

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 RELEASE (Temporary Vacant Rental Units) You have released the Temporary	TERMINATION OF NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS	DATE OF RELEASE:
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You have released the Temporary Vacant and Secured Rental Unit Notice for the rental housing property described below. The Los Angeles Housing Department's (LAHD) Rent Stabilization Ordinance (Los Angeles Municipal Code, Sec. 151.05B.5, et seq.), Just Cause For Eviction Ordinance (Los Angeles Municipal Code, Sec. 165.10A, et seq.), and the Systematic Code Enforcement Program (Los Angeles Municipal Code, Sec. 161.352, et seq.) fees are due and payable within 45 days of the release date for the units returned to the rental market. Payment options and LAHD office locations are listed on the reverse side.

Note: The 'Termination' document is for all units previously recorded as Temporary Vacant and Secured Rental Units.

I, _____ (please print, Property Owner/Agent of Record) hereby certify that the NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS recorded as Document Number _____ (see Document Number at top right of the original recording) recorded on _____ (see date at top right of original recording below Document Number) in the Office of the County Recorder of the County of Los Angeles, California, is no longer in effect. (Date) _____ (Signature) _____

Property address:	Assessor Parcel Number (APN):
Mailing Address:	
Agency: Los Angeles Housing Department P.O. Box 17790, Los Angeles, CA 90017-0790	

TERMINATION OF NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS - INSTRUCTIONS

The Termination of 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

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

Office	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 – 11:00 AM 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 – 11:00 AM 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 90017-0280. Keep a copy of all documents for your records. Do not send original paperwork.