

LAHD Application to Claim Conditional Exemption(s)/Unit Adjustment(s) for 2008

(Must be received by LAHD by January 31, 2008)

APN: _____ Property Address: _____

Owner Name/Management Co. : _____ Phone Number () _____

Owner/Management Co. Mailing Address/City/Zip: _____

To claim any of the Conditional Exemptions listed below, please (1) provide the information requested at the top and bottom of this form, 2) sign and date this form, and (3) mail this form **AND** Required Documentation to the **Los Angeles Housing Department, Billing and Collections Section, P.O. Box 17280, Los Angeles, CA 90017-0280**. Include documentation of exempt unit numbers and any additional information that you believe will substantiate your claim for exemption. Please note that all claims for exemption are subject to review and verification. Failure to submit documentation to substantiate your exemption claim, will result in the denial of your claim. Please note that all claims for Conditional Exemptions or Unit Count Adjustments for 2008 must be received by **January 31, 2008**.

Conditional exemptions are valid for three (3) years. Beginning 2008, the Housing Department will no longer grant Conditional Exemptions retroactively. Owners have 10 days to notify the Housing Department of any change in exemption status and pay annual fees. Failure to pay annual fees on time will result in the assessment of penalty fees.

Please do NOT submit original documentation. Submit copies only. Please call the Billing & Collections Section at (213) 808-8900 for technical assistance or check the Department’s website at www.LAHD.LACity.org for further information.

Exemption Type	Reason for Unit Exemption or Adjustment	Required Documentation	Exempt from	
			RENT	SCEP
A1	Wrong Number of Total Units	Copy of Certificate of Occupancy/ Permit/ County records	YES*	YES*
P1	Commercial Use	Certificate of Occupancy or permit authorizing most recent use/proof of current Business tax/ current commercial lease	YES	YES
P2	Demolished	Landlord Declaration approved application and invoice for demolition	YES	YES
P3	Monastery, Convent, or on-campus Dormitory	Office of Finance exemption for religious and convent, university letter on letterhead	YES	YES
P4	Withdrawn from rental housing use	Copy of County Recordation Withdrawing Units	YES	YES
P5	Hospital or Licensed Care Facility	Certified rent/lease agreement and care license	YES	YES
P6	Co-op with Cal Trans regulatory agreement	Copy of County recorded regulatory agreement	YES	YES
R1	Constructed after October 1, 1978	Certificate of Occupancy/deeds/history from Lexis-Nexis	YES	NO
R2	Fraternity or Sorority House or off-campus dorm	Name of school, fraternity, or sorority on official letterhead and unit #'s	YES	NO
R3	Rent-regulated Non-Profit Organization	Letter from LAHD	YES	NO
R4	Transient-use only Hotel/Motel room	Latest Transient Occupancy tax form for 6 month, registration records with list of exempt units	YES	NO
R5	Substantial Renovation or Luxury Exemption	Copy of Certificate for Substantial Renovation or Luxury Exemption	YES	NO
R6	Project-based Section 8	Section 8 contract with evidence of current subsidy and unit #'s	YES	NO
S1	Condominium that is rented	Certificate of Occupancy	NO	YES
S2	Co-op unit	Cooperative agreement, Bylaws, unit numbers, and current list of members	NO	YES
S3	Government owned or managed Not Rented	Letterhead and proof of policy for exemption, or proof if vacant (e.g., DWP records)	NO	YES
S4	Mobile Home Park	Name & address of park.	NO	YES

*If actual # of units is less than # of units recognized/billed by LAHD, the excess units would be exempt from Rent/SCEP.

LAHD 2008 Conditional Exemption Application continued

Please provide the information requested below and mail by **January 31, 2008** to:

Los Angeles Housing Department
Billing and Collections Section
P.O. Box 17280
Los Angeles, CA 90017-0280

Use the 2008 payment coupon to claim Temporary Exemptions, i.e., Owner Occupied (Type T1), Vacant (Type T2), or No Rent Collected (Type T3) Exemption. Use this form to claim a T1, T2, or T3 exemption only if you do not have a copy of your 2008 payment coupon and have not already applied to exempt these units for 2008. Please note that you can claim a maximum of one (1) exemption per unit.

Please provide the information requested below.

Exemption TYPE	# Unit(s) Exempt	Unit Number (Identify each unit claimed)

Owner Statement/Additional Comments:

By signing below, I declare under penalty of perjury that the information provided is true and accurate.

Signature _____ Date _____