

Recorded at request of
and Mail To:

Los Angeles Housing Department
Billing and Collections Section
P.O. Box 17790
Los Angeles, CA 90017-0790

Attention: Billing Manager

Space Above This Line For Recorder's Use

NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS

Recorded pursuant to the Los Angeles Municipal Code, Chapter XV (the Rent Stabilization Ordinance) §151.05G and Chapter XVI (the Housing Code) §161.703G of the City of Los Angeles.

The undersigned hereby certify that I/we are the owner(s) of the real property located in the City of Los Angeles, State of California that is described as Parcel Number _____ - _____ - _____ on file with the Los Angeles County Assessor's Office.

The property is located at and is known by the following address _____

Total Vacant Units: _____ Unit #s: _____

The unit(s) is/are to be maintained **VACANT AND SECURED** until which time the Los Angeles Housing Department is notified via registered mail and all applicable housing fees are paid. The unit(s) are to be made secure using a deadbolt lock or external commercial-style lock, and vacant. The unit(s) shall be maintained weatherproof, free of storage, graffiti, trash and debris.

Any person or entity violating this article shall be liable for a civil fine up to \$1,000.00 for each day the violation is committed or permitted to continue, §161.905.

This Agreement shall run with the land and shall be binding upon ourselves, any future owners, encumbrances, their successors, heirs or assignees and shall continue in effect and remain thereon unless released by the authority of the General Manager of the City of Los Angeles Housing Department upon submittal of request.

Owner's Name: _____
(Please type or print)

Signature of Owner: _____

Two Officer's Signatures

Required for Corporations: (1) _____
(Sign)

(2) _____
(Sign)

Name of Corporation: _____

NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS - INSTRUCTIONS

The Notice of Temporary Vacant and Secured Rental Units Form must be:

- Filled out completely and accurately
- Recorded by the Los Angeles County Recorder (see information below), and,
- Submitted to the Los Angeles Housing Department, Billing and Collections Section

The Notice must be recorded in person or by mail at the main Los Angeles County Recorder's Office located in Norwalk, California, or one of the satellite offices located in West Los Angeles, Van Nuys, or Lancaster. Listed below are the addresses, telephone numbers, and service hours for the various offices. This information is subject to change; please call one of the numbers below to confirm that the information is still valid.

Los Angeles County Recorder's Office Locations

	Address	Phone #	Hours to Record Real Property Document
Norwalk Main Office	12400 E. Imperial Highway Norwalk, CA 90650	(800) 201-8999 (562) 462-2125 (562) 462-2177	8:00 AM – 5:00 PM
West LA (LAX Courthouse)	11701 S. La Cienega Blvd., 6th Floor Los Angeles, CA 90045	(310) 727-6142	8:30 AM – 11:00AM 1:00 PM – 3:30 PM
Valley Office	14340 W. Sylvan Street Van Nuys, CA 91401	(818) 374-7191	8:30 AM – 11:00 AM 12:15 PM – 3:00 PM
Lancaster/Palmdale Office	44509 16 th Street West, Suite # 101 Lancaster, CA 93534	(661) 945-6446	8:30 AM – 11:00AM 1:00 PM – 3:30 PM

A copy of the recorded Notice may be either emailed to LAHD.Billing@lacity.org or mailed directly to the Los Angeles Housing Department, Billing and Collections Section, PO Box 17790, Los Angeles, CA 90017-0790. Keep a copy of all documents for your records. Do not send original paperwork.