

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

Karen Bass, Mayor  
Tiena Johnson Hall, General Manager

## UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST

Assessor Parcel Number (APN) \_\_\_\_\_

Property Owner: \_\_\_\_\_  
(Print)

Owner/Agent Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Units Billed: \_\_\_\_\_ Number of Units at Location: \_\_\_\_\_

---

Comments:

**SUPPORTING DOCUMENTS MUST BE ATTACHED. FORMS FILED WITHOUT THE APPLICABLE DOCUMENTATION WILL NOT BE CONSIDERED AND ALL FEES WILL BE DUE AND PAYABLE.**

Certificate of Occupancy                       Building & Safety Permit(s)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Code Enforcement Division Determination (OFFICIAL USE ONLY)

LAHD Units                       Commercial Property                       SFD  
 Approved                       Denied                       Rejected

\_\_\_\_\_  
Sign/PRINT

\_\_\_\_\_  
Date

## **UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST INSTRUCTIONS**

The Unit Count Discrepancy and Determination Request form should only be used if:

- a) You believe that the property should not be billed for the Rent Stabilization Ordinance (RSO), or the Just Cause Ordinance (JCO) and/or the Systematic Code Enforcement Program (SCEP) fees; or,
- b) There is a discrepancy between the number of units listed on the Annual Bill and the actual number of units on the property.

**NOTE:** You must pay for the number of units that you are claiming prior to filing the request form. However, you cannot pay for more units than identified on the Annual Bill.

The completed form, along with all supporting documentation, may be either delivered to one of the Los Angeles Housing Department office locations (see below) or mailed directly to:

Los Angeles Housing Department  
CODE Unit Count Section  
PO Box 17670  
Los Angeles, CA 90017-0280

Do not send original paperwork. Please keep a copy of all documents for your records.