

ADMINISTRATIVE PENALTY APPEAL

Please note: It is the obligation of the property owner to pay annual fees and update their contact information with the Department. The failure to receive an Annual Bill does not relieve the property owner of the legal obligation to pay annual fees and does not provide a basis for the waiver of any penalties.

CRITERIA FILL IN THE APPROPRIATE BUBBLE		
 Debilitating illness and/or death of property owner. For illness, documented proof from their doctor is required to substitute b. For death, a copy of the death certificate is required. Change of ownership: The new landlord must register the property with days of the sale date. A copy of the Grant Deed must be submitted. Change of Exemption Status: Rental units must be registered within (1) date the units became rented. A copy of the rental agreement must be Department error (must specify error). 	nin forty-five (45) DO NOT WRITE IN THIS SECTION O) days from the	
THIS APPEAL FORM IS TO DISPUTE DELINQUI	ENT/LATE FEES ONLY	
REGULAR FEES MUST BE PAID FOR YOUR APPEAL TO BE REVIEWED (UNLESS INVOICES ARE BEING HELD IN COLLECTION	NS). PAID? YES NO	
ASSESSOR'S PARCEL #:	INVOICE #:	
PROPERTY ADDRESS:		
OWNER'S NAME: OWNER REPRESENTATIVE REQUIRES AUTHORIZATION POLICY AGENT/REPRESENTATIVE FORM (SEE BACK FOR DECEMBER 1)	SALE DATE:	
OWNER'S MAILING ADDRESS:		
PRIMARY PHONE #1:EMAI	L:	
Please turn page to document your justification and for additional information.		
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	Please mail or email the completed form and supporting documents to:	
Signature of Owner (Or authorized agent/representative) Print name Date	CITY of LOS ANGELES - LAHD Billing & Collections Section P.O. Box 17790 Los Angeles, CA 90017-0790 Email to LAHD.billing@lacity.org	
- OFFICIAL USE ONLY -		
Reviewed By:Date:		
□ Approved □ Denied: □ Regular fees not paid □ No Documentation/Insufficient Documentation		
Approved By:Date:	Adj. Amount: \$	

An Equal Opportunity Affirmative Action Employer

Rev.10/01/2024

IUSTIFICATION: (Attach supporting documentation and/or additional sheets if necessary)	

Filing an Appeal

A Late/Delinquent Fee is assessed if the regular fee payment is **not received** by the due date.

The regular fees MUST be paid prior to filing unless the specified invoices are currently held in collections. Also provide all supporting documentation with your appeal. Failure to comply with this policy will result in an automatic denial of your appeal.

Do not use this form if you object to an actual inspection fee, please refer to the regional office phone number listed on your bill. For additional information see below.

Filing an "Appeal of Fee" form

To appeal an inspection fee, contact: a) Code Enforcement Division at the regional office phone number listed on your bill; or b) access our website https://housing.lacity.org/rental-property-owners/Inspections-and-Fees. Currently Public Counter appointments are available by reservation only, for locations and scheduling information please visit us at https://housing.lacity.org/about-us/public-counters.

Owner Representative

"Billing" information is only provided to the owner of record and their duly authorized representative (agent). The owner can authorize an agent to receive billing information and/or act on their behalf by providing the Department Form. The form can be obtained online at www.LAHDbill.org.