked="" type="checkbox"/>	Gas/Landlord Paid	<input checked="" type="checkbox"/>	Smoke Detector
<input type="checkbox"/>	Carbon Monoxide	<input type="checkbox"/>	Hardwood Floors	<input type="checkbox"/>	Storage Area
<input type="checkbox"/>	Carpeting	<input type="checkbox"/>	Laminate	<input checked="" type="checkbox"/>	Stove/Oven
<input type="checkbox"/>	Ceiling Fan	<input type="checkbox"/>	Linoleum	<input type="checkbox"/>	Switchboard
<input type="checkbox"/>	Central Air	<input type="checkbox"/>	Maid	<input type="checkbox"/>	Trash Compacter

<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Vinyl
<input type="checkbox"/>	Covered Parking	<input type="checkbox"/>	Mini Blinds	<input type="checkbox"/>	Washer In-Unit
<input type="checkbox"/>	Discontinued	<input type="checkbox"/>	Other	<input type="checkbox"/>	Water Filter
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Partial Carpeting	<input type="checkbox"/>	Window Covering

Note: Be advised, as per California law, the Carbon Monoxide Poisoning Prevention Act of 2010, requires the installation of a carbon monoxide alarm (or a CO alarm combined with a smoke detector) that emits an alarm and has been approved for use by the Office of the State Fire Marshall. CO detectors must be installed in all dwelling units that contain a fossil fuel burning heater, appliance, or fireplace; or that have an attached garage. Additionally, California Senate Bill 745 requires that all solely battery-operated smoke alarms and combination smoke and carbon monoxide alarms sold and installed in California must contain a non-replaceable, non-removable battery that is capable of powering the smoke alarm for a minimum of 10 years. The requirement does not apply to any alarms that are hard-wired.

Landlord Contact Information

The landlord will revise their contact information as needed.

Your Contact Information (Please update contact information below if needed)

Name *	<input type="text" value="William L26"/>	Mailing Address *	<input type="text" value="625 N Flores St"/>
Title *	<input type="text"/>	City *	<input type="text" value="West Hollywood"/>
Email *	<input type="text" value="wshdl78+26@gmail.com"/>	State *	<input style="text-align: right; border-bottom: none; border-top: none; border-left: none; border-right: none; padding-right: 5px;" type="text" value="CA"/> ▼
Phone *	<input type="text" value="8887776666"/>	Zip *	<input type="text" value="90048"/>

Declaration and Signature

The landlord will enter a signature per the instructions on this section

Declaration and Signature

The undersigned certifies that this unit does not have any health, safety, fire or building code violations which have been unabated for sixty (60) days or longer. The undersigned also certifies that the previous tenancy has not been terminated by the owner by notice pursuant to California Civil Code Sec. 1946 or has not been terminated upon a change in terms of tenancy noticed pursuant to California Civil Code Sec. 827, except a change permitted by law in the amount of rent or fees. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Declaration.

Electronic Signature (Please type your First and Last Name below)


/william L26/

Name: William L26

Date: 1/22/2019

 Submit Re-Registration Application

Once the Landlord submits the re-registration, RS Cloud will display a receipt page that they can print with the details of their submission.

 **Thank you for submitting your re-registration application!**

Receipt Confirmation #: 57

Please print a copy of this receipt for your records. A copy has also been sent to your email address on file.

[Print Receipt !\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\)](#)

Next Steps:

1. Tenant verification of the re-registration application - an email request has been sent to the primary tenant for the unit.
2. Once the City receives verification from the tenant, we will review and process this request. Final acceptance is subject to staff approval and may require additional information.

Address: 625 N Flores St, Unit 302, West Hollywood, CA 90048

APN: 5528-015-104

New Tenant Information

Tenant Name	Daytime Phone	Email
Ana Hernandez	(999) 888-7777	wshd178+27@gmail.com

Unit Information

Move-In Date	Initial Rent	Bedrooms	Parking Spaces
01/01/2019	\$1,000.00	2	2

Housing Services

Amenities Provided	
<input checked="" type="checkbox"/>	AC Unit (1)

Re-Registration of Subsidized Units

The landlord is required to Re-Register their units. When they sign into the Landlord portal, they can select Re-Registration of New Tenancies and select a Unit.

Welcome to the Landlord Portal!

The City of West Hollywood is now accepting the online submission of unit re-registrations and payment of annual rent registration bills.

Unit Re-registration of New Tenancies

- All new tenants must be re-registered within 30 days of move-in.
- A primary contact tenant with a valid email must be provided to verify the re-registration submission.
- For units with tenants that have a valid subsidized housing voucher ONLY, please select the "(Subsidized Unit)" option.

Online Payment - Annual Rent Registration Fees

- The ONLY accepted payment methods: Visa, MasterCard or AMEX.
- No partial payments will be accepted.
- All fees must be paid by July 1st.

To Begin, please select an action.

Re-Registration of New Tenancies ▼ Select a unit... ▼

- Select an action...
- Re-Registration of New Tenancies (Standard Unit)
- Re-Registration of New Tenancies (Subsidized Unit)**
- Pay Annual Rent Registration Fees
- + Link other existing parcels

Once they select a unit, they will follow the form and enter all required information

Tenant Contact Information

The landlord will enter the contact information for all the tenants in that unit. Clicking on the + sign allows them to add more tenants

Re-Registration of New Tenancies with a Subsidy Voucher

Address: 625 N Flores St, Unit 301, West Hollywood, CA 90048
APN: 5528-015-104

Tenant Information

Please provide the information for all tenants listed on the lease agreement below. The designated primary tenant contact will be required to electronically verify all information presented in this application.

Primary Contact	Tenant's Information
<input type="radio"/>	<p><input type="text" value="Karina"/> <input type="text" value="6265557689"/></p> <p><input type="text" value="Naringahon"/> <input type="text" value="wshdl78+27@gr"/></p>
<input type="radio"/>	

←

Move-In and Unit Information

Unit Information

Move-in Date •

Number of Bedrooms •

Number of Parking Spaces •

Subsidy Voucher Information

Subsidy Voucher Information

Subsidy Voucher Program •

Contract Rent •

Subsidy Payment Began •

Tenant Pays •

House Services

The landlord will select the house services that are present for that unit

Housing Services (Checkmark the box if service is provided)

General	
<input checked="" type="checkbox"/>	AC Unit (1)
<input type="checkbox"/>	AC Unit (2)
<input type="checkbox"/>	AC Unit (3)
<input type="checkbox"/>	Alarm Service
<input type="checkbox"/>	Assigned Parking
<input checked="" type="checkbox"/>	Blinds
<input type="checkbox"/>	Cable Service
<input type="checkbox"/>	Carbon Monoxide
<input type="checkbox"/>	Carpeting
<input type="checkbox"/>	Ceiling Fan
<input checked="" type="checkbox"/>	Central Air

General (continued...)	
<input checked="" type="checkbox"/>	Drapes
<input type="checkbox"/>	Dryer In-Unit
<input type="checkbox"/>	Electricity/Landlord Paid
<input type="checkbox"/>	Fireplace
<input type="checkbox"/>	Furnished
<input checked="" type="checkbox"/>	Garbage Disposal
<input checked="" type="checkbox"/>	Gas/Landlord Paid
<input type="checkbox"/>	Hardwood Floors
<input type="checkbox"/>	Laminate
<input type="checkbox"/>	Linoleum
<input type="checkbox"/>	Maid

General (continued...)	
<input checked="" type="checkbox"/>	Refrigerator
<input type="checkbox"/>	Screen Door
<input type="checkbox"/>	Security Door
<input type="checkbox"/>	Security Garage
<input type="checkbox"/>	Semi-Furnished
<input type="checkbox"/>	Shades
<input checked="" type="checkbox"/>	Smoke Detector
<input type="checkbox"/>	Storage Area
<input type="checkbox"/>	Stove/Oven
<input type="checkbox"/>	Switchboard
<input checked="" type="checkbox"/>	Trash Compacter

<input checked="" type="checkbox"/>	Central Air	<input type="checkbox"/>	Maid	<input checked="" type="checkbox"/>	Trash Compacter
<input type="checkbox"/>	Ceramic Tile	<input checked="" type="checkbox"/>	Microwave	<input type="checkbox"/>	Vinyl
<input type="checkbox"/>	Covered Parking	<input type="checkbox"/>	Mini Blinds	<input type="checkbox"/>	Washer In-Unit
<input type="checkbox"/>	Discontinued	<input type="checkbox"/>	Other	<input type="checkbox"/>	Water Filter
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Partial Carpeting	<input type="checkbox"/>	Window Covering

Note: Be advised, as per California law, the Carbon Monoxide Poisoning Prevention Act of 2010, requires the installation of a carbon monoxide alarm (or a CO alarm combined with a smoke detector) that emits an alarm and has been approved for use by the Office of the State Fire Marshall. CO detectors must be installed in all dwelling units that contain a fossil fuel burning heater, appliance, or fireplace; or that have an attached garage. Additionally, California Senate Bill 745 requires that all solely battery-operated smoke alarms and combination smoke and carbon monoxide alarms sold and installed in California must contain a non-replaceable, non-removable battery that is capable of powering the smoke alarm for a minimum of 10 years. The requirement does not apply to any alarms that are hard-wired.

Landlord Contact Information

The landlord will enter his/her contact information

Your Contact Information (Please update contact information below if needed)

Name •	<input type="text" value="William L26"/>	Mailing Address •	<input type="text" value="625 N Flores St"/>
Title •	<input type="text"/>	City •	<input type="text" value="West Hollywood"/>
Email •	<input type="text" value="wshdl78+26@gmail.com"/>	State •	<input type="text" value="CA"/>
Phone •	<input type="text" value="6269915555"/>	Zip •	<input type="text" value="90048"/>

Subsidy Voucher Documentation

This section allows the landlord to upload a copy of the Section 8 contract. Accepted files types are: .pdf, .jpeg, .png, .gif, .bmp. If the landlord needs to upload more than 1 file, the cumulative size may not exceed 5 MB (Megabytes).

Subsidy Voucher Documentation (Required)

Please upload a copy of the Section 8 contract, payment stub, or other documentation of Section 8 using the link below. Collective file size must not exceed 5MB. Accepted file types: .pdf, .jpeg, .png, .gif, .bmp

Select File...

rs cloud parcel header print.pdf

Declaration and Signature

The landlord will enter a signature per the instructions on this section

Declaration and Signature

The undersigned certifies that this unit does not have any health, safety, fire or building code violations which have been unabated for sixty (60) days or longer. The undersigned also certifies that the previous tenancy has not been terminated by the owner by notice pursuant to California Civil Code Sec. 1946 or has not been terminated upon a change in terms of tenancy noticed pursuant to California Civil Code Sec. 827, except a change permitted by law in the amount of rent or fees. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Declaration.

Electronic Signature (Please type your First and Last Name below)


/William L26/

Submitter's Name: William L26

Submission Date: 1/23/2019

Submit Re-Registration Application

Once the Landlord submits their registration RS Cloud will display a receipt page that they can print with the details of their submission. The landlord will receive an email receipt of the unit re-registration.

 **Thank you for submitting your re-registration application!**

Receipt Confirmation #: 58

Please print a copy of this receipt for your records. A copy has also been sent to your email address on file.

[Print Receipt !\[\]\(4729e517bc6a7cd81c8025b9646574fb_img.jpg\)](#)

Next Steps:

1. Tenant verification of the re-registration application - an email request has been sent to the primary tenant for the unit.
2. Once the City receives verification from the tenant, we will review and process this request. Final acceptance is subject to staff approval and may require additional information.

Address: 625 N Flores St, Unit 301, West Hollywood, CA 90048

APN: 5528-015-104

New Tenant Information

Tenant Name	Daytime Phone	Email
Karina Naringahon	(626) 555-7689	wshdl78+27@gmail.com

Unit Information

Move-In Date	Initial Rent	Bedrooms	Parking Spaces
01/01/2019	\$500.00	2	1

Subsidy Voucher Information

Subsidy Voucher Program	Subsidy Payment Began	Contract Rent	Tenant Pays
Section 8	01/01/2019	\$500.00	\$500.00

Landlord Email

The landlord will receive an email confirming their Re-Registration submission.

<Email template to be updated by HdL>



City of West Hollywood – Rent Stabilization and Housing

Hello Kristina Sanchez,

Your Unit Re-Registration application has been received. Confirmation #18

Thank you,
West Hollywood Rent Stabilization Team

Tenant Email

The tenant will receive an email with two options

- To sign in to the Tenant Verification page and follow the process.
- To tell the city that the person has received the email incorrectly (perhaps they are no longer tenants there, or the email was mistyped by the landlord). If the Tenant clicks on this link, the RS Cloud system will automatically consider this a completed unit re-registration and move the submission to the "Unit Re-registrations" web section for staff review.

Pay Annual Rent Registration Fees

You will only be able to make full payments of the fees owed. Partial payments will not be allowed. If you have any exemptions on the property, they must be filed by July 1st. You may contact the City with any questions pertaining to the fees owed in a particular parcel by calling (323)848-6450.



Pay Annual Rent Registration Fees

Pay Annual Rent Registration Fees

You selected Pay an Annual Rent Registration fee.

Per Section 17.28.030 of the RSO, the landlord must pay the City a registration fee for each rental unit under his/her ownership. The purpose of the fee is to reimburse the City for administrative costs associated with administering the Rent Stabilization Program. Currently the fee is \$144 per unit. The landlord may charge the tenant one-half of the annual rent registration fees that they pay the City each year prorated monthly. Currently, the tenant's portion is \$6.

To begin, please select the parcel for which you want to pay for below.



The next screen provides details on the parcel, the fees owed and fields to submit full payment.

Annual Rent Registration Online Payment

Please verify the information shown is correct.

Account Information

Account# 5528-015-102

Property 625 N Flores St 207
West Hollywood, CA 90048

Billing E D Flores L L C
9440 Santa Monica Blvd # 401
Beverly Hills, CA 90210

Building Information

Total Units	1
Less Exempt Units	0
Total Billable Units	1
Standard Units at \$200.00	1
Section 8 Units at \$90.00	0

Note: Exemption applications to add exempt units or registration forms to add Section 8 units must be filed with this office by July 1, 2019.

Payment Due Date: Tuesday, January 15, 2019

<u>Fee Assessment</u>	<u>Balance Due</u>
Registration Fee: 2019 Registration	\$200.00
Penalty Fee: 2019 Rent Penalty	\$200.00
TOTAL BALANCE DUE	\$400.00

Submit Payment

*Email Receipt To: wshdl78+22@gmail.com

*Billing Address: 6860 Dallas Pkwy


*City: la puente

*State: California

*Zip Code: 75024

Payment Amount: **\$400.00** (Contact city for partial payments)

*Name on Credit Card: william sanchez



This page is currently in test mode. Do not use real/active card numbers.

*Card Number: 4012 0020 0006 0016

*Card Expiration: 12 / 2025

*Card CVV: 123

Process Credit Card

If the payment is processed properly the Landlord will receive a receipt page that can be printed for their records. The Landlord will also receive an email receipt.

Annual Rent Registration Online Payment

Thank you for your payment.
A copy of this receipt has been sent to your email address.

Print Receipt 

Payment Date	1/22/2019
Payment Amount	\$400.00
Confirmation #	WEB1131164151
Submitted By	E D Flores L L C

Account Information

Parcel Number	5528-015-102
Parcel Address	625 N Flores St 207


>> Please select a different parcel above to pay or return to [landlord home page](#).

Link Other Parcels

As a landlord you may link other parcels to your account. After Signing-in click on the **+ Link other existing parcels** option. In the following screen enter the parcel number along with the pin provided to you by the city via email. If linking the parcel to your account is successful you will be able to perform new actions on this parcel as well. In order to be able to link other parcels to your account, you must have the parcel number and PIN code. You can find the parcel number and PIN code in the Annual Rent Registration Fee Bill.



Link Other Existing Parcels

 CITY OF WEST HOLLYWOOD Department of Rent Stabilization and Housing 8000 Santa Monica Blvd., West Hollywood, CA 90069-4314 (310) 861-6600		PAYMENT DUE DATE July 1, 2019												
ANNUAL RENT REGISTRATION FEE														
ACCOUNT NO. 8554-016-016		PIN NO. 042888												
Address: 8017 W Norton Ave Mailing: Empire At Norton L L C Address: 11620 Wilshire Blvd #900 Los Angeles, CA 90025														
The Annual Rent Registration Fee for the property located at: 8017 W Norton Ave is due no later than July 1, 2019. The fee is \$148 for each nonexempt 8 unit unless the unit currently qualifies for an exemption AND an exemption has been granted by our department. The fee is \$50 for each unit occupied by a tenant receiving a Section 8 subsidy AND a Section 8 registration form has been accepted by the department. Applications for an exemption from 2019-2020 fees and Section 8 registration forms must be filed by July 1, 2019. Write the account number on your check. Pay to the "City of West Hollywood." Mail your check and the lower portion of this Annual Rent Registration Fee Notice in the envelope provided. DO NOT INCLUDE CORRESPONDENCE WITH YOUR PAYMENT. ONLINE PAYMENTS ARE NOW AVAILABLE! Go to: https://rsh.welho.org If you have any questions about this bill or on how to make an online payment, please call (323) 888-6650 and ask to speak to a Rent Stabilization Information Coordinator. Information on the 2019-2020 General Adjustment will be mailed to you before May 20, 2019.														
BUILDING INFORMATION Total Units: 6 Less Exempt Units: 6 Total Subsidy Units: 0 Units @ \$144: 0 Section 8: 0 Exemption applications to add exempt units or registration forms to add Section 8 units must be filed with this office by July 1, 2019.	ASSESSMENT <table border="1"> <tr><td>Previous Balance</td><td>\$0.00</td></tr> <tr><td>Registration Fees</td><td>\$0.00</td></tr> <tr><td>Section 8 Registration Fees</td><td>\$0.00</td></tr> <tr><td>Penalty Assessment</td><td>\$0.00</td></tr> <tr><td>Less Payments/Credits</td><td>\$0.00</td></tr> <tr><td>TOTAL FEES DUE</td><td>\$0.00</td></tr> </table> AMOUNT SUBMITTED: \$		Previous Balance	\$0.00	Registration Fees	\$0.00	Section 8 Registration Fees	\$0.00	Penalty Assessment	\$0.00	Less Payments/Credits	\$0.00	TOTAL FEES DUE	\$0.00
Previous Balance	\$0.00													
Registration Fees	\$0.00													
Section 8 Registration Fees	\$0.00													
Penalty Assessment	\$0.00													
Less Payments/Credits	\$0.00													
TOTAL FEES DUE	\$0.00													
PLEASE RETURN THE LOWER PORTION IN THE ENVELOPE FURNISHED WITH A CHECK PAYABLE TO: CITY OF WEST HOLLYWOOD KEEP THE UPPER PORTION FOR YOUR RECORDS														
ACCOUNT NO. 5554-015-015 Address: 8017 W Norton Ave Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Mailing: Empire At Norton L L C Address: 11620 Wilshire Blvd #900 Los Angeles, CA 90025	BUILDING INFORMATION Total Units: 6 Less Exempt Units: 6 Units @ \$144: 0 Section 8: 0 ASSESSMENT <table border="1"> <tr><td>Previous Balance</td><td>\$0.00</td></tr> <tr><td>Registration Fees</td><td>\$0.00</td></tr> <tr><td>Section 8 Registration Fees</td><td>\$0.00</td></tr> <tr><td>Penalty Assessment</td><td>\$0.00</td></tr> <tr><td>Less Payments/Credits</td><td>\$0.00</td></tr> <tr><td>TOTAL FEES DUE</td><td>\$0.00</td></tr> </table>		Previous Balance	\$0.00	Registration Fees	\$0.00	Section 8 Registration Fees	\$0.00	Penalty Assessment	\$0.00	Less Payments/Credits	\$0.00	TOTAL FEES DUE	\$0.00
Previous Balance	\$0.00													
Registration Fees	\$0.00													
Section 8 Registration Fees	\$0.00													
Penalty Assessment	\$0.00													
Less Payments/Credits	\$0.00													
TOTAL FEES DUE	\$0.00													

Link Other Parcels

✔ Parcel '5528-015-103' has been successfully linked.
Please click on the menu above to select an action and this parcel to proceed.

Parcel Number

PIN Number

This is a unique personal identification code that is mailed to the address on file for the owner(s) and agent(s).

If the parcel number entered does not exist in the system or the PIN Number is incorrect the system will show these two messages respectively.

Link Other Parcels

✘ Sorry, we could not validate this parcel. Please try again or contact the City for assistance at (323) 848-6450.

Parcel Number

PIN Number

This is a unique personal identification code that is mailed to the address on file for the owner(s) and agent(s).

[Link](#) [Clear](#)

Link Other Parcels

✘ Invalid PIN. Please try again or contact the City for assistance at (323) 848-6450.

Parcel Number

PIN Number

This is a unique personal identification code that is mailed to the address on file for the owner(s) and agent(s).

[Link](#) [Clear](#)

Download Forms

Landlords will have access to forms immediately. Simply click on the icon shown below and you will be directed to a list of available landlord forms on the City's website.



Download Rent Stabilization Forms

If you can't find a form in the website, or you still require further assistance on this new Online Landlord Portal, please contact Rent Stabilization at (323)848-6450 for further assistance.