

**SAMPLE**

City of West Hollywood | Rent Stabilization Division

# TENANT HABITABILITY PLAN

## 1) PROPERTY INFORMATION

**1234 WEST HOLLYWOOD WAY, WEST HOLLYWOOD, CA 90069**

PROJECT ADDRESS

**1111-111-111**

PARCEL NUMBER(S)

**B23-1234**

BUILDING PERMIT NUMBER

## 2) LANDLORD INFORMATION

**JANE DOE**

NAME

**555 SMITH AVE., WEST HOLLYWOOD, CA 90048**

MAILING ADDRESS

**(323) 111-1111**

TELEPHONE NUMBER

**JANE.DOE@GMAIL.COM**

EMAIL ADDRESS

## 3) CONTACT PERSON DURING CONSTRUCTION

**DAVID SMITH**

NAME

**PROJECT MANAGER**

TITLE

**CONSTRUCTION LLC**

COMPANY

**5678 SANTA MONICA BLVD., WEST HOLLYWOOD, CA 90069**

ADDRESS

**(323) 222-2222**

TELEPHONE NUMBER

**SMITH.DAVID@GMAIL.COM**

EMAIL ADDRESS

## 4) CONTRACTOR INFORMATION

**JOHN SMITH**

NAME

**CONTRACTOR**

TITLE

**PROJECTS LLC**

COMPANY

**1111 CURSON AVE., WEST HOLLYWOOD, CA 90069**

ADDRESS

**(323) 333-3333**

TELEPHONE NUMBER

**JOHNSMITH@HOTMAIL.COM**

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

**DEMOLITION PHASE WILL DISTURB HAZARDOUS MATERIAL IN THE GARAGE AREA**

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.

# TENANT HABITABILITY PLAN

## 5.2) CONTRACTOR FOR ABATEMENT OF HAZARDOUS MATERIAL

**CHASE DOE**

**FIELD SERVICE REPRESENTATIVE**

**WASTE ABATEMENT LLC**

NAME

TITLE

COMPANY

**222 WASTE WAY, WEST HOLLYWOOD, CA 90069**

ADDRESS

**(323) 444-4444**

TELEPHONE NUMBER

**DOE.CHASE@GMAIL.COM**

EMAIL ADDRESS

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

- **ADU CONSTRUCTION:**

- **BUILDING ONE (1) ADU IN THE GARAGE AREA. WORK TO BEGIN 3/14/23 AND WILL BE COMPLETED APPROXIMATELY 6/14/23. LAUNDRY ROOM WILL BE UNAVAILABLE DURING CONSTRUCTION PERIOD AND MOVED TO OPPOSITE SIDE OF THE BUILDING.**

- **SEISMIC RETROFIT WORK:**

- **REINFORCEMENT AT GARAGE USING FOUR (4) SPECIAL CANTILEVERED COLUMNS WITH GRADE BEAMS. WORK WILL RESULT IN TENANT PARKING INTERRUPTIONS FROM 8AM-5PM DURING CONSTRUCTION PERIOD**

## 7) ESTIMATED START AND COMPLETION DATES OF CONSTRUCTION

FROM: **03 / 14 / 2023**

Month

Day

Year

TO: **06 / 14 / 2023**

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.)
PARKING GARAGE	03/14/23	06/14/23	PARKING WILL BE UNAVAILABLE FOR TENANTS DURING PERMITTED CONSTRUCTION HOURS (8AM-5PM)	TENANTS WILL BE REIMBURSED FOR PURCHASE OF STREET PARKING PERMITS. FOR ASSISTANCE WITH PURCHASING PARKING PERMITS, TENANTS CAN REACH OUT DIRECTLY TO THE CITY'S PARKING DIVISION AT PERMITPARKING@WEHO.ORG OR (323)848-6578
LAUNDRY ROOM	03/14/23	06/14/23	LAUNDRY ROOM WILL BE UNAVAILABLE DURING CONSTRUCTION PERIOD AND MOVED TO NEW LOCATION	AFFECTED TENANTS WILL RECEIVE A LAUNDRY STIPEND OF \$50

**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.

# TENANT HABITABILITY PLAN

**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

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## DECLARATIONS

### GENERAL:

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

INITIALS

DS

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.

DS

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.

DS

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).

DS



# TENANT HABITABILITY PLAN

### CONSTRUCTION SITE MANAGEMENT:

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

INITIALS

DS

### 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.

DS

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.

DS

I hereby declare that I am:

the owner

an authorized agent for the owner of the above referenced property

David Smith

SIGNATURE

02/01/23

DATE

David Smith

PRINT NAME

02/01/23

TITLE

**(STAFF USE ONLY)**

REVIEWED BY: \_\_\_\_\_

DATE \_\_\_\_\_

THP APPROVED

THP REJECTED