

Recorded at request of and Mail To:

Los Angeles Housing and Community Investment Department  
Billing and Collection Unit  
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 & Community Investment 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 & Community Investment Department upon submittal of request.

SIGNATURES MUST BE NOTARIZED	Owner's Name: _____ (Please type or print)
	Signature of Owner: _____
	Two Officer's Signatures Required for Corporations: (1) _____ (Sign)
	(2) _____ (Sign)
	Name of Corporation: _____

"A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

State of California, County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, who proved to me the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they execute the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.** WITNESS my hand and official seal.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

(Seal)

## 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
- Notarized by a California State registered Notary Public
- Recorded by the Los Angeles County Recorder (see information below), and,
- Submitted to the Los Angeles Housing and Community Investment Department, Billing and Collections Unit

After the Notice has been notarized it must be recorded (\$18.00) 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
<b>Norwalk Main Office</b>	12400 E. Imperial Highway Norwalk, CA 90650	(800) 201-8999 (562) 462-2125 (562) 462-2177	8:00 AM – 5:00 PM
<b>West LA (LAX Courthouse)</b>	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
<b>Valley Office</b>	14340 W. Sylvan Street Van Nuys, CA 91401	(818) 374-7191	8:30 AM – 11:00 AM 12:15 PM – 3:00 PM
<b>Lancaster/Palmdale Office</b>	44509 16 <sup>th</sup> 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 notarized and recorded Notice may be either walked into one of our public counters (see below) or mailed directly to the Los Angeles Housing and Community Investment Department, Billing and Collections Unit, PO Box 17790, Los Angeles, CA 90017-0790. Keep a copy of all documents for your records. Do not send original paperwork.

### Los Angeles Housing and Community Investment Department Office Locations

<b>NORTH REGIONAL OFFICE</b> 6400 Laurel Canyon Blvd., Suite # 610 North Hollywood, CA 91606	<b>EAST REGIONAL OFFICE</b> 2130 E. 1 <sup>st</sup> Street, # 2600 Los Angeles, CA 90033	<b>WEST REGIONAL OFFICE</b> 1645 Corinth Ave., Suite # 104 Los Angeles, CA 900250  <i>(Open Mon., Wed. &amp; Fri. only)</i> <i>(Closed: 12pm-1pm)</i>
<b>SOUTH REGIONAL OFFICE</b> 690 Knox Street, # 125 Torrance, CA 90502	<b>GARLAND OFFICE</b> 1200 W. 7 <sup>th</sup> Street., 1 <sup>st</sup> Floor Los Angeles, CA 90017	

### **Compliance Division**

1200 West 7th Street, 8th Floor, Los Angeles, CA 90017  
Tel 866.557.7368 | fax 213.808.8818  
[hcidla.lacity.org](http://hcidla.lacity.org)

### Property Owner/Management Company Representative Authorization Policy

“Billing” information is only provided to the owner of record and their duly authorized representative (agent). The owner can authorize an agent to receive billing information and/or act on their behalf. The “owner of record” must provide the Department with an original notarized letter specifying the following:

1. The name and title of the owner attesting to the ownership of the subject property,
  - a. For properties owned by a legal entity such as a Corporation, LLC, etc. – authorization letter shall be on the letterhead of the entity and signed by the duly authorized person from that entity (e.g. CEO, President, General Partner, etc.)
  - b. For properties owned by individuals – ALL of the owners of record must sign the authorization letter.
2. The address of the subject property,
3. The name, address, telephone number(s) of the agent authorized to receive information or act behalf of the owner, agent’s relationship to the owner, and
4. The specific information that can be provided and the authority that is being granted to the agent.

The authorization letter must have the original wet signature; no copies or faxes. The letter will be kept on file and remain valid until a change of ownership occurs or a new authorization letter is received. If you have any questions regarding this procedure, please see the Billing and Collections Unit at (877) 614-6873.