



Regulatory Code & Compliance Bureau

Landlord Declarations Section

PO BOX 17100, Los Angeles, CA 90017

Tel: 866-557-7368

housing.lacity.gov

Just Cause Ordinance

Declaration of Intent to Withdraw, Convert or Demolish

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 90017

THESE FEES ARE NOT REFUNDABLE

Important Information

File a copy of the Eviction Notice:

Please go to <https://housing.lacity.gov/eviction-notice> to learn about how 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. It is most efficient to file the notice online at <https://lahd.service-now.com/efs>

Relocation Payment:

Please be sure to read the “Important Information for Demolishing Units” pages attached to the Declaration.

[RAC 960](#): Relocation Assistance Escrow Accounts and Sample Instructions

[B. Relocation Assistance Bulletin: Eviction for Demolition for New Construction Under the Resident Protections Ordinance](#): 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 as described in [RAC 960](#): Relocation Assistance Escrow Accounts and Sample Instructions.



PO BOX 17100, Los Angeles, CA 90017
Tel: 866.557.7368
housing.lacity.gov

For Department Use

APN:
Case #:

NOTICE TO TENANT: THE LANDLORD IS REQUIRED TO FILE THIS DECLARATION WITH THE CITY AND SERVE TENANT WITH A COMPLETE COPY PRIOR TO OR AT THE TIME AS THE WRITTEN NOTICE TERMINATING TENANCY. The representations made in this declaration are entirely those of the landlord, and the City takes no responsibility for their accuracy or good faith. Tenants may file a complaint with the City by calling (866) 557-RENT or may seek legal advice.

DECLARATION OF INTENT TO EVICT TO WITHDRAW, CONVERT OR DEMOLISH UNDER JUST CAUSE ORDINANCE (NON-RSO UNITS) LAMC 165.03.I

Official Property Address (Please include street address, city, and zip code):

Property APN:

REASON FOR FILING THIS FORM

☐ **1. Demolition (or Conversion) of some or all units:** Must comply with Resident Protections Ordinance and Housing Crisis Act. (read pgs 4-8)

Total units being demolished? _____

Total Occupied Units being demolished? _____

Purpose of Demolition/Conversion

☐

New Multi-Family Building

☐

New Single Family Dwelling or ADU

☐

Condos

☐

Commercial (Non-Residential Use, Parking, Offices, etc.)

☐

100% Affordable Housing Building (all units will be affordable with a covenant)

☐ **2. Withdrawal of all the units from the housing market:** All units must be withdrawn

Total units being withdrawn from the housing market but not demolished? _____

Total occupied units being withdrawn from the housing market but not demolished? _____

Reason for Withdrawing All Units

☐

Future Demolition(read pgs 4-8)

☐

Tenancy In Common

☐

No Longer Renting Any Units

RELOCATION ASSISTANCE REQUIREMENTS

(Complete Section A for all filings. Complete Section B if you are demolishing)

A. JCO Relocation Factors (Required for All Filings)

If "Yes" was marked for any of the three factors below, the unit is "Qualified"

If "No" was marked for all three factors, the unit is "Eligible"

1. Is any tenant in this rental unit 62 years of age or older?

☐ YES ☐ NO

2. Is any current tenant in this rental unit disabled or handicapped?

☐ YES ☐ NO

3. Is any tenant in this rental unit residing with one or more minor children who are legally dependent(as determined for federal income tax purposes?)

☐ YES ☐ NO

4. Tenant Household Income is:

___ Low ___ Very Low ___ Extremely Low ___ Above Low ___ Unknown

2025 HUD Income Limits (AMI %)	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Low (80%)	\$84,850	\$96,950	\$109,050	\$121,150	\$130,850	\$140,550	\$150,250	\$159,950
Very Low (50%)	\$53,000	\$60,600	\$68,150	\$75,750	\$81,800	\$87,850	\$93,900	\$100,000
Extremely Low (30%)	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000

*Income levels are typically updated in April of each year by HUD.

5. What is the Move-In-Date of the Tenant to the Unit: _____

Do you meet all of the following requirements for reduced relocation amounts : 1) The real property is a single family dwelling; 2) the landlord is a natural person, including natural persons who hold properties in a trust or registered legal entity controlled by that natural person; 3) The landlord owns, in the City of Los Angeles, no more than four units of residential property and a single-family home on a separate lot.

☐ YES ☐ NO

If yes, what is the monthly rent?

*Note: Condominiums do not qualify because they are not defined as a single family dwelling.

B. Resident Protections Ordinance Options

(Required if demolishing for new construction. Failure to pay the required RPO relocation amounts may result in financial penalties and withholding of LAHD permit clearances)

Select ONE Option Below by Checking a Box

☐ **Option 1**

Standardized Payment

CHART A: JCO Amounts for Households Above Low Income
Effective July 1, 2025 through June 30, 2026 (Increases July 1st)

Household Type	Tenancy Length Less than 3 years	Tenancy Length is 3 years or more	Single Family Dwellings
Eligible Household	\$10,650	\$13,950	One Month's Rent
Qualified Household	\$22,450	\$26,550	One Month's Rent

CHART B: Resident Protections Ordinance Standardized Payments
(Only for Low, Very Low and Extremely Low Income Households)
Effective July 1, 2025 through June 30, 2026 (Increases July 1st)

Household Type	Extremely Low Income	Very Low Income	Low Income	Above Low Income
Tenants displaced by new development	\$111,900	\$93,750	\$84,750	See Chart A (JCO Amounts)

☐ **Option 2**

Comparable Replacement Unit + JCO Relocation

At the time of filing, required to provide an approval letter from the LAHD Housing Development Bureau for the Comparable Replacement Unit in compliance with state law. If you do not have an approval letter you may choose option 1 or 3. Send questions to housing.lacity.gov/ask-housing

☐ **Option 3**

Individualized Relocation

At the time of filing, required to provide an approval letter from the LAHD Housing Development Bureau approving a relocation plan and the private relocation consultant in compliance with state law. If you do not have an approval letter you may choose option 1 or 2. Total cost of private relocation consultant and relocation amounts are unknown. Send questions to housing.lacity.gov/ask-housing

☐ **Vested prior to 2/11/25, RPO Does Not Apply**

Project vested prior to 2/11/25 & RPO is not applicable. Requires written official confirmation of vesting date.

The RPO does not apply to my project because my project vested and has not expired under the city rules in place prior to 2/11/2025 based on one of the following:

- ☐ 1. A Department of Building and Safety application was filed and fees paid per 13B.10 of Chapter 1A of the LAMC (provide the new construction permit number upon which you claim vesting), or

Permit # _____

- ☐ 2. A Department of City Planning (DCP) preliminary application was filed, fees paid and completed per the state Housing Crisis Act (form CP 13-4062). Provide a copy of the City Planning Department form confirming vesting date, or

- ☐ 3. A DCP entitlement application was filed for vesting zone changes, general plan amendments and subdivisions (provide proof of the date your application was deemed complete by the City Planning Department).

- ☐ 4. I am not demolishing, therefore the RPO does not apply to this filing, or

- ☐ 5. I am choosing to select the RPO relocation process regardless of the vesting date of the project.

Note: To request a vesting confirmation form go to

[planning.lacity.gov/odocument/b5ddef3a-6113-4511-9902-155d1809ce3a/Info_Sheet - HCA Vesting Preliminary Application 1.12.2023.pdf](http://planning.lacity.gov/odocument/b5ddef3a-6113-4511-9902-155d1809ce3a/Info_Sheet_-_HCA_Vesting_Preliminary_Application_1.12.2023.pdf) For questions contact the City Planning Department at Planning.HCA@lacity.org

Beware that even if the project vested under city laws prior to 2/11/2025, it may still be subject to the Housing Crisis Act relocation requirements.

DECLARATION OF LANDLORD

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct to the best of my knowledge and belief and that I am evicting the tenant(s) at the rental property identified on this form in order to remove the rental units from rental housing, to convert to another use or for demolition. I also acknowledge that I am aware of the following:

1. I will be responsible for providing monetary relocation assistance to the tenant(s) in accordance with LAMC §165.06.A. (JCO) or the LAMC §16.60.A. (RPO). If the City determines that a higher Relocation Assistance Services Provider Fee is due based on a different relocation eligibility status determination, I will compensate the City for the balance due for relocation services. All fees are non-refundable.
2. If I fail to pay the relocation amount to tenants, the City will withhold the clearance of construction permits and may apply a financial penalty for failure to report the intent to develop the property in this Declaration of Intent to Evict.
3. If after I evict a tenant for the purpose of demolition for new construction subject to the Resident Protections Ordinance or the Housing Crisis Act, but I do not demolish the units and re-rent the units, the displaced tenants have a right to return at the rental amount they were paying at the time of displacement.
4. I have fully read and understood the contents of this Declaration of Intent to Evict packet, and that I have had an opportunity to obtain legal advice from an attorney prior to signing this form.

LANDLORD'S PRINTED NAME	LANDLORD'S SIGNATURE	DATE
LANDLORD'S MAILING ADDRESS	LANDLORD'S CITY, STATE, ZIP CODE	LANDLORD'S PHONE
AGENT'S PRINTED NAME	AGENT'S SIGNATURE	DATE
AGENT'S COMPANY & ADDRESS	AGENT'S CITY, STATE, ZIP CODE	AGENT'S PHONE

Important Information for Demolishing Units

The City of Los Angeles Resident Protections Ordinance (RPO) [188481](#) and [188482](#), effective February 11, 2025, aligns with California State law under the Housing Crisis Act (HCA) as amended by [AB 1218](#). The RPO provides landlords a methodology to comply with the HCA relocation requirements. When there will be demolition for the purpose of new construction, owners must comply with HCA and RPO in addition to the Just Cause Ordinance (JCO) provisions. Highlights of the requirements are:

1. **Notice:** Minimum of 6 month written notice to move out with information about the demolition and tenant rights. Occupants must be allowed to occupy their units until six months before the start of construction activities. File a copy of the notice with LAHD within 3 business days online at <https://lahd.service-now.com/efs>.
2. **Relocation Benefits:** Lower income households must receive relocation payment equivalent to the relocation benefits required to be paid by public entities pursuant to Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 (*Government Code 66300.6(b)(4)(A)*). All tenants should receive a minimum of the JCO amounts to be increased only if the HCA or RPO require it. For details, please review the [A. Relocation Assistance Bulletin: No-Fault Evictions Under the RSO & JCO](#) and [B. Relocation Assistance Bulletin: Eviction for Demolition for New Construction Under the Resident Protections Ordinance](#)
3. **Project Vesting Rights:** The RPO applies if demolishing units for the purpose of completing a residential or commercial project and if the project did not vest under the city law prior to February 11, 2025. Declarations of Intent to Evict forms filed on or after February 11, 2025 will be processed under the RPO unless there was an earlier vesting date. If unsure about the vesting date, it is best to seek legal advice, confirm with the Planning Department or choose to voluntarily follow the RPO relocation rules. Failure to comply with the RPO relocation rules when not vested may result in financial penalties starting at \$250,000 per unit and withholding of LAHD permit clearances.

Beware that even if the project vested prior to the RPO, the HCA requires owners to comply with state relocation rules, which is not administered by LAHD. The RPO provides relocation amounts equivalent to the HCA and offers a way to comply.

LAHD Land Use Services: To understand replacement unit obligations landlords should contact the Land Use Unit before initiating the demolition or eviction process at Lahd-Landuse@lacity.org

[City Planning Department Services](#) may be applicable if demolishing units.

Contact: Planning.HCA@lacity.org

Relocation Assistance Fees (2025 Update!!)

There are significant changes to the relocation rules under RPO. The relocation amounts depend on the purpose for the withdrawal of the units and whether the household is lower income. The owner must indicate in their Declaration of Intent to Evict if their purpose is to demolish for new construction to be initiated within 5 years of filing the Declaration of Intent to Evict. Failure to correctly report intended demolition for new construction may result in

financial penalties and withholding of LAHD permit clearances. All tenants must be paid a minimum of the JCO relocation amounts to be increased if required by the HCA or RPO. The relocation requirements are described as follows:

If No New Construction is Proposed or if the Proposed New Construction Project Vested Prior to 2/11/2025

The following 3 scenarios are not subject to RPO, but require relocation payment under the JCO in Chart A.

1. No Demolition: Applies if there are no plans to demolish the property for the purpose of new residential or commercial construction within 5 years after the filing of the Declaration of Intent to Evict.
2. Demolition with No Construction: Applies if there are plans to demolish the property, but there will not be any development of residential or commercial construction within 5 years after the filing of the Declaration of Intent to Evict.
3. Vested Prior to 2/11/2025: RPO does not apply if the owner intends to demolish to complete new residential or commercial construction and the project vested prior to 2/11/2025. Beware that even if the project is not subject to RPO, the HCA requires compliance with state relocation rules under the HCA. If unsure about vesting date or HCA relocation requirements, owners may seek legal advice for projects that are not subject to the RPO. Alternatively, owners may also opt into the RPO relocation process. The RPO provides relocation equivalent to HCA; the JCO does not.

CHART A: JCO Amounts for Households Above Low Income Effective July 1, 2025 through June 30, 2026 (Increases July 1st)			
Household Type	Tenancy Length Less than 3 years	Tenancy Length is 3 years or more	Single Family Dwellings
Eligible Household	\$10,650	\$13,950	One Month's Rent
Qualified Household	\$22,450	\$26,550	One Month's Rent

New Construction Proposed or to be Proposed within 5 years and Subject to Resident Protections Ordinance (RPO) – Owner has 3 Relocation Options for Low Income Households

Owners who withdraw their units from the rental market and plan to demolish the property for the purpose of new residential or commercial construction within 5 years after the filing of the Declaration of Intent to Evict are required to comply with relocation requirements under the RPO. Failure to comply with the RPO may result in financial penalties starting at \$250,000 per displaced unit and withholding of LAHD permit clearances. These consequences apply to the owner or any successor in interest within the first 5 years after filing the Declaration of Intent to Evict. Landlords must be certain of their intended future plans for the 5 year period after filing the Declaration of Intent to Evict. The owner will have 3 relocation options to comply with the RPO.

Option 1: Standardized Payment (Only for Low Income Households)

The owner pays the relocation consultant services fees as indicated on the Notice of Intent to Withdraw E2 form and the City's Relocation Consultant handles the entire relocation determination amount process and provides relocation services to tenants. This option has predictable relocation consultant services fees and limits the relocation payments to lower income households to the amounts in Chart B per RPO. Note, above low income households get relocation under Chart A.

CHART A: JCO Amounts for Households Above Low Income Effective July 1, 2025 through June 30, 2026 (Increases July 1st)			
Household Type	Tenancy Length Less than 3 years	Tenancy Length is 3 years or more	Single Family Dwellings
Eligible Household	\$10,650	\$13,950	One Month's Rent
Qualified Household	\$22,450	\$26,550	One Month's Rent

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.

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. The Los Angeles Municipal Code Section 151.30(E) shall not apply. (LAMC 165.06.A.(6)).

CHART B: Resident Protections Ordinance Standardized Payments (Only for Low, Very Low and Extremely Low Income Households) Effective July 1, 2025 through June 30, 2026 (Increases July 1st)				
Household Type	Extremely Low Income	Very Low Income	Low Income	Above Low Income
Tenants displaced by new development	\$111,900	\$93,750	\$84,750	See Chart A (JCO Amounts)

Option 2: Comparable Replacement Unit & JCO Relocation (Only for Low Income Households)

The owner must provide a letter from the LAHD Housing Development Bureau approving the comparable replacement unit in compliance with State law. If the owner does not have the approval letter, then they may choose option 1 or 3 to proceed with the filing of the Declaration of Intent to Evict. Additionally, the owner must comply with the JCO relocation requirements in Chart A. This option has unpredictable relocation consultant services fees to find a comparable replacement unit, but it does limit the relocation payments to the amounts set in Chart A. For questions about option 2, send an inquiry to the Housing Development Bureau using the Ask Housing App at <https://housing.lacity.gov/ask-housing>

CHART A: JCO Amounts for Households Above Low Income Effective July 1, 2025 through June 30, 2026 (Increases July 1st)			
Household Type	Tenancy Length Less than 3 years	Tenancy Length is 3 years or more	Single Family Dwellings
Eligible Household	\$10,650	\$13,950	One Month's Rent
Qualified Household	\$22,450	\$26,550	One Month's Rent

Option 3: Individualized Relocation (Only for Low Income Households)

The owner must provide an approval letter from the LAHD Housing Development Bureau approving a relocation plan and the private relocation consultant in compliance with state law. If the owner does not have an approval letter, then they may choose option 1 or 2 to proceed with the filing of the Declaration of Intent to Evict. Beware that the cost of hiring a private relocation consultant and the final relocation amounts for tenants are unknown until the end of the withdrawal process. This option has unpredictable relocation consultant services fees and does not limit the relocation payments. Total costs of relocation are unknown to the owner. For questions about option 2, send an inquiry to the Housing Development Bureau using the Ask Housing App at <https://housing.lacity.gov/ask-housing>

Other Relocation Rules:

1. The landlord shall pay the JCO or the RPO's Option 1 relocation fees to the tenants no later than 15 days after service of the written notice of termination.
2. The landlord may elect to pay the relocation fees directly to the tenant or through an [escrow account](#). See [RAC Section 960](#) for rules and sample required escrow instructions.
3. LAHD contracts with a Relocation Assistance Consultant. They are responsible for determining the amount of JCO (Chart A) and RPO (Chart B under option 1 Standard Payment) relocation fees the tenant is entitled to receive and providing the tenant with replacement housing listings, along with relocation services, such as transportation to inspect replacement rental units.

4. Parties may appeal the relocation amount determination within 15 calendar days of Relocation Determination date.
5. Landlords should save proof of relocation payment because they are required to provide proof of relocation payment as part of the demolition clearance process. Failure to pay the correct relocation amounts may result in withholding of the demolition permit and financial penalties.

The City of Los Angeles provides this material for general informational purposes only.
Property owners are encouraged to seek legal advice.

The information provided here does not, and is not intended to, constitute legal advice.

You should contact a licensed attorney to obtain advice with respect to any particular legal matter. Only your individual attorney can provide assurances that the information contained here, including your interpretation of it, is applicable or appropriate to your particular situation. Use of, and access to, the resources contained here do not create an attorney-client relationship between the reader, user, or browser and the authors or contributors, including the City of Los Angeles or its staff.

All liability with respect to actions taken or not taken based on the information provided is hereby expressly disclaimed. The content provided "as is;" no representations are made that the content is error-free.

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.



Regulatory Code & Compliance Bureau

Landlord Declarations Section

PO BOX 17100, Los Angeles, CA 90017

Tel: 866-557-7368

housing.lacity.gov



For Department Use

APN:

Case:

Amount Paid:

RELOCATION SERVICES OR DEMOLITION MONITORING SERVICES APPLICATION

Use this form with all Declarations of Intent to Evict, Ellis Act Withdrawals & Demolition Permit Clearance Request.

PROPERTY INFORMATION

Address:

Unit No.:

City:

ZIP Code:

OWNER INFORMATION

Name:

Mailing Address:

Business Phone:

Home Phone:

Cell Phone:

Email Address:

REASON FOR RELOCATION/DEMOLITION MONITORING APPLICATION

- ☐ Withdrawal of all units from the rental market
- ☐ Condo Conversion
- ☐ Demolition Permit Clearance. By checking this box and signing below you are declaring under penalty of perjury that all units are vacant and if tenants were evicted in order to demolish, they were paid relocation fees. You must provide a Clearance Summary Worksheet (aka demolition permit) and proof of relocation payment if tenants were evicted for no-fault.
- ☐ Eviction for owner-occupancy/resident manager occupancy
- ☐ Eviction for compliance with a government agency order
- ☐ HUD Foreclosure
- ☐ 100% affordable housing project or Shelter as defined in LAMC Section 12.03 (Mayor's Exec. Directive No. 1)

OWNER CERTIFICATION

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct to the best of my knowledge and belief. If the City determines that a higher Relocation Services Contractor Fee is due based on a different status of one or more of the units, I will compensate the City for the balance due. All fees are non-refundable.

Print Owner's Name:

Owner's Signature:

Date:

On this page provide the information on whether any of the occupants in each unit is either at least 62 years or disabled or a minor child and calculate the totals. Write "Vacant" if not occupied. On page 3, provide the name and telephone number of each known occupant in each unit. CIRCLE Yes or No for each question, check one of the boxes A OR B and enter amount.

Section A. RELOCATION SERVICES FEES PER HOUSEHOLD

Unit Number	Is anyone in the unit 62 years or older?		Is anyone in the unit disabled?		Is anyone in the unit a minor child?		Check box if "No" for ALL occupants (\$604)	Check box if "Yes" for ANY occupant (\$971)	TOTAL FEE AMOUNT FROM BOXES A OR B (write "Vacant" and \$0 if not occupied)		
										A	B
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		YES	NO		YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
Section A. RELOCATION SERVICES SUBTOTAL:											
Section B. Additional Fee Types								Amount	# of Units	Total Per Fee Type	
Demolition Monitoring Administrative Fee								\$45			
Relocation Services Administrative Fee								\$83			
Owner Occupancy/Resident Manager Application Fee								\$75			
Relocation Services Application Fee Underpayment Balance								\$367			
TOTAL AMOUNT DUE (Add Section A Relocation Services Fees and Section B Additional Fee Type)											

List of All Occupants Per Unit (Required Information)		
Unit Number	Occupant Name (For all Adults) Write "VACANT" if not occupied	Occupant Telephone Number (must provide a telephone number)