

## LAND USE COVENANT CHECKLIST

### Submit application and required documents to:

**Email (Preferred):** [HCIDLA.LandUse@LACity.org](mailto:HCIDLA.LandUse@LACity.org)

**Mail:** Los Angeles Housing + Community Investment Department; Planning and Land Use Unit;  
1200 W. 7<sup>th</sup> St., 8<sup>th</sup> Fl.; Los Angeles, CA 90017

Owner: _____	Date: _____
Property Address: _____	Project Name: _____

**Covenant submissions will NOT be accepted unless all items highlighted below in **BOLD** are provided as applicable.**

1. **Covenant preparation + filing fees** (Covenants require payment of \$5,813 and annual monitoring fees of \$173.00 per unit)
2. **Completed Land Use Covenant Application, and/or the following Attachments (blank form/s attached):**
  - a. Current Property List
  - b. **Table of Rental Units**
  - c. Table of Purchase Units (as applicable)
3. **AB 2556 Determination Application, Owner's Affidavit and required documents (as applicable)**
4. **Letter of Application**
5. Projected Project Completion Dates (25%, 50%, 75%, 100%)
6. **Application for Building Permit—front & back pages—from Department of Building & Safety**
7. **Clearance Summary Worksheet—all pages—from Department of Building & Safety [must include HCIDLA clearance(s)]**
8. Bureau of Engineering Legal Address Clearance
9. **Referral Form—from Department of City Planning (as applicable)**
10. **Determination Letter(s)—from Department of City Planning (as applicable)**
11. Tentative Tract Letter—from Department of City Planning (as applicable)
12. **Grant Deed for the property, but not a deed of trust**
13. Copy of the most recent lease agreement for tenant(s) occupying unpermitted unit(s) (required for UDU Projects ONLY)
14. Floor Plans showing location of restricted units, unit numbers, and square footage (hi-res digital or 11x17 physical)
15. Estimated HOA dues for restricted units (as applicable)
16. Sold Comparables within the last six months, with three for each bedroom size of the restricted units (as applicable)
17. **Signatory Documents—The following documents are required as follows:**
  - a. Corporation—i) Articles of Incorporation; ii) Executed Board Resolution, iii) Statement of Information (as applicable)
  - b. LLC—i) Articles of Organization; ii) Executed Operating Agreement; iii) Statement of Information
  - c. LP—i) Certificate of Limited Partnership; ii) Executed Limited Partnership Agreement
  - d. Trust Documents
18. Owner Signature Block
19. **Preliminary Title Report (must be dated within one month of submission of Land Use Covenant application)**  
\*Deputy City Attorney may request an updated report if deemed necessary
20. **Subordination Agreement (needs to be signed by lender, as applicable)**
21. **Supportive Housing Plan (required for Supportive Housing [PSH] projects ONLY)**