

Due on JANUARY 31, 2025

FILE Temporary Exemptions ONLINE at <https://housingbill.lacity.org/billing/>

2025 Temporary Fee Exemption Application Contact Information Update

BILLING CONTACT INFORMATION

PROPERTY INFORMATION

APN:

ADDRESS:

STATEMENT:

UNITS:

STEP 1 Changes to Billing Contact Information

House Number (enter house fraction here)	Street Name	Apt, Unit, STE #
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address (Symbols such as @, -, or . placed in individual boxes)		
<input type="text"/>		
Phone Number	Ext.	P.O. BOX
<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 2 Temporary Fee Exemption Request

<p>2A RENEWAL</p> <p><input type="radio"/> FILL IN THIS BUBBLE TO RENEW ALL EXISTING EXEMPTIONS LISTED BELOW.</p> <p>DO NOT fill in the bubble if the section below is BLANK or INCORRECT. See STEP 2B.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Exemption Code</th> <th style="width: 80%;">Unit Address</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; color: red;">DO NOT WRITE IN THIS SECTION</td> </tr> </tbody> </table>	Exemption Code	Unit Address	DO NOT WRITE IN THIS SECTION		<p>2B NEW</p> <p>Complete this section to add a new exemption or make corrections to exemptions listed under STEP 2A.</p> <p>SEE BACK OF THIS FORM FOR A LIST OF TEMPORARY EXEMPTION TYPES AND REQUIRED DOCUMENTATION.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Code</th> <th style="width: 15%;">House #</th> <th style="width: 55%;">Street Name</th> <th style="width: 10%;">Unit #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Code	House #	Street Name	Unit #												
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STEP 3 Signature Required Below

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

Print Name	<input style="width: 80%;" type="text"/>		
Owner's Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 25%;" type="text"/>

Temporary Fee Exemption Information

- Temporary exemptions must be requested annually and are only approved for the current calendar year.
- If the unit residency status changes during the year, you must notify the Department and pay the annual fees **within 10 days of the commencement of the Lease Agreement**.
- There are other, longer-term Conditional exemptions available. Please see the enclosed FAQ for more information.

Exemption Code	Exemption	Exemption Period	Exemption Type and Required Documentation <small>Forms available online and at regional offices.</small>
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		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. Notarized Certification of No Rent Collected form on the Customer Portal is required if requesting 4 or more T3 exemptions.
S5	Secured & Vacant		Use if the unit will be vacant for the entire year and secured using a deadbolt lock or external commercial-style lock. Notarized and Recorded LAHD County Notice of Temporary Vacant and Secured Rental Unit(s) form on the Customer Portal is required.

Instructions: How to Complete STEP 2

STEP 2A

1) Review the existing exemptions listed in the renewal box under Step 2A.

2) If all exemptions listed are correct and there are no changes needed, then FILL IN THE BUBBLE under Step 2A.

By filling in this bubble, you are requesting the renewal of all exemptions listed in the renewal box.

3) You can add additional exemptions to those listed under the renewal box by completing Step 2B.

NOTE: If there are any changes/corrections to any of the exemptions listed under STEP 2A, or if the box is BLANK, then DO NOT fill in the bubble or make any marks to the exemptions listed in the renewal box. Go to STEP 2B.

STEP 2B

Use this section to add new exemptions or to make changes to the exemptions listed under Step 2A.

1) Determine the Exemption Code that best suits your situation, either T1, T3, or S5.

2) Write the exemption code under the column marked "Code."

3) Write the house #, street name, and Unit # of the unit you wish to exempt.

Repeat these steps for each exempt unit.

EXAMPLE:

Code	House #	Street Name	Unit #
T1	123 1/2	Main	101
T3	123	Main	102
T3	123	Main	103

FEE EXEMPTION/PAYMENT OPTIONS

Online	<p>Go to https://housingbill.lacity.org/billing/ Immediate access to your Statement of Registration Certificate. Credit/debit card payments will be charged a 2.49% processing fee and electronic check payments will be charged \$0.45 per transaction by our payment processor.</p>
Mail	<p>LAHD - RCCB P.O. Box 102658 Pasadena, CA 91189-2658</p>
In-Person	<p>Public counter appointments require a reservation. Walk-ins (no appointment) will be available on a limited basis. For locations and to make an appointment, please visit us at https://housing.lacity.org/about-us/public-counters.</p> <p>Las citas en el mostrador público requieren una reserva. Se aceptarán visitas sin cita previa de forma limitada. Para locaciones y información sobre citas visítenos a https://housing.lacity.org/about-us/public-counters.</p>