

No-Fault Eviction Declaration

Required Forms for the Property Owner to Complete and Submit to LAHD

1. Declaration of Intent to Evict
2. Relocation Services or Demolition Monitoring Services Application

Make fees payable to **LAHD - City of Los Angeles**.

Mail Declaration with attachments, Relocation Services Application and payment to:

LAHD – Landlord Declarations
P.O. Box 17100 Los Angeles, CA 90057

THESE FEES ARE NOT REFUNDABLE

Important Information:

Please go to <https://housing2.lacity.org/> Landlords must file a copy of the notice of termination of tenancy no later than 3 business days after they serve it on the tenant. For details go to <https://housing.lacity.org/eviction-notices>

1. [RAC 960](#): Relocation Assistance Escrow Accounts and Sample Instructions
2. [Relocation Assistance Bulletin](#) : Relocation amount must be paid to the tenants within 15 days of the date of service of the notice of termination of tenancy. Relocation amount must be paid directly to the tenants or deposited in an escrow account. Note: "Mom and Pop" rates only apply to owner or family occupancy evictions.



PO BOX 17100, Los Angeles, CA 90057
LAHD Hotline (866) 557-7368

For Department Use Only

NOTICE TO TENANT: A LANDLORD IS REQUIRED TO FILE THIS DECLARATION WITH THE CITY IF THE UNIT IS SUBJECT TO THE JUST CAUSE OR RENT STABILIZATION ORDINANCES (RSO & JCO). The representations made in this declaration are entirely those of your landlord, and the City takes no responsibility for their accuracy or good faith. If you believe that the statements in this declaration are inaccurate or that your landlord is acting in bad faith, you may file a complaint with the City by calling (866) 557-RENT.

DECLARATION OF INTENT TO EVICT FOR LANDLORD OR FAMILY OCCUPANCY (RSO & JCO)

Rental Unit Address (Please include street address, unit #, city, and zip code):

All Tenant Names (attach list if needed):

Tenant Move-in Date:

Current Monthly Rent

Date of Last Rent Increase:

Name of Family or Owner Moving into the Unit:

Estimated Date Owner or Family Will Move into the Unit:

Relationship to Landlord:

- Self Grandchild Child Parent Grandparent Spouse or Domestic Partner

Current Address of Family Member Moving Into Unit: (include address, unit #, City and Zip)

ELIGIBILITY AND BACKGROUND QUESTIONS (Enter check mark for either Yes or No)

YES	NO
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Is the landlord a corporation, partnership, or similar ownership entity?

Have you previously evicted a tenant for occupancy by this family member at this property?

A landlord may use owner-occupancy as a ground to recover possession for use and occupancy by the landlord, landlord's spouse, grandchild, child, parent, or grandparent only once for that person in each rental complex.

If evicting for family occupancy does the landlord have legal title to 50% of the property or, if evicting for owner occupancy does the landlord have legal title to 25% of the property?

Have you paid the SCEP and /or RSO registration fees?

Are any Code Enforcement fees currently delinquent? Select NO if this is for a single family dwelling.

Is this rental unit currently subject to the Rent Escrow Account Program (REAP) or has it been within the past year? Select NO if this is for a single family dwelling. Until a unit is removed from REAP and for one year thereafter, the landlord shall have the burden of proving that any action to recover possession, other than one based on nonpayment of rent, is not brought for the purpose of retaliation [LAMC 162.09 A.3-4]

Is there a vacant and comparable unit at this property? Select NO if this is for a single family dwelling.

Is the tenant of the subject unit the most recent tenant to occupy a unit in this property?

Is any current tenant in this rental unit an elderly or disabled person who has resided in the unit for at least ten years?

ELIGIBILITY AND BACKGROUND QUESTIONS (Enter check mark for either Yes or No)	YES	NO
Is any current tenant in this rental unit terminally ill (as certified by a treating physician licensed to practice in the State of California)?		
Will the owner or family member move into the unit within three months of tenant's vacate date?		
Will the family member or owner moving into the unit reside there for a minimum of two years?		
Will the owner or family member occupy the unit as their primary place of resid		

Relocation Assistance Factors

(Enter check mark for either Yes or No)	YES	NO
Is any tenant in this rental unit 62 years of age or older?		
Is any current tenant in this rental unit disabled or handicapped?		
Is any current tenant in this rental unit residing with one or more minor children who are legally dependent (as determined for federal income tax purposes) ?		
Is the property a stand alone single family dwelling (Condo sare NOT single family dwellings)?		
Is the landlord a natural person, including natural persons who hold properties in a trust or registered legal entity controlled by that natural person?		
Does the landlord own, in the City of Los Angeles, no more than four units of residential property and a single-family home on a separate lot?		
Within the previous 3 years the landlord has not paid the fee authorized by this Subsection to any tenant who resided in the building?		
Does any eligible relative for whom the landlord is recovering possession of the rental unit does not own any residential property in the City of Los Angeles?		

DECLARATION OF LANDLORD

I hereby declare that I am evicting the tenant(s) at the rental property identified on this form for occupancy for myself or the listed related person in accordance with the requirements of the Los Angeles Municipal Code and that I am held responsible for providing monetary relocation assistance to the tenant(s) being evicted.

If the unit is returned to the rental market, I recognize it is my responsibility to file a re-rental Declaration with the Los Angeles Housing Department within ten (10) days of re-rental, in accordance with LAMC 151.09.1.

RSO UNITS ONLY: I understand that the rent for any subsequent tenant(s) is not decontrolled and therefore must be established at the rental amount indicated above plus any increases or decreases allowed by the Rent Stabilization Ordinance in accordance with LAMC 151.06.C.

LANDLORD'S SIGNATURE	LANDLORD'S PRINTED NAME	DATE
LANDLORD'S MAILING STREET ADDRESS	LANDLORD'S EMAIL	LANDLORD'S PHONE
AGENT'S SIGNATURE	AGENT'S PRINTED NAME	DATE
AGENT'S COMPANY AND STREET ADDRESS	AGENT'S EMAIL	AGENT'S PHONE

ADDITIONAL NOTICE TO LANDLORD

1. The landlord must provide the tenant being evicted with a copy of this declaration prior to or at the same time as the written notice of termination.
2. Fees are due and payable to the "City of Los Angeles - LAHD" when submitting this declaration and mailed to LAHD - Landlord Declarations, P.O. Box 17100, Los Angeles, CA 90057.
3. You must file a declaration of occupancy within 3 months of tenant vacating, and within 30 days preceding the 1st and 2nd year anniversary of tenant vacating. If you fail to file a declaration as required, you must pay a \$250 fine per day the notice is delinquent. Please mark the required dates of these three declarations on your calendar.
4. You must file a Notice of Intention to Re-Rent with LAHD before re-renting or re-leasing the rental unit.
5. If you act in bad faith in recovering possession of a rental unit, you shall be liable to any tenant who was displaced from the property for three times the amount of actual damages, exemplary damages, equitable relief, and attorney fees. The City may institute a civil proceeding for equitable relief and exemplary damages for displacement of tenants.

Any person who willfully or knowingly with the intent of deceive makes a false statement or representation, or knowingly fails to disclose a material fact in this form shall be guilty of a misdemeanor (LAMC 151.10 B.). This document of and by itself does not satisfy Notice to Quit requirements under California Law.



PO BOX 17100, Los Angeles, CA 90057
LAHD Hotline (866) 557-7368

For Department Use Only

NOTICE TO LANDLORD: Email form to LAHD at lahd.declarations@lacity.org within 3 months of tenant vacating the rental unit after an eviction for landlord, family or manager occupancy Los Angeles Municipal Code (LAMC) 151.09.A.8, and also 30 days preceding the first year anniversary of continued occupancy, and 30 days preceding the second year anniversary of continued occupancy.

DECLARATION OF OCCUPANCY

Rental Unit Address:
(Street Address, unit #, city, zip)

Date Tenant Moved Out:

Current Occupant's Name(s):

Date Occupant Moved In:

Occupant's Relationship to Landlord:

Self Spouse Child Parent Grandparent Grandchild Residential Manager

THIS FORM IS BEING FILED TO COMPLY WITH LAMC 151.30.F FOR THE FOLLOWING (YOU MUST CHECK ONE):

- Declaration of Occupancy within 3 months of tenant's surrender of rental unit.
- Declaration of Continued Occupancy within 30 days preceding the first year anniversary of the tenant's vacation of the rental unit.
- Declaration of Continued Occupancy within 30 days preceding the second year anniversary of the tenant's vacation of the rental unit.

If the landlord, eligible family member, or residential manager has not moved in within 3 months of tenant's surrender of the unit, or has not continued their occupancy after the first or second anniversary of the tenant vacated the rental unit, please explain the reason in detail below (attach additional sheets, if necessary):

IF YOU FAIL TO FILE A STATEMENT OR NOTICE AS REQUIRED, YOU MUST PAY A FINE IN THE AMOUNT OF \$250 PER DAY FOR EACH DAY THIS DECLARATION IS DELINQUENT (LAMC 151.30.I.2)

Landlord Declaration

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. (All owners must sign; attach additional pages if necessary)

LANDLORD'S SIGNATURE

LANDLORD'S PRINTED NAME

DATE

LANDLORD'S MAILING STREET ADDRESS

LANDLORD'S CITY, STATE, ZIP CODE

LANDLORD'S PHONE

AGENT'S SIGNATURE

AGENT'S PRINTED NAME

DATE

AGENT'S COMPANY AND STREET ADDRESS

AGENT'S CITY, STATE, ZIP CODE

AGENT'S PHONE



**Notice to Landlord of Interest in
Renewing Tenancy**
(After eviction based on owner, family or resident manager
occupancy)

Tenant Re-Rental Rights: A tenant has a right to return to the same unit provided that the tenant gives proper written notice to the landlord.
Pursuant to LAMC 151.30.G., a landlord who re-rents the unit that was the subject of a tenancy termination based on owner, family or resident manager occupancy within 2 years after the tenant vacated must first offer to rent the rental unit to the displaced tenant(s) if the tenant(s) gave writing notice to the landlord within 30 days of displacement of the tenant's desire to consider an offer to renew the tenancy and provided the landlord and Department with an address to which to direct the offer. The tenant or tenants may advise the landlord and Department any time during the 2 year period of eligibility of a change of address to which the owner will mail the offer.

A landlord who offers to rent or lease a rental unit to a previously displaced tenant shall deposit the offer in the United States mail, by registered or certified mail with postage prepaid, addressed to the displaced tenant(s) at the address furnished to the landlord, and shall describe the terms of the offer. The displaced tenant or tenants shall have 30 days from the deposit of the offer in the mail to accept the offer by personal delivery of that acceptance or by deposit of the acceptance in the United States mail by registered or certified mail with postage prepaid.

Landlord Name: _____

Landlord Address: _____

My name is: _____

I am/was a tenant at: _____

Tenant Name: _____

Contact Address: _____

Phone: _____

Email: _____

additional contact addresses on reverse of this notice

_____ (Signature of Tenant) _____ (Date)

IMPORTANT: This notice should be given to the landlord no later than 30 days after the date the tenant was displaced as a result of LAMC 151.09A8. A copy of this notice also may be given at any time to the Los Angeles Housing and Community Investment Department: Rent Division - Landlord Declarations Section; PO BOX 17100, Los Angeles, CA 90057 or Lahd.declarations@lacity.org

Each tenant who is interested in receiving notice that the accommodations at this address are again offered for rent or lease must file a *Notice to Landlord of Interest in Renewing Tenancy*.

Additional Contact Information

Tenant Name:	_____
Contact Address:	_____

Phone:	_____
Email:	_____

Tenant Name:	_____
Contact Address:	_____

Phone:	_____
Email:	_____

Tenant Name:	_____
Contact Address:	_____

Phone:	_____
Email:	_____

Tenant Name:	_____
Contact Address:	_____

Phone:	_____
Email:	_____

Tenant Name:	_____
Contact Address:	_____

Phone:	_____
Email:	_____

Ann Sewill, General Manager
Tricia Keane, Executive Officer

City of Los Angeles



LOS ANGELES HOUSING DEPARTMENT
1200 West 7th Street, 1st Floor
Los Angeles, CA 90017
Tel: (866) 557-7368
housing.lacity.org

Daniel Huynh, Assistant General Manager
Anna E. Ortega, Assistant General Manager
Luz C. Santiago, Assistant General Manager

Karen Bass, Mayor

EVICCTIONS FOR OCCUPANCY BY LANDLORD, LANDLORD'S IMMEDIATE FAMILY OR A RESIDENT MANAGER **Rent Stabilization Bulletin**

The Rent Stabilization Ordinance (RSO) and the Just Cause Ordinance (JCO) limit the number of reasons a landlord may bring legal action to recover possession of a rental unit. One of the legal reasons for evicting an existing tenant is when a landlord seeks in good faith to recover possession of the rental unit for use and occupancy by the owner, spouse, grandchildren, children, parents or grandparents, or a resident manager (Los Angeles Municipal Code (LAMC) 151.09.A.8 & 165.03.H). Corporations may not evict for owner of family occupancy, but may evict for resident manager occupancy only if the law requires that a resident manager be provided in the building (ex. buildings of 16 units or more) or the terms of a regulatory agreement require an on-site manager.

PROCEDURE

Landlords must comply with the restrictions and requirements of LAMC Section 151.30, when seeking to recover a rental unit for the specific individuals allowed under Sections 151.09 A.8 & 165.03.H. The landlord must file a completed *Declaration Of Intent to Evict* form with the Department.

1. The Declaration must be filed **prior** to giving the tenant the notice of termination of tenancy required by State law.
2. The landlord makes a copy of the filed Declaration of Intent to Evict and serves it to the tenant along with the termination of tenancy notice after filing the Declaration with the Department. The landlord must state in the termination notice the reason for the eviction.
3. In addition to filing the Declaration of Intent to Evict, a copy of notice of termination of tenancy must be filed with the Department within **3 business days** after serving it to the tenant. The notice of termination can be filed online at <https://lahd.service-now.com/efs>.

How to File

Property owners can file the Declaration of Intent to Evict and the Relocation Services or Demolition Monitoring Services Application in person at one of the public counters or may mail it to LAHD at PO BOX 17100 Los Angeles, CA 90057. Application fees are payable to the City of Los Angeles-LAHD. Include a copy of the grant deed and if the property is owned by a trust, submit a copy of the trust instrument which identifies any trustee, trustor and beneficiary.

To get forms: housing.lacity.org/rental-property-owners/tenant-is-not-at-fault-for-eviction-owners



Rent Stabilization Bulletin

RELOCATION ASSISTANCE

Landlords are required to provide monetary relocation assistance when they evict a tenant to move in themselves, spouse, parents, grandparents, children, grandchildren or for a resident manager. The amounts are found in the [Relocation Assistance Bulletin](#). A landlord may deduct rental debt from the relocation amount. It is recommended the landlord offer to the tenant an itemized accounting of the exact rental debt to be deducted.

Mom & Pop Landlords - Reduced Relocation Amounts

Only for eviction under either the RSO or JCO for owner or family occupancy may a *Mom & Pop* landlord qualify for a reduced relocation fee, pursuant to Ordinance 180,747. This reduced fee applies, if there are four or less units on the property containing the rental unit, the landlord owns no more than one other single-family home on a separate lot in Los Angeles, and the eligible relative moving into the rental unit does not own residential property in the City. For more information, please refer to Ordinance 180,747 and the *Relocation Assistance Bulletin*, which provides current relocation amounts. The landlord cannot be a corporate entity.

Just Cause Ordinance and Single Family Dwellings - One Month's Rent Equivalent

A landlord may qualify to pay only one month's rent equivalent for relocation only for a stand alone single family dwelling subject to the Just Cause Ordinance that is owned by a natural person who owns no more than four dwelling units and one single family dwelling on a separate parcel in the City of Los Angeles. This is not available for condominiums or for RSO units. (See Ordinance 187737).

Employee Managers

Relocation assistance is not required when evicting an *Employee-Resident* manager to replace them with a new *Resident* manager. If the resident manager is a *Manager-Tenant* receiving free or reduced rent with no other compensation, they may be entitled to relocation assistance. (See RAC [Regulation Section 920.00](#), *Managers as Tenants*).

Method of Relocation Payment

Relocation payment to tenants shall be made within 15 days after service of a written notice of termination of tenancy; however, the landlord may elect to deposit the monetary relocation benefits into an escrow account to be disbursed to the tenant upon vacating and for moving expenses. Escrow instructions must be given to tenants within 15 days. (See RAC [Regulation Section 960.00](#), *Relocation Assistance Escrow Accounts*).

OWNERSHIP REQUIREMENTS FOR OCCUPANCY BY OWNER OR A FAMILY MEMBER

To recover possession of a rental unit for owner occupancy, a landlord must own title to at least 25% of the property or be a beneficiary with an interest of at least 25% in a trust that owns the property. A landlord may recover possession of a rental unit for family occupancy only if the landlord is a natural person who possesses legal title to at least 50% of the property or is a beneficiary with an interest of at least 50 percent in a trust that owns the property.



Rent Stabilization Bulletin

GOOD FAITH INTENTION TO OCCUPY AND VERIFICATION REQUIREMENT

The new occupant must move in within 3 months of vacancy and intend to occupy the rental unit for at least 2 years, pursuant to LAMC Section 151.30 B. Failure to do either may be evidence of a bad faith eviction. The landlord must file a re-rental notice with the LAHD within 3 months of evicting a tenant and on the 1st and 2nd year filing anniversary after the tenant vacates the rental unit, stating the replacement tenant still occupies the unit.

If an owner decides to re-rent or lease a unit within the two years following a tenancy termination under for owner, family or resident manager occupancy, the previously displaced tenant (s) must be notified and allowed the right of first refusal, provided that the tenant (s) advised the landlord in writing within 30 days of displacement of the tenant's desire to consider an offer to renew tenancy.

TENANT PROTECTIONS

The LAMC prohibits evictions of tenants in the following situations:

1. A landlord cannot evict if a comparable unit is vacant. Comparable units are ones that have the same number of bedrooms.
2. The landlord cannot evict a tenant if they are not the most recent tenant to occupy a unit with the same number of needed bedrooms, unless the landlord needs a different unit due to medical necessity as certified by a treating physician.
3. A landlord cannot evict tenants who have resided in the rental unit for at least ten years and are at least 62 years of age or disabled or handicapped.
4. A landlord cannot evict tenants who are terminally ill as certified by a treating physician regardless of length of tenancy.

PENALTIES AND FEES

There is an administrative fee of \$75.00 to terminate a tenancy to move-in a resident manager, owner or eligible family member. A landlord who evicts in bad faith is liable to the evicted tenant for treble damages, equitable relief and attorney's fees, and the City may sue for punitive damages and equitable relief. If a landlord fails to file the required *Landlord Declaration* forms, the landlord is liable for a fee of \$250.00 per day of delinquency.

The LAMC provides for criminal penalties for violation of the ordinance. Any landlord who willfully, with the intent to deceive, files a *Landlord Declaration* that contains false or misleading information shall be guilty of a misdemeanor punishable by a fine of not more than \$500 or by imprisonment in the County Jail for not more than six months or both.



Rent Stabilization Bulletin

RENT LEVEL AFTER AN EVICTION FOR IMMEDIATE FAMILY (Only for RSO Units)

The rent level on a rental unit, after the family member or resident manager terminates occupancy, shall be restored to the rent level prior to the eviction, plus any automatic increases that are due. The unit is not decontrolled when the family member or resident manager vacates, and the rent may not be raised to the market level.

THIS INFORMATION IS OFFERED FREE OF CHARGE TO THE GENERAL PUBLIC.

While this publication is designed to provide accurate and current information about the law, readers should consult an attorney or other expert for advice in particular cases, and should also read the relevant statutes and court decisions when relying on cited material. Laws and guidelines are frequently amended. The LAHD recommends that you verify information in the event that new changes are not yet reflected in this publication. The LAHD does not assume and hereby disclaims any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause.

AUXILIARY AIDS AND SERVICES: "As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities."

#08 - 07/12/2023



Rent Stabilization Bulletin

RELOCATION ASSISTANCE

All tenant not-at-fault evictions require payment of relocation assistance and the filing of a *Declaration of Intent to Evict* form with the Los Angeles Housing Department (LAHD) prior to evicting tenants from units covered by the Rent Stabilization Ordinance (RSO) or the Just Cause Ordinance (JCO). Failure to file the Landlord Declaration with the LAHD makes the eviction a violation of the RSO or JCO.

Not-At-Fault Reasons for Eviction

1. The landlord evicts for the occupancy for her/himself, spouse, grandchildren, children, parents or grandparents, or a resident manager (Los Angeles Municipal Code (LAMC) 151.09.A.8, 165.03.H.). Evictions for the purpose of resident manager occupancy are allowed only if required by law or an affordable housing covenant or regulatory agreement. Landlords must comply with the restrictions and requirements of LAMC Section 151.30.
2. The landlord seeks in good faith to recover possession of the rental unit to demolish, convert to a commercial use, or remove the rental unit from rental housing use (LAMC 151.09.A.10, 165.03.I). For RSO units, these are considered Ellis Act (California Government Code 7060.4) evictions and the landlord must comply with the requirements of LAMC 151.22-151.28.
3. The landlord seeks to recover possession of the rental unit to complete substantial remodel, provided the landlord has secured permits necessary and served a copy of them with a written termination notice stating the reason for termination, the type of scope of the work, why the work cannot be reasonably accomplished in a safe manner with the tenant in place and why the work requires the tenant to vacate for at least 30 days. "Substantial remodel" shall have the same meaning as the term is defined in California Civil Code Section 1946.2. This is only for units which are subject to JCO and not for RSO units. (LAMC 165.03.I.(2))
4. The landlord evicts to comply with a governmental agency's Order to Vacate (LAMC 151.09.A.11, 165.03.J.). Landlords must file a Landlord *Declaration of Intent to Evict* prior to giving notice to tenants. A copy of the notice must also be filed with LAHD no later than 3 days after it is served. Notices can only be served after the landlord files the Declaration with LAHD.
5. The Secretary of Housing and Urban Development is both the owner and plaintiff and seeks to recover possession to vacate the property prior to sale (LAMC 151.09.A.12, 165.03.K.).
6. Residential Hotel Unit conversion or demolition (LAMC 151.09.A.13, 165.03.L.).
7. The landlord seeks to recover possession of the rental unit to convert the subject property to an affordable housing accommodation (LAMC 151.09.A.14, 165.03.M.).
8. The landlord demolishes the property or converts the use of the property to condominiums, stock cooperatives, community apartment projects, hotels and commercial uses, regardless of whether the property is subject to the RSO OR JCO (LAMC 47.06 & 47.07).

RELOCATION ASSISTANCE BULLETIN

How Much Relocation Assistance Is Required?

The amount of relocation fees due to the tenant by the landlord depends on whether the tenant is an *eligible* or *qualified* tenant, the length of tenancy, and the tenant's income. Relocation Assistance is paid per unit, not per tenant. For relocation amounts, refer to the Relocation Assistance and the HUD Low Income Limits charts on page 3.

- **Qualified tenant** - A qualified tenant is any tenant who on the date of service of the written notice of termination is 62 years of age or older; handicapped, as defined in Section 50072 of the California Health and Safety Code, or disabled, as defined in Title 42 of the United States Code, Section 423; or who has one or more minor dependent children (as determined for federal income tax purposes).
- **Eligible tenant** - Unless a tenant is a qualified tenant as explained above, the tenant is an eligible tenant and is entitled to receive a relocation assistance amount that depends on length of time in the unit and income.
- **Low Income Tenant** - A tenant whose income is 80 percent or less of the Area Median Income, as adjusted for household size, as defined by the U.S. Department of Housing and Urban Development, regardless of the length of tenancy.
- **Mom and Pop properties** may pay reduced relocation assistance payments to their tenants for a good faith eviction for occupancy by the owner or eligible relative, provided that requirements in Section 151.30 of the LAMC are met. This applies only for evictions for occupancy by owner, family or manager.
- **Single Family Dwellings Owned by Natural Persons** When the residential real property is a single-family dwelling subject to the JCO and the owner is a natural person, including natural persons who hold properties in a trust or registered legal entity controlled by that natural person, who owns no more than four dwelling units and a single-family home on a separate lot in the City of Los Angeles: one month's rent that was in effect when the landlord served the written notice to terminate the tenancy, as either a monetary payment or credit. Los Angeles Municipal Code Section 151.30(E) shall not apply. (LAMC 165.06.A.(6)).

The reduced fee for Mom and Pop properties applies, if all of the following conditions exist:

1. The building containing the rental unit contains four or fewer rental units;
2. The landlord has not utilized this provision during the previous three years;
3. The landlord owns no more than four units of residential property and a single-family home on a separate lot in the City of Los Angeles; and
4. Any eligible relative for whom the landlord is recovering possession of the rental unit does not own residential property in the City of Los Angeles.



RELOCATION ASSISTANCE BULLETIN

Relocation Assistance Amounts Effective July 1, 2024 through June 30, 2025

Tenant Household	Tenants with Less Than 3 Years	Tenants with 3 or More Years	Tenants Qualifying Under HUD Low Income Limits (Regardless of Length of Tenancy)	Tenants Renting Units in Mom & Pop Properties	Single Family Dwelling owned by natural person (JCO only)
Eligible Household	\$10,300	\$13,500	\$13,500	\$9,900	One month's rent
Qualified Household	\$21,750	\$25,700	\$25,700	\$19,950	

2024 HUD Low Income Limits for Los Angeles (Formerly known as 80% of AMI)

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<u>Income Limit</u>	\$77,700	\$88,800	\$99,900	\$110,950	\$119,850	\$128,750	\$137,600	\$146,500

A tenant whose income is 80 percent or less of the Area Median Income, as adjusted for household size, as defined by the U.S. Department of Housing and Urban Development. (Effective April 1, 2024)

How and When Shall Landlords Provide Payment

The Ordinance requires that relocation assistance payments be made as follows:

1. The entire fee shall be paid to a tenant who is the only tenant in a rental unit.
2. If two or more tenants occupy a rental unit, then each tenant shall be paid an equal prorated share of the fee.
3. If more than one fee payment amount applies to a unit, the landlord pays the higher amount for the unit.

The Ordinance requires timely relocation assistance payments as follows:

1. Payment shall be made available within fifteen (15) days of service of the written notice of eviction; however,
2. The landlord may, at the landlord's sole discretion and at the landlord's cost, elect to pay the monetary relocation benefits through an escrow account. The monies must be placed in the escrow account within the required 15-day period. The escrow account must provide for payments to the tenant(s) for actual relocation expenses incurred by the tenant prior to vacating the unit for the following relocation expenses: first and last month's rent; security deposit; utility connection charges; moving expenses. Payments from the escrow account shall be made within three (3) working days of receiving a request for payment. The remaining balance of the escrow account shall be disbursed upon certification of vacation of the rental housing unit. (Refer to bulletin *How to Set-Up Relocation Escrow Accounts* or RAC Regulations, Section 960.00)



RELOCATION ASSISTANCE BULLETIN

Exemptions from Relocation Assistance Payments

Landlords are exempt from paying relocation assistance when:

1. Evicting a resident manager to replace him/her with another resident manager. If the resident manager is a *Manager-Tenant* receiving free or reduced rent with no other compensation, he/she may be entitled to relocation assistance. (See RAC Regulations 920.00, Managers as Tenants.)
2. They are required to evict due to hazardous conditions caused by a natural disaster and, therefore, not caused by any negligence on the part of the landlord.
3. Relocation Offset: A landlord may offset the tenant's accumulated rent against any relocation assistance, unless the relocation assistance is owed because a termination of tenancy is required by a governmental agency order to vacate or comply issued for an unpermitted dwelling. (LAMC 151.09.G,5., 165.06.J.).

Administrative Fees Related to Relocation Assistance

1. All landlords who file an application which requires relocation assistance to be provided to tenants shall pay the *Relocation Service Fee*, according to the tenants Eligible or Qualified status AND a *Relocation Administrative Fee* per rental unit.
2. All property owners that seek the LAHD's clearance of a Planning or Building and Safety Department demolition permit shall pay a *Demolition Monitoring Administrative Fee*.
3. Requests for a hearing to appeal a decision regarding a tenant's relocation assistance eligibility for higher relocation assistance based on a tenant's income, age, length of tenancy, family status and/or disability status must be filed along with the *Relocation Assistance Dispute Resolution Fee* (LAMC 151.09.G, 165.06.C.).
4. When the termination of tenancy is due to recover possession of the rental unit for use of occupancy as a primary place of residence by the landlord, landlord's qualified family member, or resident manager, the landlord shall pay an administrative fee for the filing of the application (LAMC 151.09.C.2, 165.06.F.).

Application Fees Effective July 1, 2024 to June 30, 2025	FEE PER UNIT
FEE TYPE	
Relocation Service Fee for Eligible Tenants	\$585
Relocation Service Fee for Qualified Tenants	\$941
Relocation Service Administrative Fee	\$80
Demolition Monitoring Administrative Fee	\$45
Relocation Assistance Dispute Resolution Fee	\$300
Residential Hotel Ordinance - Claim of Exemption	\$205
Landlord Declaration for Owner, Eligible Relative, or Resident Manager Occupancy Filing Fee	\$75



RELOCATION ASSISTANCE BULLETIN

RELOCATION ASSISTANCE QUESTIONS

Can a tenant request relocation fees and services prior to being served with a Notice to Terminate Tenancy, if a tentative parcel or tract map for a condominium conversion has been approved?

If a tentative parcel or tract map for a condominium conversion has been approved by the City of Los Angeles Planning Department, the tenant may elect to relocate without receiving a *Notice to Terminate Tenancy* from the landlord (LAMC Sec. 47.06.D.2). The landlord is still responsible for the payment of relocation assistance in these cases.

How and where do I establish an escrow account, if I choose to do so?

The landlord may place the escrow account in any bank, savings and loan association, or credit union with federal deposit insurance, or with any broker who is licensed by the California Corporate Commission, or with a client trust account of an attorney currently eligible to practice law in California pursuant to the records of the State Bar of California that is reasonably accessible to the tenant(s) during normal business hours. (RAC Regulations, Section 960.00.)

On what basis does a tenant file a complaint, and how?

Non-payment dispute - In an action by the landlord to recover possession of a rental unit, the tenant may raise as an affirmative defense the failure of the landlord to provide relocation assistance. Complaint forms may be obtained and filed with the LAHD for illegal eviction when the landlord has not provided relocation assistance.

Escrow Dispute - Where there is an escrow dispute, dispute notices must be sent to the LAHD by the escrow holder. A copy of the escrow instructions must accompany the notice. (RAC Regulations, Section 967.00.)

THIS INFORMATION IS OFFERED FREE OF CHARGE TO THE GENERAL PUBLIC.

While this publication is designed to provide accurate and current information about the law, readers should consult an attorney or other expert for advice in particular cases, and should also read the relevant statutes and court decisions when relying on cited material. Laws and guidelines are frequently amended. The LAHD recommends that you verify information in the event that new changes are not yet reflected in this publication. The LAHD does not assume and hereby disclaims any liability to any party for any loss, damage, or disruption caused by errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause.

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