



TENANT HABITABILITY PLAN

1) PROPERTY INFORMATION

PROJECT ADDRESS

PARCEL NUMBER(S)

BUILDING PERMIT NUMBER

2) LANDLORD INFORMATION

NAME

MAILING ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

3) CONTACT PERSON DURING CONSTRUCTION

NAME

TITLE

COMPANY

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

4) CONTRACTOR INFORMATION

NAME

TITLE

COMPANY

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

5) WILL HAZARDOUS MATERIAL (EX. LEAD PAINT, ASBESTOS) BE DISTURBED OR ABATED AT ANY TIME DURING THE PERMITTED CONSTRUCTION PERIOD?

YES

IF **YES**, ANSWER QUESTION 5.2

NO

IF **NO**, SKIP TO QUESTION 6

COMMENTS

(STAFF USE ONLY)

Filing Fee: \$100.00 Finance Code: RETA

RECEIVED

The City of West Hollywood cannot guarantee that information provided on this form will be exempt under the Public Records Act.



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5.2) CONTRACTOR FOR ABATEMENT OF HAZARDOUS MATERIAL

NAME TITLE COMPANY

ADDRESS

TELEPHONE NUMBER EMAIL ADDRESS

6) PLEASE DESCRIBE THE CONSTRUCTION WORK TO BE PERFORMED AT THE PROPERTY (ATTACH ADDITIONAL PAGES AS NEEDED)

Multiple horizontal lines for describing construction work.

7) ESTIMATED START AND COMPLETION DATES OF CONSTRUCTION

FROM: / / TO: / /
Month Day Year Month Day Year

8) WILL ANY COMMON AREA(S) BE IMPACTED BY CONSTRUCTION? (SUCH AS INTERRUPTIONS TO PARKING, UTILITIES, LAUNDRY ROOM USE, AND POOL ACCESS, ETC.)

YES NO

IF **YES**, ATTACH A COMMON AREA IMPACT AND MITIGATION FORM

9) WILL ANY INDIVIDUAL UNIT(S) BE IMPACTED BY CONSTRUCTION? (SUCH AS INTERRUPTIONS TO UTILITIES, PARKING, BALCONY USE, IN-UNIT CONSTRUCTION, ETC.)

YES NO

IF **YES**, ATTACH AN INDIVIDUAL UNIT IMPACT AND MITIGATION FORM

COMMON AREA IMPACT AND MITIGATION FORM

CONSTRUCTION WILL BE PERFORMED AT THE PROPERTY IMPACTING THE COMMON AREAS AS FOLLOWS:

(See attached Sample form for further instructions on how to fill out this form)

COMMON AREA IMPACTED	ESTIMATED START DATE	ESTIMATED END DATE	DESCRIPTION OF WORK/ IMPACT (ex. noise, utility interruptions, disruption of housing services such as parking/laundry/elevator, disruption/abatement of hazardous materials, interruption of security/fire systems, etc.)	MITIGATION MEASURES (ex. dust barriers, sound mitigation, alternate parking spots, temporary replacement services, etc.)

NOTICING REQUIREMENTS

INTERRUPTION OF SERVICES, INCLUDING, BUT NOT LIMITED TO, UTILITIES, LAUNDRY, PARKING OR ELEVATORS DURING THE PERMITTED CONSTRUCTION PERIOD SHALL BE PRECEDED BY WRITTEN NOTICE NO LESS THAN 24 HOURS IN ADVANCE OF INTERRUPTION OF THE SERVICE.



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10) WILL THERE BE ANY IMPACT ON A TENANT'S PERSONAL PROPERTY? (SUCH AS EXPOSURE TO THE ELEMENTS OR HAZARDS, THEFT OR MOVEMENT)

YES

NO

IF **YES**, DESCRIBE WHAT MEASURES WILL BE ADOPTED TO PROTECT THE PERSONAL PROPERTY OF TENANTS

DECLARATIONS

GENERAL:

INITIALS

I HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS TENANT HABITABILITY PLAN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

I ACKNOWLEDGE THAT FAILURE TO ADHERE TO AN APPROVED PLAN SUBJECTS THE CONSTRUCTION DESCRIBED HEREIN TO A STOP WORK ORDER, PERMIT SUSPENSION/REVOCATION AND FINES. CONTINUING VIOLATIONS MAY RESULT IN ADDITIONAL CIVIL OR CRIMINAL LIABILITY.

I FURTHER ACKNOWLEDGE THAT MODIFICATIONS TO AN APPROVED PLAN MAY BE NECESSARY IN THE EVENT THAT THE SCOPE OF WORK REPORTED HEREIN IS INACCURATE OR CHANGES.

IF TEMPORARY RELOCATION OF TENANT(S) IS PERMITTED BY LAW, AND NECESSARY AND PROPER UNDER AN APPROVED PLAN, I ATTEST ADEQUATE RESOURCES EXIST TO PROVIDE ANY REQUIRED RELOCATION BENEFITS AND THAT ADEQUATE PROVISIONS HAVE BEEN MADE FOR ORDERLY, TIMELY AND EFFICIENT RELOCATION OF DISPLACED TENANTS PURSUANT TO THE TERMS OF THE PLAN AND SECTION 17.52.110 OF THE WEST HOLLYWOOD MUNICIPAL CODE (TEMPORARY REPOSSESSION FOR AUTHORIZED CORRECTIONS).



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CONSTRUCTION SITE MANAGEMENT:

INITIALS

I HAVE READ AND AGREE TO ABIDE BY THE CONSTRUCTION MANAGEMENT STANDARDS.

NOTICING REQUIREMENTS

I WILL PROPERLY SERVE NOTICE TO ALL AFFECTED TENANTS AS REQUIRED BY SECTION 17.30.040 OF THE WEST HOLLYWOOD MUNICIPAL CODE NO LESS THAN TEN (10) DAYS PRIOR TO THE START OF PERMITTED CONSTRUCTION, UNLESS THE PLAN INCLUDES TENANT RELOCATION, IN WHICH CASE THE PLAN SHALL BE SERVED NO LESS THAN THIRTY (30) DAYS PRIOR TO THE START OF PERMITTED CONSTRUCTION.

I WILL PROVIDE THE CITY OF WEST HOLLYWOOD RENT STABILIZATION DIVISION WITH PROOF OF SERVICE OF THE APPROVED TENANT HABITABILITY PLAN WITHIN FIVE (5) DAYS OF SERVICE UPON TENANTS.

I hereby declare that I am:

the owner

an authorized agent for the owner of the above referenced property

SIGNATURE

DATE

PRINT NAME

TITLE

(STAFF USE ONLY)

REVIEWED BY: _____

DATE

THP APPROVED

THP REJECTED