

ACCEPTANCE AFFIDAVIT

INSTRUCTIONS:

Your project approval, whether for a development project or use permit, requires that you sign, notarize, and record an Acceptance Affidavit with the Los Angeles County Recorder's Office. The Acceptance Affidavit ensures that the conditions of approval listed in your resolution are recorded against the title of the property so interested persons are given notice of these conditions in the future. The project approval shall not be effective for any purpose until the recordation process has been completed. Upon your receipt of a copy of your "signed" resolution(s) and an Acceptance Affidavit, please:

1. Fill out the Acceptance Affidavit. If a corporation is the legal property owner, print the corporation's name in the space provided, sign the form with your name, and add the words "signing for the (name of corporation) Corporation".
2. Have the document notarized by a certified notary public.
3. Go to the Registrar-Recorder/County Clerk's Office:
Online: <http://lavote.net>
Phone: (800) 201-8999

Have the Recorder record the Resolution(s) **and** Acceptance Affidavit.

The basic recording fee is \$18 for the first page and \$3 for each additional page. To ensure that your document has been properly completed and that you are informed of the correct recording fees, it is recommended that your document be reviewed in person, in Norwalk, by a Property Conveyance Examiner.

YOU MUST HAVE THE DOCUMENT NOTARIZED BEFORE RECORDING THIS DOCUMENT.

4. When the Registrar-Recorder's Office stamps the document with its reference number, request a copy of it and forward the original copy to our office to the attention of your project planner. The Registrar-Recorder will return the original recorded document to our office at a later date.
5. When we receive a copy of the stamped document, the planner can begin finalizing your case. If you have any questions about this procedure, be sure to contact your project planner before you go record your documents.

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RECORDED AT THE REQUEST OF AND MAIL TO:

City of West Hollywood
Attn: _____ (your project planner)
Planning and Development Services
8300 Santa Monica Blvd.
West Hollywood, CA 90069

PERMIT NUMBER(S): _____

PROPERTY INFORMATION:

STREET ADDRESS

ASSESSOR'S PARCEL NUMBER

State of California, County of Los Angeles
I, (We), _____
hereby declare under the penalty or perjury that I (we) am (are) the owner(s) of the property. I (we) am (are) aware of, and accept, all conditions of approval in permit # _____ attached hereto as Exhibit A and incorporated herein by reference.

PROPERTY OWNER:

NAME

SIGNATURE

ADDRESS

CITY STATE ZIP CODE

PHONE NUMBER

CAPACITY CLAIMED BY SIGNER:

- INDIVIDUAL(S) CORPORATE OFFICER(S)
- PARTNER(S) ATTORNEY IN-FACT
- TRUSTEE(S) OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SIGNATURE

SEAL: