



REMOVING A PROPERTY FROM THE RENTAL 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.

Required Noticing

To go out of business, the landlords must record a notice of intent to remove the property from the rental market with the L.A. County Recorder's office. They must give the tenants 120-day notices terminating tenancy. Copies of these notices along with the notice to the City and application for tenants' relocation counseling with counseling fees must also be submitted to the City. The date of termination on all notices must be 120 days from the date all this noticing has been completed.

Tenants should receive relocation fees with the notice. There are different categories of fees depending on income, disability or age of the tenants. The landlord should ask the tenants for their information before issuing the tenants' notices. If the landlord did not do this, then tenants should immediately send the landlord a written request for the correct relocation fee.

The Right of First Refusal to Move Back In

All tenants being relocated for removal of property from the rental market may send a letter requesting the first right of refusal. This right does not depend on income, age or disability status.

If a tenant is interested in re-renting the unit in the event that it is re-offered for rent at some future time, they may send a letter requesting the right of first refusal. To receive this benefit, the tenant **must notify the landlord in writing within thirty (30) days** of the date when they received the notice. A simple signed and dated letter with the statement "I am requesting the right of first refusal to move back in" is enough. Tenants should send a copy of this request to the City of West Hollywood's Rent Stabilization & Housing Division and keep a copy of the letter for their records.

Once the tenant moves out they will be responsible for keeping the landlord advised of their mailing address. Since the conditions of removal from the rental market are recorded on the property title, tenants who requested the right of first refusal, maintain their claim even if the property is sold to another owner.

If the landlord puts the current structure back on the market within 10 years after taking it off, they must contact the tenant(s) who asked for right of first refusal to move back into the unit. Within the first 5 years, they must re-rent to the tenant at the rent the tenant was paying at move-out plus any intervening general adjustments. After 5 years, they may rent to the tenant at the current market rate.

If the structures where the tenants lived are demolished and replaced, the tenants will not have a claim to move into the newly constructed structure(s). Also, if the units are converted to condos, new parcels of land are created; the old legal property does not exist and the tenants will not have a claim to move back in.

Extension to 1-Year Notice for Seniors and Disabled

Tenants who are 62 years old or more and tenants who are disabled may stay in the unit for one year from the date the landlord gave them the notice but they must ask for the extension in writing.

To do this, they should simply write a signed and dated letter describing their age or their disability and asking for the extension to one year. The tenants should be prepared to supply the landlord with proof of age or disability if it is disputed. Tenants should send a copy of this request to the City of West Hollywood's Rent Stabilization & Housing Division, 8300 Santa Monica Boulevard, West Hollywood, CA 90069.

Relocation Fees

When an owner is relocating a tenant for the purpose of removing the property from the rental market (Ellis Act), relocation fees must be paid at the time of notice. Refer to the attached relocation fee guide for information on the required fee amount.

Requesting the Relocation Fees

If the landlord fails to provide the fee at the time of the notice or pays lower fees than the tenant feels they should receive, the tenant should send the landlord a written request for the correct amount. If they are requesting fee for lower-income, seniors or disabled categories, they may choose to include information and evidence about why they qualify, as the landlord may request this.

If the tenant needs help calculating the fee, they should contact the Rent Stabilization and Housing Division and speak to an Information Coordinator. The Information Coordinator will help the tenant based on the information the tenant supplied. If the landlord and tenant cannot agree upon the correct amount, they may be referred to the City's Mediator to settle the issue.

Private Civil Settlements: Are They Okay?

Tenants only receive the right of first refusal to move back into a unit and the extension of the noticing period to one year if they request it. These are legal claims that they may waive. They should consider before doing so whether it is in their economic interest to give up any claims to their current affordable housing.

Tenants cannot legally waive their right to the relocation fee. According to the Ordinance the fee must be paid at the time of receiving the notice or the noticing period does not start. They should not agree to other arrangements without consulting a Rent Stabilization & Housing Information Coordinator.

If a tenant makes a private agreement regarding higher relocation fees, they will only be able to enforce the agreement through the civil courts.

Need Further Assistance?

If you have any questions please contact the Rent Stabilization and Housing Division by calling (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.

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.



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.
4. If the units are demolished and new accommodations are built on the same property and offered for rent or lease within 5 years of the date of withdrawal, the rental units are subject to the RSO.

*** 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.
- 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

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
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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 \$144 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
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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.

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



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

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:

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



NOTICE TO TENANT OF TERMINATION OF TENANCY

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: 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: _____



NOTICE TO CITY 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

Parcel Identification Number: _____ - _____ - _____

Property Address: _____
 Street Number Street Name

Legal Description: _____

Not less than 120 days from the date when the rental units listed below are to be withdrawn from the rental market you must file this form with the City of West Hollywood Rent Stabilization & Housing Division at the address listed above. (You do not need to file this form with the Los Angeles County Recorder's Office.)

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 and the name of each tenant(s) who resides in each unit are listed as follows:

Unit #	Name of Tenant(s) Residing in Unit	Maximum Allowable Rent (MAR)	Disabled	Senior
			<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"/>
			<input type="checkbox"/>	<input type="checkbox"/>

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

Attached to this notice, please find:

- a) Certified copies of the recorded "Notice of Intent to Withdraw Rental Units from the Market" and proof of recording. (Notice **must** include correct MARs to be accepted as complete);
- b) Copies of the 120-day termination notices served to the tenants. (If relocation fees have been paid, a copy of the check or receipt **must** also be included);
- c) Completed tenant "Relocation Counseling Assistance" 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 documentation, are true, correct and complete.

Signature: _____ Date: _____

Print Name: _____

Continued from front of form:

Unit #	Name of Tenant(s) Residing in Unit	Maximum Allowable Rent (MAR)	Disabled	Senior
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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RELOCATION COUNSELING ASSISTANCE

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: rsh@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: _____

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:

FINANCE CODE: RELO

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: _____

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 _____

AMOUNT PAID: _____ CHECK NO. _____

* **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: _____

Name: _____ Phone: (_____) _____

Name: _____ Phone: (_____) _____

Address: _____
(Street Number) (Street Name) (Unit #)

Low Income Tenant Moderate Income Tenant Qualified Tenant* - Specify: _____

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



NOTICE TO CITY – EXTENSION OF WITHDRAWAL OF PROPERTY TO ONE YEAR

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

Parcel Identification Number: _____ - _____ - _____

Property Address: _____
(Street Number) (Street Name)

Legal Description: _____

Landlord/Agent Information:

Name: _____ Phone Number: (____) _____

Mailing Address: _____

City, State, & Zip Code: _____

If a tenant is at least 62 years old or disabled and has lived in the dwelling unit for at least one year and notifies you of their entitlement to a one-year relocation period, you must file this notice with the Rent Stabilization & Housing Division. This notice must be filed not more than thirty (30) days after you receive the tenant's statement of entitlement to an extension and, in any case, no later than ninety (90) days after you or your representative delivered the original notice of intent to withdraw to the City.

I hereby notify the City of West Hollywood of the extension of the intent to withdraw the property from the rental market to one year for the following tenant(s):

Unit #	Name of Tenant(s) Residing in Unit	Disabled	Senior
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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

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: _____

(Continued from front)

Unit #	Name of Tenant(s) Residing in Unit	Disabled	Senior
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

(Attach additional sheets if necessary)



ELLIS EXEMPTION

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: rsh@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: Date that all units on the property were 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: _____

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.

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 units where the noticing period (120-days or more) has expired and all 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 the entire property by June 30th, the annual rent registration fees will be billed.
2. Submit this form to begin the process to return the Ellis 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.

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 all the units on the property were vacated.

To Return Units to Market:

Print or type the date on which you are planning to return the property to the rental market.

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. Our office is located at 8300 Santa Monica Boulevard, West Hollywood, CA, 90069.