

INFORMATION FOR TENANTS

Frequently Asked Questions (FAQ) About Tenant Income Certification and Your Right to Return to this Building



Question: Why did I get this letter?

Answer: This letter informs you that your landlord (the owner) plans to demolish your building to construct a new housing development project. Lower income households have certain rights in this situation. The Los Angeles Housing Department (LAHD) will certify your income and help you exercise your rights.

Question: What do I need to do?

Answer: Review the information in this packet and complete the Tenant Income Certification form. LAHD's representatives from Interwest can assist you in completing this form. If you want to come back to an affordable unit in the future project.

Question: How do I know if I'm a lower income household?

Answer: Follow the instructions on the Tenant Income Certification form. Add up all income sources for each member of your household and compare it to the table below. If your household earns less than the amount shown for a household of your size, you should qualify as lower income. LAHD will certify your income.

Maximum Income (Effective July 1, 2024)	Household Size							
	One	Two	Three	Four	Five	Six	Seven	Eight
	\$77,700	\$88,800	\$99,900	\$110,950	\$119,850	\$128,750	\$137,600	\$146,500

Question: Do I have to give you this information?

Answer: You are **not** required to complete the forms or provide any information. But, if you choose not to provide this information, LAHD cannot certify that your household qualifies as lower income.

Question: What happens if I don't give you my information in 30 calendar days?

Answer: If you don't provide your income information by the deadline, LAHD may not be able to guarantee your right to return to an affordable unit in the future project.

INFORMATION FOR TENANTS CONTINUED

Question: What will happen when the new project is ready for move-in?

Answer: You will be contacted by a representative of LAHD when your unit is ready. LAHD's representative will help you complete an application to rent the unit and help you understand the documents you need to send to the owner. You can see a list of required documents at <https://housing.lacity.gov/partners/determinations>. If you have questions about this now, email lahd.occmonitor@lacity.org.

Question: What if my income changes?

Answer: LAHD will certify your income when the new project is ready. For you to move into one of the new affordable units, your income has to stay below a certain level. You can check today's levels in the table above. If your income increases above that level, you are no longer qualified to rent an affordable unit in the new project, but may be able to rent a market rate unit. If your income has decreased, the owner may offer you a lower rent, but is not required to.

Question: What if there is more than one household living in my unit? Does everyone have to return together?

Answer: You will provide a list of adults and children living in your unit today. LAHD will determine your Right to Return based on the combined income of all adults. If your household has a Right to Return, any household member can return with or without others as long as the total household income remains at or below the limit for the household size.

Question: My unit is protected by the Rent Stabilization Ordinance (RSO). Do I automatically get to return to an affordable unit in the future project?

Answer: No, you only have the Right to Return to an affordable unit in the future project if you are lower income (see above, "How do I know if I'm a lower income household?"). Your current income will be certified by LAHD, and your future income will be certified again when the new project is ready.

Question: How do I know if my unit is protected by the Rent Stabilization Ordinance (RSO)?

Answer: Please email lahd-landlorddeclarations@lacity.org or call 213-808-8537.

Question: What happens if my landlord evicts me, but doesn't start construction on the new building in six months?

Answer: Seek legal advice, or call the LAHD Hotline at 866-557-7368.

Question: What type of relocation benefits am I eligible for?

Answer: Call the LAHD Hotline at 866-557-7368.

Los Angeles Housing Department
1910 Sunset Blvd., Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808
housing.lacity.org





THIS IS NOT AN EVICTION NOTICE

RE: Request for Tenant Income Certification

Dear Tenant(s):

The owner of your property has filed, or is planning to file, an application with the City of Los Angeles to construct a new housing development at the property where you live. The Resident Protections Ordinance ("RPO"), prohibits the approval of any proposed housing development project on a site that will require demolition of existing dwelling units unless the project replaces those units. According to the law, the Los Angeles Housing Department (LAHD) must complete a Replacement Unit Determination (RUD) to identify "Protected Units." "Protected Units" are residential dwelling units that are or were within the five (5) years prior:

1. Subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income;
2. Subject to any form of rent or price control through a public entity's valid exercise of its police power within the 5 past years;
3. Occupied by lower or very low income households, or;
4. That were withdrawn from rent or lease per the Ellis Act, within the past 10 years.

LAHD identifies Affordable Protected Units based on the tenant's income. If a tenant is determined to be a Low Income Household, the unit will be designated as an Affordable Protected Unit that must be replaced.

Occupants of Protected Units have rights including:

1. Relocation benefits;
2. Right of first refusal to a comparable unit in the completed project, if deemed affordable.

Note that, **ANY** existing occupants will be allowed to occupy their units until six months before the start of construction activities. The project proponent shall provide existing occupants with written notice of the planned demolition, the date they must vacate, and their rights under this section. Notice shall be provided at least six months in advance of the date that existing occupants must vacate.

Project proponent shall notify existing tenants in writing of all their legal rights under LAMC Section 16.60 A.3(b). Information regarding the tenant's eligibility for these rights, rent guidelines for the new unit, and any procedures the tenant will need to follow to exercise these rights shall be provided in writing to the tenant in accordance with any and all requirements and procedures of LAHD's RUD. The applicant shall provide and maintain accurate contact information to tenants for purposes of communicating throughout the construction and lease up of the Development Project. Project applicants or their predecessor-in-interest shall provide written notice to any tenant who is exercising their right to return of major milestones in the development process, including but not limited to: (1) the start of construction, (2) on at least a bi-annual basis provide updates on the anticipated date of when occupancy would be opened, (3) at least 180, 90, 30 and 15 days in advance of the anticipated availability of the unit pursuant to the issuance of the Temporary or Final Certificate of Occupancy, (4) when the Temporary Certificate of Occupancy is issued, and (5) when the Final Certificate of Occupancy is issued.

To allow LAHD to determine whether you are a Low Income Household that is eligible for these benefits, please complete the attached form and return it within 30 calendar days.

THIS IS NOT AN EVICTION NOTICE. YOU CAN ONLY BE REQUIRED TO LEAVE YOUR UNIT WHEN THE OWNER ALSO FILES A NOTICE OF INTENT TO WITHDRAW WITH LAHD. IF YOU HAVE QUESTIONS REGARDING YOUR RIGHTS, PLEASE CALL THE LOS ANGELES HOUSING DEPARTMENT HOTLINE AT 866-557-7368.



Tenant Income Certification

Revised 2/10/2025

Mail to: 1910 Sunset Blvd., Ste. 300, Los Angeles, CA 90026

Email to: lahd-landuse@lacity.org

Questions: (866) 557-7368

Please submit your household's current income information so LAHD can determine whether you are a Lower Income Household, which entitles you to the **rights** outlined on the previous page. Mail or email the signed form within 30 calendar days from the date of the postmark on the envelope. LAHD staff may contact you to request additional documentation.

Items with a star (*) are required.

*Primary Tenant Name: _____

*Street Address: _____ Unit Number: _____ *ZIP Code: _____

*Phone: _____ *Email: _____ *Dates of Tenancy: _____

*Number of Adults (18+): _____ *Number of Children (under 18): _____ *Number of Bedrooms: _____

*Number of Bathrooms: _____ *Current Monthly Rental Amount: _____

Instructions for Calculating Annual Gross Household Income:

- To get your Total Current Annual Gross Household Income, use each household member's most recent tax return filed with the Internal Revenue Service (IRS). Add their before-tax wages, as reported on the tax return, to any benefits, public assistance, or other sources of income. Enter the total income for each household member in the chart below and then add them together.

*HOUSEHOLD MEMBERS AND ANNUAL GROSS INCOME

	Age	Names of Household Members	Current Annual Gross Household Income
1			
2			
3			
4			
5			
6			
Total Current Annual Gross Household Income (Indicate Year):			

*TENANT CERTIFICATION

Under penalty of perjury, I certify that the information I provided about my household income is true and accurate to the best of my knowledge. I further agree to provide any documentation required to document my/our household income if requested by the City. I understand that this self-reported income does not guarantee the right to return to an affordable unit and I will still be subject to income review at leasing. Additional signature blocks should be added for each adult tenant within the household.

Primary Tenant's Signature

Date

Other Adult Tenant's Signature

Date