



# City of Los Angeles Eviction Notice Filing Cover Sheet

**One eviction notice must be attached per cover sheet**

This form is only required if you are submitting a physical copy of the eviction notice by mail or in person to the Los Angeles Housing Department (LAHD). It is not needed if you upload the eviction notice online. According to Los Angeles Municipal Code 151.09.C.9 & 165.05.B.5, all written notices to end tenancy (such as 3-Day Pay Rent, or Quit, Notice to Perform or Quit) **must** be filed with LAHD within three business days of serving the tenant. When submitting by mail or in person, include this Cover Sheet with the notice. Mail both documents to: **LAHD Eviction Filing Section, PO BOX 17850, LA, CA 90057.**

**Rental Property Information**

Property Owner Name:	
Rental Property Address:	Unit #
City:	Zip Code:
APN:	Number of Bedrooms in Rental Unit: _____

**Tenant Information:** If filing ONE eviction notice listing multiple tenants, only ONE copy of the notice is required to be filed with LAHD. Enter only one tenant name on this cover sheet.

First Name:	Last Name:
Tenant Phone # (if known):	Tenant Email (if known):

**Notice Details**

Notice Type: <u>    </u> 3 Day <u>    </u> 10 Day <u>    </u> 30 Day <u>    </u> 60 Day <u>    </u> 90 Day <u>    </u> 120 Day <u>    </u> 6 Months <u>    </u> 1 Year
Date Notice Served on Tenant: Month <u>    </u> Day <u>    </u> Year <u>    </u>

**Just Cause for Termination - Check Reason(s) for Eviction (as indicated on the notice):**

At-Fault Reasons		
<input type="checkbox"/> Criminal Activity	<input type="checkbox"/> Refusal to renew a lease or rental agreement of like terms and conditions	<input type="checkbox"/> Non-Payment of Rent To evict a tenant for non-payment, they must owe more than the Fair Market Value for their number of bedrooms.
<input type="checkbox"/> Damage to the rental unit	<input type="checkbox"/> Failure to comply with a processed Tenant Habitability Plan	<input type="checkbox"/> Refusal to provide access to the apartment when requested in accordance with the law.
<input type="checkbox"/> Disorderly behavior/disturbing the peace (Nuisance)	<input type="checkbox"/> Violation of the rental agreement	<input type="checkbox"/> Unapproved subtenant at the end of the lease/tenancy
No-Fault Reasons: Provide your Landlord Declaration Case Number if known _____		
<input type="checkbox"/> Government Order	<input type="checkbox"/> Residential Hotel Conversion	<input type="checkbox"/> Eviction by HUD
<input type="checkbox"/> Resident Manager Occupancy	<input type="checkbox"/> Owner/Family Occupancy	<input type="checkbox"/> Convert to Affordable
<input type="checkbox"/> Withdrawing Units from Rental Market, Demolition or Conversion		

**Tenant Rent Details:**

<b>Current Monthly Rent Amount</b>	\$	Do not include surcharges or other fees
<b>Total Rent Amount Owed</b>	\$	All rental debt, even if not requested in the attached notice.

**Declaration:** I declare under penalty of perjury under the laws of the state of California that this information and every attached document, statement, and form is true and correct.

Signed By: Owner \_\_\_\_\_ Manager \_\_\_\_\_ Attorney \_\_\_\_\_ Other: \_\_\_\_\_

Print Name:	Signature:	Date:
-------------	------------	-------



# City of Los Angeles Eviction Notice Filing Cover Sheet

One eviction notice must be attached per cover sheet

## IMPORTANT INFORMATION FOR LANDLORDS BEFORE YOU EVICT

### **Cover Sheet Requirement (NEW)**

Landlords are required to use the Cover Sheet (1st page of this document) whenever they file a copy of an eviction notice with LAHD via mail or in person at an [LAHD public counter](https://housing.lacity.gov/eviction-notice). The cover sheet is not required if filing the notice using the LAHD online portal at [housing.lacity.gov/eviction-notice](https://housing.lacity.gov/eviction-notice)

### **Notice of Right to Counsel (NEW)**

Under the Right To Counsel Ordinance, landlords are required to: 1) Provide a Notice of Right to Counsel at the beginning of a tenancy in the tenant's primary language, 2) *Attach a Notice of Right to Counsel to a copy of any eviction notice (served on the tenant)*, 3) Attach a Notice of Right to Counsel to any notice of termination of a rental housing subsidy (e.g., Section 8), 4) Attach a Notice of Right to Counsel to any rental housing subsidy administrative proceeding correspondence that may result in the termination of the tenant's rental housing subsidy, and 5) Post the Notice of Right to Counsel in a conspicuous common area of the residential building where the tenant resides. The notice is found at <https://housing.lacity.gov/rtc>

### **Affirmative Defense to an Unlawful Detainer for Failure to File Notice Within 3 Business Days**

A tenant can raise an affirmative defense in an eviction for failure to provide a copy of the eviction notice to LAHD. To look up records for a property and confirm your notice was received by LAHD, visit <https://lahd.service-now.com/plu> and search for the property.

### **Evictions for Non-Payment of Rent**

Effective March 27, 2023, landlords may not evict a tenant who falls behind in rent unless the tenant owes an amount higher than the Fair Market Rent (FMR). The FMR depends on the number of bedrooms in the rental unit. For example, if a tenant rents a 1-bedroom unit and owes \$1,500 in rent, the landlord cannot evict the tenant because the rent owed is less than the FMR for a 1-bedroom unit.

<b>ECONOMIC THRESHOLD FAIR MARKET RENT PER BEDROOM SIZE</b>					
Year	Efficiency	1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
FY 2026	\$1,863	\$2,085	\$2,601	\$3,298	\$3,672
FY 2025	\$1,856	\$2,081	\$2,625	\$3,335	\$3,698
<b>Effective October 2025 – September 2026</b>					

### **Registration Requirement**

The landlord must have a registration certificate, which requires payment of the registration fees and a fully completed Rent Registry form. If you received a certificate of registration, then you are in compliance with the registration requirement. Go to [housingbill.lacity.org/billing](https://housingbill.lacity.org/billing) and enter your APN or street address to download the RSO/JCO certificate. At this site, you can also pay your registration bill and complete the Rent Registry form. Landlords must give a copy of the certificate of registration to the tenant. Failure to comply with registration requirements could result in an eviction case being decided in favor of the tenant.

### **Posting Requirement**

Beginning January 27, 2023, a landlord must post the Notice of Renters' Protections in an accessible common area of each residential property. This Notice must also be given to tenants who begin or renew their tenancy on or after January 27, 2023. To download a copy of the notice, go to [housing.lacity.gov/protectionsnotice](https://housing.lacity.gov/protectionsnotice). Failure to comply with the posting requirement could result in an eviction case being decided in favor of the tenant.

### **Additional Declaration of Intent to Evict Form Requirement**

Evictions for no-fault require the landlord to file a Declaration of Intent to Evict. Also, evictions for failure to comply with a THP require a Declaration of Intent to Evict.

Go to [housing.lacity.gov/rental-property-owners/tenant-is-not-at-fault-for-eviction-owners](https://housing.lacity.gov/rental-property-owners/tenant-is-not-at-fault-for-eviction-owners)