

**LAND USE COVENANT CHECKLIST****Submit application and required documents to:****Email (Preferred):** LAHD-LandUse@LACity.org**Mail:** Los Angeles Housing Department (LAHD); Land Use Section;
1910 Sunset Boulevard, Suite 300; Los Angeles, CA 90026

Owner: _____

Date: _____

Property Address: _____

Project Name: _____

Covenant submissions will NOT be accepted unless all items highlighted below in **BOLD are provided as applicable.**

1. **Covenant preparation + filing fees** (Covenants require payment of \$5,813 and annual monitoring fees of \$173.00 per unit)
 2. **Completed Land Use Covenant Application, and/or the following Attachments (blank form/s attached):**
 - a. Current Property List
 - b. **Table of Rental Units (for projects with 16 or more units, there must be at least 1 unrestricted manager's unit)**
 - c. Table of Purchase Units (as applicable)
 3. **Replacement Unit Determination (Housing Crisis Act, No Net Loss Declaration, Housing Element, etc. as applicable)**
 4. **Letter of Application**
 5. Projected Project Completion Dates (25%, 50%, 75%, 100%)
 6. **Application for Building Permit—front & back pages—from Department of Building & Safety**
 7. **Clearance Summary Worksheet—all pages—from Department of Building & Safety [must include LAHD clearance(s)]**
 8. Bureau of Engineering Legal Address Clearance
 9. **Referral Form—from Department of City Planning (as applicable)**
 10. **CPIO Checklist—from Department of City Planning (as applicable)**
 11. **Determination Letter(s)—from Department of City Planning (as applicable)**
 12. Tentative Tract Letter—from Department of City Planning (as applicable)
 13. **Grant Deed for the property, but not a deed of trust**
 14. Copy of the most recent lease agreement for tenant(s) occupying unpermitted unit(s) (required for UDU Projects ONLY)
 15. Floor Plans showing location of restricted units, unit numbers, and square footage (hi-res digital)
 16. Estimated HOA dues for restricted units (as applicable)
 17. Sold Comparables within the last six months, with three for each bedroom size of the restricted units (as applicable)
 18. **Signatory Documents—The following documents are required as follows:**
 - a. Corporation—i) Articles of Incorporation; ii) Executed Board Resolution, iii) Statement of Information (as applicable)
 - b. LLC—i) Articles of Organization; ii) Executed Operating Agreement; iii) Statement of Information
 - c. LP—i) Certificate of Limited Partnership; ii) Executed Limited Partnership Agreement
 - d. Trust Documents (must include Powers of the Trustees)
 19. Owner Signature Block
 20. **Preliminary Title Report (must be current when City Attorney reviews draft or an updated report will be requested)**
- *Subordination agreement will be required for any deed of trust or lien. Please confirm that your lender will subordinate our covenant.
21. **Supportive Housing Plan (required for Supportive Housing [PSH] projects ONLY)**
 22. **Create a RAMP Account for the Owning Entity at <https://www.rampla.org/s/>**