



Residential Hotel Ordinance - Claim of Exemption

- A **Residential Hotel** is any building containing six or more guest rooms or efficiency units, intended or designed to be used, or which are used, rented, or hired out, to be occupied, or which are occupied, for sleeping purposes by guests, and which is also the primary residence of those guests. The term Residential Hotel excludes any building containing six or more guest rooms or efficiency units, which is primarily used by transient guests who do not occupy units in that building as their primary residence. (Article 7.1, Chapter IV, section 47.73 of the Los Angeles Municipal Code (LAMC))
- A **Residential Unit** is any guest room, light housekeeping room, efficiency unit, or dwelling unit in a residential hotel that was occupied as a primary residence on October 11, 2005. If a unit was vacant on October 11, 2005, a residential unit shall mean any guest room, light housekeeping room, efficiency unit, or dwelling unit in a residential hotel, which was occupied as a primary residence on the first day that unit was occupied after October 11, 2005. (Article 7.1, Chapter IV, section 47.73 of the LAMC)

Section A - Owner Information

PROPERTY OWNER'S NAME	OWNER'S AGENT'S NAME
OWNER'S MAILING ADDRESS	AGENT'S MAILING ADDRESS
OWNER'S TELEPHONE NUMBERS: OFFICE: _____ CELL: _____	AGENT'S TELEPHONE NUMBERS: OFFICE: _____ CELL: _____
OWNER'S E-MAIL ADDRESS	AGENT'S E-MAIL ADDRESS

Section B - Property Information

PROPERTY ADDRESS	ASSESSOR'S PARCEL NUMBER
	TOTAL NUMBER OF HOUSING UNITS
DATE PROPERTY ACQUIRED	TOTAL NUMBER OF OCCUPIED HOUSING UNITS

Section C - Rental Unit Information

PLEASE ATTACH A LISTING OF ALL RENTAL UNITS AT THE PROPERTY WITH CURRENT RENTS. FOR VACANT UNITS, PLEASE INDICATE THE LAST DATE RENTED AND THE LAST RENT CHARGED. IF YOU ARE CLAIMING TOURIST UNITS, PLEASE ALSO IDENTIFY THE SPECIFIC ROOMS YOU ARE CLAIMING AS TOURIST UNITS.

Section D - Basis for Claim of Exemption

I am claiming exemption from the Residential Hotel Unit Conversion and Demolition Ordinance because:

- The subject property is an Affordable Housing Project. **(LAMC 47.74.A)**
- The subject property was completely and continuously unoccupied by any tenant from October 11, 2005 through and including the date that the owner files a building permit for a Residential Hotel that constitutes a proposed conversion or demolition of the Residential Hotel, or is a new development on the site of a destroyed or demolished Residential Hotel. **(LAMC 47.74.B1)**
- The subject property was first approved for all residential occupancy on or after January 1, 1990, as evidenced by a certificate of occupancy issued by LADBS on or after that date. **(LAMC 47.74.B2)**
- The subject property sent or delivered to the LAHD before October 11, 2005 a notice of intent to withdraw all of the building's accommodations from rent or lease. **(LAMC 47.74.B3)**
- The subject property consists of 55 units or less and all the residential units have been rented or offered for rent for periods of no less than 30 days from October 11, 1995, to the effective date of the Residential Hotel Unit Conversion and Demolition Ordinance. **(LAMC 47.74.B4)**

Section E - Owner Certification

I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form and attachments is true and correct to the best of my knowledge and belief. I state that I am legally authorized to bind the ownership entity for this property, and I further agree to permit the City of Los Angeles to verify the accuracy of the records provided and to sign all waivers and other documents as may be required to permit such verification.

OWNER SIGNATURE

DATE

Section F - Required Documentation

Subsections A2 and B3 of LAMC 47.77 state "The owner shall submit evidence with the appeal to support the claim of exemption. The owner has the burden of proving by a preponderance of the evidence that the Residential Hotel is exempt from the provisions of this article."

A \$205.00 Administrative Fee made payable to "City of Los Angeles" must be included with this form.

(Check only one box) Check Money Order Credit Card (only in person)

The original signed copy of this form when completed, supporting documents, and filing fee (credit card payments can only be made in person) must be mailed or delivered to the following address:

**Los Angeles Housing Department
Residential Hotel Determinations C/O Landlord Declarations
P.O. BOX 17100
Los Angeles, CA 90017**

Claims of exemption based on Subsection B of Section 47.74 must be filed within 60 days of the date that LAHD deposited its notification in the mail (LAMC 47.77.B1).

An owner filing a claim of exemption based on Subsection B of Section 47.74 must also post a notice on the premises of the Residential Hotel on a form prescribed by LAHD (LAMC 47.77.B2).