

# Property Ownership Registration

To register by mail, please complete this form, attach the appropriate documentation, enclose check or money order and return to:

**LAHD-Billing and Collections Section**  
PO Box 17790, Los Angeles, CA 90017-0790

To register via email, please complete and email the form with supporting documentation to:

**LAHD.BILLING@LACITY.ORG.**

Applications that are incomplete **will NOT be processed**. See back of this application for important information.

Assessor Parcel  
Number (APN)

Property  
Address

DO NOT WRITE IN THIS SECTION

## Property Information (REQUIRED)

☐ New Owner

☐ Owner Information Change

Owner of Record		Ownership Date	
Owner Address		Phone #	
		Phone #	
Email Address			
Billing Name	(if different from owner, see the Property Owner/Management Company Representative Authorization Policy)		
Billing Address			
Email Address		Phone #	

## Emergency Contact (REQUIRED) - Per LAMC 151.05B, this information **must** be up-to-date.

Name		Phone #	
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## Billing Contact Information - Be advised that the changes to the LAHD information will not modify the Los Angeles County Office of the Assessor's data.

To register or change ownership name, ONE OF THE FOLLOWING DOCUMENTS IS REQUIRED. No other documents are accepted.

☐ RECORDED GRANT DEED      ☐ RECORDED TRUSTEE'S DEED      ☐ CORPORATION DEED  
☐ ESCROW CLOSING/SETTLEMENT STATEMENT      ☐ COURT RECEIVERSHIP

To register on behalf of the owner, please see the **PROPERTY OWNER/MANAGEMENT COMPANY REPRESENTATIVE AUTHORIZATION POLICY** for required documentation.

## Annual Temporary Exemption Request (See back of this application to calculate amount due)

- To apply for temporary exemption(s), complete this section. For more than three exemptions, see back of this form for instructions. See the back of this form for descriptions, requirements, and instructions.

Exemption Type	Unit Number	Exemption Type	Unit Number	Exemption Type	Unit Number

## Signature Required for Exemption(s) & Information Updates

By this signature, I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Print Name \_\_\_\_\_

## How to calculate “Total Amount Due” (use the table below):

	Assessor Parcel Number (APN)	SCEP	RSO	JCO	Total Amount Due
A	Number of units on the property				
B	Less Number of units to be exempted Complete Temporary Exemption (EC) and/or Conditional Exemption	-	-	-	
C	Number of units to be paid	=	=	=	
D	Regular fee	X \$67.94/unit	X \$38.75/unit	X \$31.05/unit	
E	Total	+	+	=	

**Step 1:** Determine the “**Number of units on the property**” (row A). This is the total units on the property subject to SCEP, RENT (RSO) and/or Just Cause Ordinance (JCO), regardless of whether they are rented or no

**Step 2:** Determine the “**Number of units to be exempted**” or “**Number of non-rented units**” (row B). If none, write 0.  
*Note:* The “**Number of units to be exempted**” (row B) cannot be more than “**Number of units billed**” (row A). If any of the units are not rented for the billing year, please fill out the Annual Temporary Exemption Request on the front of the Registration/Exemption Application to request temporary exemptions. See below for a list of temporary exemption types. To request other exemption types, please review the [Conditional Exemption Application](#) and complete as appropriate. **Failure to submit Registration/Exemption Application Form within 45 days of the Sale Date will result in fees being due and payable for the exempted units.**

**Step 3:** Subtract the “**Number of units to be exempted**” (row B) from the “**Number of units billed**” (row A). This will be the “**Number of units to be paid**” (row C) for the year.

**Step 4:** Calculate the “**Total**” (row E) for SCEP, RSO and/or JCO by multiplying “**Number of units to be paid**” (row C) by the “**Regular fee**

(row D). **Step 5:** Calculate the “**Total Amount Due**” by adding the “**Total**” (row E) on SCEP, RSO and/or JCO.

*Note:* **After registering your property for the current year, payment will be due at the end of February every year.**

**Payments received after this due date will be assessed delinquent fees.**

## Temporary Exemption Information

- The Los Angeles Housing Department will only grant temporary exemptions (T1, T3 and/or S5) for the current year.**
- If the status of residency for the unit previously exempted changes, the property owner is required to notify the Los Angeles Housing Department (and pay the mandated fees) within 10 days of the commencement of the rental/lease agreement.
- DO NOT submit original documents. Keep copies of all documents submitted.
- Temporary (T1, T3 and/or S5) exemptions requests are to be submitted on a yearly basis (EVERY YEAR).
- You may only claim one T1 (Owner Occupied) Exemption unless multiple owners are listed on the title.
- See the *Certification of No Rent Collected (T3) Annual Exemption form* for requesting more than three (3) T3 exemptions.

Temporary Exemption Code	Exemption	Exemption Period	Exemption Type and Required Documentation
T1	Owner Occupied	1 Year	Owner occupied exemption is limited to only one unit per owner, irrespective of the number of properties owned. If there is only one owner on title only one unit can be exempted with this code.
T3	Not Rented	1 Year	The unit is not occupied by a tenant. It can be occupied by a family member or will be used for storage/office. No rent will be collected for the entire year. <b>Notarized Certification of No Rent Collected form on the Customer Portal is required if requesting 4 or more T3 exemptions.</b>
S5	Secured & Vacant	1 Year	Use if the unit will be vacant for the entire year and secured using a deadbolt lock or external commercial-style lock. <b>Notarized and Recorded LAHD County Notice of Temporary, Vacant and Secured Rental Unit(s) form on the Customer Portal is required.</b>