



Eric Garcetti, Mayor
Ann Sewill, General Manager

Date

Tenant's Address

**RE: Housing Crisis Act of 2019 (SB 330)
Request for Information for Replacement Unit Determination**

THIS IS NOT AN EVICTION NOTICE OR TERMINATION OF TENANCY

Dear _____:

The owner of the above-referenced property ("Property") has or is planning to file an application with the City to construct a new proposed housing development (the "Project") on the Property. However, in order to meet the replacement obligations of the Housing Crisis Act of 2019 (SB 330) the owner must replace any existing residential dwelling units or occupied or vacant "Protected Units" which are defined as those residential dwelling units that are or were within the 5 years prior to the owner's application for a RUD: (1) subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of lower or very low income, (2) subject to any form of rent or price control through a public entity's valid exercise of its police power within the 5 past years, (3) **occupied by lower or very low income households (i.e. an affordable Protected Unit)**, or (4) that were withdrawn from rent or lease per the Ellis Act, within the past 10 years.

Owner's obligation requires the Los Angeles Housing and Community Investment Department (HCIDLA) to complete a Replacement Unit Determination ("RUD"). However, in order to produce an accurate RUD, requires an accurate count of existing affordable Protected Units. This is why HCIDLA is requesting that each tenant of the Property complete and return the attached form.

HOW EXISTING AFFORDABLE "PROTECTED UNITS" ARE DETERMINED:

Whether or not a unit is deemed an affordable Protected Unit is determined by the tenant's income. If a tenant's verifiable income is determined to qualify as Extremely Low, Very Low or Low, as determined by HCIDLA using Net Median Income figures as published by California Department of Housing and Community Development ("HCD"), the unit will be designated as an affordable Protected Unit" subject to replacement.

YOUR PARTICIPATION WILL HELP PRESERVE EXISTING AFFORDABLE HOUSING:

While your cooperation is with this request is voluntary, your participation will assist with ensuring that desperately needed affordable Protected Units are preserved for those persons and families that need it most.

WHAT DOES IT MEAN TO BE AN OCCUPANT OF A "PROTECTED UNIT"?

SB 330 provides the right of first refusal for comparable units (i.e. same bedroom type) in the owner's proposed new housing development to occupants of Protected Units. The comparable replacement units must be provided at a rent or sales price affordable to the same or lower income category. Occupants of Protected Units

7/10/2020

also are entitled to receive relocation to state or local law, whichever provides greater assistance and the right to remain in their unit until 6 months before the start of construction.

HOW TO PARTICIPATE:

To submit your verifiable income, complete and return the attached documents:

1. **Request for Information for Replacement Unit Determination.** Complete and attach income verification documents.
2. **Tenant's Statement.** Sign and date

After all documents are completed, return them to the address below. Documents should be returned within two weeks of the date of this letter.

Los Angeles Housing + Community Investment Department
Planning and Land Use Unit
Finance and Development Division
RE: Replacement Unit Determination (SB 330)
1200 W. 7th Street, 8th Floor
Los Angeles, California 90017

If you need assistance completing the forms, please contact _____ of the Los Angeles Housing and Community Investment Department at (213) _____, or _____@LACity.org.

Should the building permit for construction be issued, you will receive standard notification of your landlord's intent to demolish and/or convert your rental unit into a new housing development.

Sincerely,

Marites Cunanan
Senior Management Analyst II

MAC:

Enclosures

1. Request for Information for Replacement Unit Determination
2. Tenant's Statement



Eric Garcetti, Mayor
Ann Sewill, General Manager

**REQUEST FOR INFORMATION FOR
HOUSING CRISIS ACT OF 2019 (SB 330)
REPLACEMENT UNIT DETERMINATION**

Date: _____

From (Renter): _____

Property Address: _____

Property Owner: _____

Name of Renter(s) _____

Unit Number: _____ Number of Bedrooms: _____

Number in Household: _____

OPTION I

Adjusted Gross Income for Past 5 Years: _____

Current Monthly Income: _____

Types of Income Verification required for each household member with any source of income:

1. Copies of two (2) most recent payroll stubs and two (2) payroll stubs each prior year within the last five (5) years
2. Signed copies of income tax returns within the last five (5) years and W-2 forms
3. Bank statements within the last five (5) years
4. Lease agreement for the last five (5) years

OPTION II

I decline to provide financial information for purposes of this determination.

(Signed)

(Dated)

Please Return To: Los Angeles Housing and Community Investment Department
Planning and Land Use Unit
Finance and Development Division
RE: Replacement Unit Determination
1200 W. 7th Street, 8th Floor
Los Angeles, California 90017



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TO: Los Angeles Housing + Community Investment Department
Planning and Land Use Unit
Finance and Development Division
RE: Replacement Unit Determination (SB 330)
1200 W. 7th Street, 8th Floor
Los Angeles, California 90017

RE: _____
(Address including apartment or unit number)

TENANT'S STATEMENT

I _____, hereby certify that I am/was a legal tenant of the above described property ("Property") involved in this application or have been legally authorized to sign as tenant, on behalf of a corporation, general partnership, limited partnership, limited liability company or other applicable form of business, etc., as evidenced by separate instrument attached herewith.

I further hereby certify that the documents furnished to the Los Angeles Housing + Community Investment Department (HCIDLA) in conjunction with this Tenant's Statement, represent the full and complete information required to establish if there are units subject to replacement per the Housing Crisis Act of 2019 (SB 330) and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

I declare under penalty of perjury under the State of California that the foregoing is true and correct.

***Attach CA Notary Acknowledgment**

Tenant Name: _____
(please print)

Signature of Tenant: _____

Date: _____

Witness Name: _____
(please print)

Signature of Witness: _____

Date: _____