

Read all instructions before proceeding.

1. What is the purpose of this form?

Any party wishing to appeal a fee imposed pursuant to Division 9 of the Los Angeles Housing Code (Article I, Chapter XVI of the Los Angeles Municipal Code), except a fee associated with prosecution, may file this form. Before submitting this form, you may consider contacting staff at the number provided on the statement/invoice if you have any questions.

ATTENTION: If you are appealing an annual delinquent fee and/or inspection late fee, you must submit an “Administrative Penalty Appeal” form provided by the Department, however, the regular fees **MUST** be paid prior to filing the Administrative Penalty Appeal form.

2. When to file this form?

This form must be filed with the Department within fifteen (15) days of service of the statement/invoice of the challenged fee.

3. Where to file this form?

This form will be accepted at LAHD public counter or by mail at the following addresses:

- a. LAHD CENTRAL/SUNSET OFFICE: 1910 Sunset Blvd, Ste. 300, Los Angeles, CA 90026.
- b. LAHD EAST OFFICE: 2130 East 1st St, #2600, Los Angeles, CA 90033
- c. LAHD VALLEY OFFICE: 6400 Laurel Canyon Blvd., #610, North Hollywood, CA 91606
- d. LAHD SOUTH OFFICE/Council District 8 CSC: 8475 Vermont Ave., Los Angeles, CA 90044

4. How to prepare this form?

- a. Read and follow all instructions provided on this page. If you are the person appealing, you are the “Appellant.”
- b. Complete all parts (A-D). Read, sign and date part E.
- c. Identify all attachment/supporting documents by writing the case number on bottom right of each page.
- d. The Appellant has the burden of proving the basis of the appeal by a preponderance of the evidence.
- e. For more information on Appeals, please refer to Section 161.1002 of the Los Angeles Municipal Code.

5. Is there a fee required to be submitted with this form?

Yes, you must submit an Appeals Processing Fee (APF) with your appeal form. If mailing the appeal, attach a check or money order for exactly one hundred and twenty-eight dollars (U.S. \$128) made payable to “City of Los Angeles-LAHD.” Be sure to write the parcel number (APN), case number, and statement/invoice number on your check. To pay the filing fee by credit card or cash, please visit one of the locations listed above.

6. What is the Appeals Process?

After the Department accepts/receives the appeal, it is forwarded to appropriate staff for compliance review. If the appeal complies with the law, it will be processed. If the appeal does not comply with the law, it will be returned. After processing your appeal, the Department will review the appeal and issue a decision within 30 calendar days of the filing of the appeal or within such further time as may be required. The Department’s decision is the final administrative decision; however, you may appeal the Department’s decision by filing a timely action in a court of competent jurisdiction. The filing of an appeal will stay enforcement of any disputed fee, pending the Department’s decision. If you have any questions regarding the appeals process or would like to know the status of your appeal, kindly call the number provided on the order and request to speak with the Senior Inspector by providing the APN and/or LAHD case number.



APPEAL OF FEE TO THE DEPARTMENT

(Pursuant to the Los Angeles Housing Code)



PART A: PROPERTY INFORMATION			
Property Address			
Assessor Parcel Number		Council District	
Owner's Name		Owner's Phone #	

PART B: APPELLANT INFORMATION			
Appellant's Name			
Appellant's Status	<input type="checkbox"/> Owner	<input type="checkbox"/> Authorized Agent/Representative	<input type="checkbox"/> Other:
Appellant's Mailing Address			
Appellant's Phone #		Appellant's Email	

PART C: INVOICE/STATEMENT INFORMATION			
Invoice/Statement ID #		Date of Invoice/Statement	
Total Invoice Amount	\$	Amount Appealed	\$

PART D: BASIS FOR APPEAL (JUSTIFICATION)
<p>The Department may only reverse or modify an action upon finding an error of law, error of fact, or abuse of discretion. Please describe specifically, how the imposition of the fee was in error or constituted an abuse of discretion.</p> <p><input type="checkbox"/> Check this box if you are attaching additional sheets and/or documents/photos/permits etc.</p>

PART E: ACKNOWLEDGEMENT AND SIGNATURE OF APPELLANT
<p>I have read and understood all instructions and I declare that the information stated in this form and any accompanying documents is true and correct to the best of my knowledge.</p>
<p>Appellant's Signature: _____ Date: _____</p>

THIS SPACE FOR LAHD OFFICE USE ONLY	
<p>Stamp</p>	<p>Code</p> <p>Reviewed By: _____</p> <p>Status: <input type="checkbox"/> Process <input type="checkbox"/> Return</p> <p>Return Reason:</p>