



# REHABILITATION WORK APPLICATION FOR RENT INCREASE

Los Angeles Housing + Community Investment Department

**GENERAL INSTRUCTIONS:** Fill out this application form using a typewriter of a black ink pen. Follow instructions contained below. If you need assistance, call 866-557-RENT or 866-557-7368 or go to any of the offices listed below.

**FILE NUMBER:**  
Do not write in this space.

(1) Give the mailing address of the building. If the complex has several buildings, a separate application must be made for each building. ADDRESS CITY / ZIP CODE	(2) Indicate the total number of dwelling units in the building.	(3) Give the Assessor's Parcel Number.
(4) Give the name of the Government Agency ordering the repairs.	(5) Give the serial number of the rehabilitation order.	(6) Give the completion date of the rehabilitation.

(7) Describe in detail the rehabilitations made. Itemize all work, beginning and completion dates, and costs, and indicate the dwelling units that benefited from the change. Repairs not ordered by the citing agency are not eligible under this rehabilitation application. Use additional sheets if necessary.

ITEM NO.	WORK DESCRIPTION	DATE WORK BEGAN	DATE WORK COMPLETED	TOTAL COST	DWELLING UNITS BENEFITED

(8) Show the computations by which the Rehabilitation Costs are amortized. Example: Total cost = \$6,000 divided by 60 months = \$100 per month divided by 50 units = \$2 per month per unit. Approved rent increases to continue until approved costs are recovered. Maximum increase allowable is \$75 per unit.

(9) Give Case Numbers of previous applications submitted regarding this property.

(10) Give the name of the owner of the building or the legal representative. Include the mailing address and daytime telephone number.
NAME ADDRESS CITY / ZIP CODE PHONE NO.

"I CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE."

Signature of Owner or Owner's Agent \_\_\_\_\_ Date \_\_\_\_\_ City, State \_\_\_\_\_

- ATTACH PHOTO COPIES OF:
- (1) The Owner's Current Rent Registration Certificate.
  - (2) Certified copies of the Rehabilitation Order, City of L.A. Building & Safety
  - (3) All invoices, bids, financing, cancelled checks, and other relevant papers, otherwise, your application will be rejected.
  - (4) Copy of Certificate of Compliance.
  - (5) Include \$25 fee for second and subsequent application filed during calendar year beginning January 1.

**COMPLETE THE REVERSE SIDE OF THIS FORM,  
OTHERWISE, YOUR APPLICATION WILL BE REJECTED.**

6640 VAN NUYS BLVD. VAN NUYS, CA 91405	2215 N. BROADWAY AVE. LOS ANGELES, CA 90031	690 KNOX ST., SUITE 125 LOS ANGELES, CA 90502	 CITY OF LOS ANGELES
3550 WILSHIRE BLVD. 15 <sup>TH</sup> FLOOR LOS ANGELES, CA 90010	8475 S. VERMONT AVE. 2 <sup>ND</sup> FLOOR LOS ANGELES, CA 90044	1645 CORINTH AVE. SUITE 104 LOS ANGELES, CA 90025	
P.O. BOX 17280, LOS ANGELES, CA 90017-0280 ■ 866-557-RENT ■ 866-557-7368 ■ <a href="http://HCIDLA.LACITY.ORG">HTTP://HCIDLA.LACITY.ORG</a>			

Provide the complete name and the complete address of each tenant affected by the proposed rent increase. Type or print legibly.  
 FAILURE TO FILL IN EACH BOX COMPLETELY WILL RESULT IN THIS APPLICATION BEING RETURNED WITHOUT ACTION.

<b>FILE NUMBER:</b> _____ Do not write in this space.	<b>Assesor's Parcel Number:</b> _____
List all names and addresses of tenants who will receive a rent increase.	Fill in the specific rent information for each unit.
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
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Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____
Name: _____ Address: _____ City, Zip Code: _____	Present Rent: _____ Increase: _____ New Rent: _____

IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS.  
 MAIL THIS COMPLETED FORM TO:

**Los Angeles Housing + Community Investment Department**  
**Rent Stabilization Division/Case Analysis Section**  
**P O Box 57398**  
**Los Angeles, CA 90057-0398**



# REHABILITATION WORK RENT INCREASE CHECKLIST

Los Angeles Housing + Community Investment Department

**INSTRUCTIONS: TO BE COMPLETED BY LANDLORD OR LANDLORD'S AGENT AND SUBMITTED WITH A RENT INCREASE APPLICATION**

**FRONT OF APPLICATION**

YES      NO

1. Is the address of the building complete?		
2. Are the number of units filled in?		
3. Is the current Assessor's Parcel Number filled in?		
4. Are the descriptions of the work and itemized cost included?		
5. Are the dates work begun indicated?		
6. Are the dates work completed indicated?		
7. Was the improvement completed within 12 months from the date of the application?		
8. Is the total cost of each improvement shown?		
9. Are the units benefiting from each improvement listed?		
10. Are the computations shown?		
11. Are case numbers of previous applications regarding the property shown?		
12. Is the name of the owner or representative, including address, city, zip code, and daytime phone number filled in?		
13. Is the application signed, dated, and city and state filled in?		

**BACK OF APPLICATION**

1. Are the tenants' names filled in?		
2. Is each tenant's address, including city, state, and zip code filled in?		
3. Is the tenant's present base rent filled in?		
4. Is the tenant's increase filled in?		
5. Is the tenant's new rent filled in?		

**MISCELLANEOUS INFORMATION**

1. Are the invoices and/or cancelled checks in order? Are invoices dated? Are contracts signed and dated?		
2. Are necessary permits (if applicable), final inspection record, and/or certificate of compliance included?		
3. Are contractors' names and telephone numbers on invoices?		
4. Is this the first application submitted this year for this property? a. If not, did you enclose the \$25.00 filing fee?		

You must include copies of invoices or contracts and a valid Registration Certificate. Cancelled checks are acceptable when accompanied by invoices. Rent increases applied for must be described clearly on the invoice with the cost per item.

**PLEASE NOTE:** If any of the above questions are checked "no", then your application is unacceptable and will be rejected.

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