



**2008 Annual Bill
Rent Registration &
Systematic Code Enforcement Program**



Antonio R. Villaraigosa, Mayor
Mercedes Márquez, General Manager

Invoice Date:
Invoice No.:

Owner Name
Bill to Name
Address Line 1
Address Line 2

Rental Property Address: Address Line 1 Address Line 2 APN: Units: 10
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Amount Due Payable as of January 1, 2008	Amount Due After February 29, 2008	Amount Due After April 1, 2008
\$355.20	\$532.80	\$888.00

This bill is for 2008 annual fees for Rent Stabilization Registration (RENT) and the Systematic Code Enforcement Program (SCEP) only. You will be billed separately if other amounts are owed on this property. Accounts not paid by February 29, 2008 increase substantially as indicated above. If you require additional information about this bill, billing for other properties, or want to obtain a total balance due on your account please call **(877) 614-6873** or **(213) 808-8900**. *Si necesita información sobre este cobro, llame al (877) 614-6873 o (213) 808-8900.*

	RENT	SCEP	TOTAL
Total Units at Property recognized by LAHD	0	10	
Exemptions already recognized by LAHD	0	0	
Unit Count Adjustment Claimed by Owner			
Additional Exemptions Claimed by Owner (Temporary and Conditional)			
Total Units Billed	0	10	
Billing Rate as of January 1, 2008	\$18.71/unit	\$35.52/unit	
Annual Fees Payable as of January 1, 2008	\$0	\$355.20	\$355.20

Instructions. Enter the Amount Paid for Rent and SCEP in the boxes specified below on the coupon.

- Review the front and back of this bill, "Application to Claim Conditional Exemption(s)/Unit Adjustment(s)", and "Annual Bill 2008—Important Information" before **using the chart above to compute the Amount Paid.**
- Please note that after February 29, 2008, the billing rate per unit for RENT is \$32.71 and for SCEP is \$53.28.
- Update the Billing Name/Address as needed below and indicate if the billing entity is a management company.

See back for additional instructions

Please detach and return this PAYMENT COUPON in the envelope provided

2008 Annual Bill

Due by
February 29, 2008

Payee: TRUNCATED OWNER NAME
Invoice: 12345678
APN: 3333222111
Units: 4321

Amount Billed	Rent \$1993.55	+	SCEP \$1177.60	=	Total \$1271.15
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CHANGE OF BILLING NAME/ADDRESS

Amount Paid	[]	+	[]	=	[]
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MANAGEMENT CO? YES NO

FIRST NAME/CO _____
 LAST NAME _____
 STREET/APT # _____
 CITY _____
 STATE/ZIP _____

CITY OF LOS ANGELES – LAHD
 PO BOX 51798
 LOS ANGELES CA 90051-6098
 [PO BARCODE]

Instructions continued

- **To Claim Temporary Exemption/s: Owner Occupied (Type T1), Vacant (Type T2), and No Rented Collected (Type T3)**
 - Complete and return the back of the payment coupon;
 - Enter the number (#) of units that you are exempting because the unit will be owner occupied, vacant, or no rent collected for entire 2008.
 - Enter the unit number for each unit you are claiming exemption.

Please note that you can exempt a maximum of one (1) unit for Owner Occupancy in the City of Los Angeles regardless of the number of properties you own. Please note that for 2008, the City of Los Angeles Housing Department no longer recognizes Homeowner Exemptions on file with Los Angeles County. If you are an owner occupant, you must file an Owner Occupancy exemption with the LAHD. Please note that you can claim a maximum of one (1) exemption per unit.

- Sign and date the back of the payment coupon.
- Make check or money order to City of Los Angeles—LAHD and write your Assessor’s Parcel Number on your remittance. Do not send cash.
- Mail your check and payment coupon to the address identified on the front of the payment coupon.

Additional Information

The Housing Department recognizes two types of exemptions: (1) Conditional and (2) Temporary, e.g. Owner Occupied, Vacant, and No Rent Collected. Conditional Exemptions are valid for three (3) years and Temporary Exemptions must be re-affirmed annually. Please note that for 2008, the Housing Department no longer recognizes Homeowner Exemptions on file with the Los Angeles County.

To Claim a Conditional Exemption(s)/Unit Adjustment(s)

- Complete the “LAHD Application to Claim Conditional Exemption(s)/Adjustment(s) for 2008.”
- Mail the application form and required documentation by January 31, 2008 to address identified on the application.

This application was included with the 2008 Annual Bill. If you do not have an application, you can obtain one by going to our website at www.LAHD.LACity.org under “2008 Annual Bill”; going to one of the public counters listed on the “Annual Bill 2008- Important Information”; or calling (213) 808-8888 or (213) 808-8900. Please refer to the application form for a list of conditional exemptions.

Please note that property owners are responsible for paying the correct amount due even if some of the information on the bill is incorrect, e.g. number of units or property address OR even if the owner does not receive a bill.

Reminder. T1= Owner Occupied, T2=Vacant, T3=No Rent Collected

EXEMPTION CLAIMS

APN: 333322211

TYPE	# UNIT(S) EXEMPT	UNIT NUMBERS (IDENTIFY EACH UNIT CLAIMED)
T1		
T2		
T3		

OWNER SIGNATURE REQUIRED

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

X _____

DATE _____

EMERGENCY CONTACT [MANDATORY PER LAMC §151.05B]

FIRST NAME _____

LAST NAME _____

PHONE NUMBER () _____