

SB 330 CHECKLIST

Submit application and required documents to:

Email (Preferred): HCIDLA.LandUse@LACity.org

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

Owner: _____
Property _____
Address: _____

Date: _____
Project _____
Name: _____

SB 330 submissions will NOT be accepted unless all items highlighted below in BOLD are provided as applicable.

1. SB 330 Determination fees (\$1,027 per unit)

2. Completed SB 330 Application Form

- a. Owner’s Affidavit (must be signed by owner of record on the Grant Deed and notarized)
- b. Tenant Information Table (must be signed by owner of record and completed regardless of number of tenants)
- c. Information to prove vacancy or occupancy status (e.g. utility bills, property tax bills, and IRS forms)

3. Letter of Application (signed by Owner and must include addresses, description of existing units, bedroom types, APNs, scope of work [e.g. if units are being demolished, renovated, or not demolished], and description of the proposed project)

4. Grant Deed for the property (must be recorded)

5. Recorded Lot Tie (as applicable)

6. Signatory Documents for the Owner —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

7. Ellis Documents/Tenant Relocation Documents [if under Rent Stabilization Ordinance (RSO)]

8. Referral Form, Determination Letter, or Tentative Tract Letter — from Department of City Planning [as applicable]