



Compliance Division
Rent Escrow Account Program (REAP)
Demand Request for Outstanding Fee Summary

Requestor

Print Name:			Contact Name:
Address:			Phone No: Fax No:
City	State	Zip Code	Email:
Request Purpose: Loan <input type="checkbox"/> Sale <input type="checkbox"/> Trust <input type="checkbox"/> Other: _____			

Please send response by Fax E-mail US mail Other: _____

Property Information

Owner name:		
Property Address:		
City	State	Zip Code
Assessor Parcel Number (APN):	REAP Case No(s):	

I certify under PENALTY OF PERJURY under the laws of the State of California that I am either the owner or the owner’s authorized agent/representative for the above noted property. I request all current outstanding fees related to the property referenced above in relation to (REAP), Rent Stabilization Ordinance (RSO), and Systematic Code Enforcement Program (SCEP).

For Property Owned by Individual(s)

Signature:	Date:
Print Name:	

For Property Owned by Partnership, LLC or Corporation

Signature:	Date:
Print Name:	
Position:	

For Real Estate Agent, Title Company or Escrow *

Signature:	Date:
Print name:	
Company Name:	

* Requires copy of owner’s authorization.

(See instructions on next page)

Quality customer service is our goal in providing requested business information. Please take a moment and review the instructions below. Complying with our policy will permit us to respond to your demand request in a timely manner.

GENERAL INSTRUCTIONS

- The demand request must be typed or clearly written.
- The demand request for outstanding fee summary must be completed and signed prior to submission to the Los Angeles Housing and Community Investment Department (HCIDLA).
- It is the sole responsibility of the requestor to provide accurate property information in order for HCIDLA to prepare and provide a demand response in a timely manner. Incomplete demand requests or incorrect property information will be returned to the requestor without further action.

INSTRUCTIONS

Follow the instructions below in order to complete the demand request form:

- Complete the “Requestor” section by printing name, contact name, address, telephone number, Fax number and email address.
- Complete the “Property Information” section by printing owner name, property address, assessor parcel number and REAP case number(s).
- Complete the Signature section:
 - **For Property owned by individual(s)**
 - Print your name clearly, sign and date.
 - **For Property owned by partnership, LLC or corporation**
 - Print your name clearly, indicate your position, sign and date.
 - **For Real Estate Agent, Title Company or Escrow**
 - Print your name clearly, write company name, sign and date. In this case, attach a copy of owner’s authorization document.

CONTACT INFORMATION

Mailing Address: Los Angeles Housing and Community Investment Department
REAP Final Accounting Unit
1200 W. 7th Street, 8th Floor
Los Angeles, CA 90017

Telephone: (213) 808-8884

Fax: (213) 808-8810

TTY: (213) 473-3231

E-mail: hcidla.demandrequest@lacity.org **(preferred method)**