



**Los Angeles Housing Department**  
PO BOX 17100, Los Angeles CA 90017

## Conditional Property Status Exemption Application

<p><b><u>Property Information For Requested Exemption</u></b></p> <p>APN:</p> <p>Property Address:</p>  <p>Date of Application:</p>	<p><b><u>Landlord Contact Information</u></b></p> <p>Name:</p> <p>Mailing Address:</p> <p>Email Address:</p> <p>Check box if you prefer to receive correspondence via email only: <input type="checkbox"/></p> <p>Phone #:</p>
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### Rent Stabilization Ordinance (RSO), Just Cause Ordinance (JCO) or Systematic Code Enforcement Program (SCEP) Exemption Request

There are two types of exemption forms: 1) **Conditional Property Status Exemption (this form)** from the RSO, JCO or SCEP on the list below which require supporting documents. This form is not for the purpose of requesting an exemption from the billing of fees. Please pay the fees if you receive a bill. However, a change in status will be reported to LAHD's Billings and Collections Section. 2) **Temporary Fee Exemption Application** for owner occupancy (T1), no rent collected (T3) or maintaining a vacant and secured unit (S5) which do not remove the RSO, JCO or SCEP status. The fees billed for a property is not a determination on the status. It is solely an administrative function. Approved exemptions may be revoked if condition is not met.

#### TO REQUEST RSO, JCO or SCEP EXEMPTION(S) COMPLETE THIS SECTION

<p style="text-align: center;"><b>RSO/JCO/SCEP EXEMPTION CODE REQUESTED</b></p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 5px 0;"> <p><b>Exemption Code</b> (see below)</p> </div> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	<p><b>EMAIL FORM TO:</b></p> <p><b>LAHD_RSODeterminations@lacity.org</b></p> <p>If you do not have access to email, mail form to:</p> <p>PO BOX 17100, Los Angeles CA 90017</p>
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Do not use this form for the fee exemptions for owner occupancy (T1), no rent collected (T3) or vacant unit (S5). Instead use the [Temporary Fee Exemption Application](#).

### RSO, JCO or SCEP Exemption Codes and Requirements

The owner must notify the Los Angeles Housing Department if the exemption status changes.

Exemption Code	Reason for Unit Exemption or Adjustment	Exemption Period	SUPPORT DOCUMENTATION (Provide copies with form)	Exempt from		
				RSO	JCO	SCEP
<b>P1</b>	Commercial Use		Certificate of Occupancy.(examples: Transient hotel, offices, parking lot)	YES	YES	YES
<b>P2</b>	Demolished		LADBS Demolition Permit <b>and</b> approved final inspection.	YES	YES	YES
<b>P3</b>	a) Monastery or Convent only	5 Years	Certificate of Occupancy or letter on official letterhead stating sole use as convent or monastery.	YES	YES	YES
	b) On-campus fraternity or sorority houses or student housing accommodations		<b>School-owned property used</b> as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s.	YES	YES	YES
	c) Off-campus fraternity or sorority houses or student housing accommodations	10 Years	<b>School-owned property</b> used as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s.	YES	YES	NO

Exemption Code	Reason for Unit Exemption or Adjustment	Exemption Period	SUPPORT DOCUMENTATION (Provide copies with form)	Exempt from		
				RSO	JCO	SCEP
P5	a) Hospital		Certificate of Occupancy.	YES	YES	YES
	b) Licensed Care Facility	5 Years	State care facility license and, if applicable, Certificate of Occupancy and lease agreement.	YES	YES	YES
P5	c) Non-Profit Rehab (alcohol, drug, or other substance abuse short term housing)	5 Years	Proof of non-profit status (501 c 3 certificate), copy of written notice or agreement with occupant for temporary housing at inception of occupancy for the purpose of treatment, assistance, or therapy for alcohol, drug or other substance abuse. Alternatively, may provide Certificate of Occupancy for permanent Rehab program. *If you do not meet all of the requirements above, but no rent is collected, you may file a Temporary Exemption Application (enclosed with your annual bill) for No-Rent Collected to receive a one year registration fee exemption.	NO	YES	YES
	d) Non-Profit Homeless Shelter	5 Years	Proof of non-profit status (501 c 3 certificate), copy of written notice or agreement with occupant for temporary housing for only 24 months at inception of occupancy. Alternatively, may provide Certificate of Occupancy for permanent homeless shelter. *If you do not meet all of the requirements above, but no rent is collected you may file a Temporary Exemption Application (enclosed with your annual bill) for No-Rent Collected to receive a one year registration fee exemption.	NO	YES	YES
	e) Interim Hotel	5 Years	A motel or hotel with a Supportive Housing or Transitional Housing contract with a public agency. Alternatively, may provide Certificate of Occupancy for use as an Interim Hotel.	YES	YES	YES
R1	Constructed after October 1, 1978		Certificate of Occupancy (show building was built after 10/1/1978). This is only for exceptions from RSO. If exempt from the RSO, then will be subject to JCO. *New attached units to the original pre-1978 building and Ellis Replacement Units are subject to the RSO.	YES	NO	NO
R2	a) RSO 151.02 Affordable Housing Accommodations	RSO Exemption: Duration of Covenant  JCO Exemption: Only to terminate non-eligible tenancies	Requires 55 year recorded covenant and/or government issued regulatory agreement for households at 60% AMI or below and LAHD exemption approval letter issued after 7/15/2011 under LAMC 151.02.  RSO Exemption: Only exempts from rent increase rules. JCO Exemption: Only exempts restricted units occupied by a non-eligible tenant (i.e above income tenant) and solely for the purpose to convert the unit to a fully affordable unit for the purpose of moving-in a qualifying tenant. Relocation payment is required. Does not exempt affordable units occupied by a tenant qualifying under the covenant.	Limited	Limited	NO
	b) Ellis Replacement Affordable Housing Accommodations	Duration of Covenant	Requires application, application fees and recorded covenant and/or government issued 55-year regulatory agreement for households at 80% AMI or below and LAHD exemption approval letter under LAMC 151.28.B. Only available for new construction subsequent to Ellis Act filing.	YES	NO	NO
	c) Ellis Replacement Owner Occupancy		Requires application & proof that owner (natural person) of 4 or fewer unit building that was demolished or to be demolished resided in the building for 3 consecutive years prior to demo or application filing.	YES	NO	NO
R3	Rent-regulated Non-Profit Organization		<b>No new applications accepted after 7/15/2011.</b> Submit LAHD Non-Profit Exemption letter issued for the application submitted prior to 7/15/2011. NEW APPLICANTS, PLEASE REFER TO R2 EXEMPTION.	YES	NO	NO
R5	a) Substantial Renovation		<b>No new applications accepted after 10/3/1989.</b> Copy of Certificate for Substantial Renovation issued by LAHD for an application submitted prior to 10/4/1989.	YES	NO	NO
	b) Luxury Exemption		Copy of Certificate for Luxury Exemption issued by LAHD. <b>NEW Applicants must be able to establish rent levels on May 31, 1978, were at the requisite levels.</b>	YES	NO	NO
R6	Housing Accommodation exempted by State or Federal law or administrative regulations	5 Years	Copy of State/Federal law or administrative regulation exempting units from municipal rent regulations <b>and</b> regulatory agreement or contract documenting exempt units. Project-based Section 8 requires HUD Regulatory Agreement indicating the property's mortgage is insured or held by HUD, the current mortgage statement and HAP renewal contract, <b>and other relevant documentation.</b>	YES	YES	NO
S2	a) Co-Op Unit (defined in Civil Code (CC) Sections 817 and 817.1)	5 Years	Proof that property is a limited-equity housing Co-Op, copy of Co-Op Agreement, articles of incorporation, by-laws, number of units & unit #s <b>and list of current members.</b>	YES	YES	NO
	b) Co-Op Unit acquired under Govt. Code 54237(d)		Proof of acquisition under the Code.	YES	YES	NO
	c) Non-profit stock Co-Op occupied by shareholder tenant	5 Years	501 c 3 certificate, copy of Co-Op agreement , articles of incorporation , by-laws, list of current shareholders <b>and</b> other relevant documents.	YES	YES	YES
S3	a) Government owned or managed	10 Years	Proof that the property is government owned and/or managed.	NO	NO	YES
	b) HACLA owned and operated		Proof that the property is owned and managed by HACLA.	YES	YES	YES
	c) Government Operated Homeless Shelter	5 Years	Proof that housing is leased or paid by a government entity for the purpose of helping homeless persons obtain transitional or temporary housing. *If no rent is collected, you may file a Temporary Exemption Application (enclosed with your annual bill) for No-Rent Collected. Alternatively, may provide Certificate of Occupancy for permanent homeless program.	NO	YES	YES