



Planning Division Permit Application

RENT STABILIZATION NOTICE

PERMIT NUMBERS:

The Rent Stabilization Department (RSHD) maintains records on all residential units, including single family residences and condominiums, which were first issued a certificate of occupancy on or before July 1, 1979, if the unit has been rented or offered for rent at any time since January 1, 1984. **This application will not be deemed complete until the applicant submits a completed form** to the Department of Community Development. RSHD will not sign off for building permit issuance until the form is complete and accurate.

PROPERTY OWNER

NAME _____

PHONE NUMBER _____ FAX _____

CITY _____ STATE _____ ZIP _____

ASSESSORS PARCEL NUMBER _____

Are any units on the property subject to the Rent Stabilization Ordinance of the City of West Hollywood? YES NO
 If "yes", enter the Unit Identification and the last rent paid for each unit:

UNIT IDENTIFICATION/ADDRESS:	LAST RENT PAID:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BELOW FOR STAFF USE ONLY

Are all rent registration fees current? YES NO

The following action must be taken prior to RSHD signing off on any demolition or building permits:

- Pay rent registration fees and penalties in the amount of \$ _____ to the City of West Hollywood
- Re-register all units whose tenants moved in after 1996 and that have not been re-registered in order to establish legal MARs for the units;
- Maintain the property free of health, safety, housing code violations;
- Comply with the following requirements for removing property from the rental market:
 - Record properly completed document of intent to remove property with the LA County Recorder;
 - Give 120-day notices with all required contents to all tenants of the property;
 - Give relocation fees to all lower-income tenants;
 - Submit notice of intent to withdraw property to the City of West Hollywood RSHD along with all required documents;
 - Submit to the Rent Stabilization and Housing Department the notice of extension to one-year for all senior and disabled tenants who request the extension.
- Other: _____

RECORDS MANAGER _____ DATE _____