

Annual Bill 2008 -- Important Information

Additional Information and Technical Assistance

Additional information on the 2008 Annual Bill, along with information on other Housing Department programs, may be found on the Department's website: www.LAHD.LACity.org.

For questions or technical assistance, please contact the Housing Department at **(213) 808-8900** or by e-mail at billing@lahd.lacity.org.

Información en español esta disponible al llamar (213) 808-8900 o por correo electrónico en billing@lahd.lacity.org.

Paying Your Bill

The easiest way to pay your bill is to mail the payment coupon and your payment in the envelope provided to:

CITY OF LOS ANGELES
PO Box 51798
LOS ANGELES, CA 90051-6098

Beginning January 1, 2008, payments also may be made at any of the following Los Angeles Housing Department offices between 9:00am and 4:00pm:

3550 WILSHIRE BLVD, 15TH FL
LOS ANGELES, CA 90010

6640 VAN NUYS BLVD
VAN NUYS, CA 91405

3415 S. SEPULVEDA BLVD, #150
LOS ANGELES, CA 90034

690 KNOX ST, #125
LOS ANGELES, CA 90502

2215 NORTH BROADWAY
LOS ANGELES, CA 90031

2008 RSO Registration and SCEP Fee

As of January 1, 2008, the RSO Registration fee is **\$18.71** per unit per year, and the SCEP fee is **\$35.52** per unit per year. After February 29, 2008, the RSO fee increases to **\$32.71** per unit and the SCEP fee increases to **\$53.28** per unit. Finally, after April 1, 2008, the RSO fee becomes **\$46.71** per unit and the SCEP fee becomes **\$88.80** per unit.

Payment Due Even If No Bill Is Received

Annual bills are provided as a courtesy. However, the property owner is responsible for timely payment regardless of whether or not a bill is received.

Returned Checks

You will be charged \$35.00 for any check that is returned because of Not-Sufficient Funds, Closed Account, etc. AND you will be charged late fees for Rent and SCEP if applicable.

Claiming an Exemption from RSO Registration and/or SCEP Fees

Your bill reflects the Housing Department's record of any recognized exemptions for your property. (Please note that it does NOT include any Homeowner's Exemption on file with the County Assessor.) Temporary exemptions must be re-asserted annually. To claim an exemption that is not shown on your bill, please do the following: (1) Complete and return the front and back of the 2008 payment coupon if claiming an Owner Occupied, Vacant, or No Rent Collected Exemption and/or (2) Complete and return the "LAHD Application to Claim Conditional Exemption(s)/Unit Adjustment(s) for 2008" with Required Documentation. Please note that all exemptions are subject to review.

Corrections to Billing or Property Information

The Housing Department obtains most of its information on property ownership and number of units from the County Assessor. Should the information on the front of your 2008 Annual Bill be incorrect, or if you wish us to use a different billing address in the future, please provide updated information on the front of the payment coupon. The Department further encourages you to ensure that the information on file with the County Assessor for your property is current.

Landlords are responsible for paying Rent Registration and SCEP fees on time even if the bill contains some errors, e.g., property address or unit count.

Ownership Correction

In order to avoid further collection action, please mail a signed note to the Housing Department at P.O. Box 17280, Los Angeles, CA 90017-0280 with the Assessor Parcel Number, Property Address, your telephone number and Statement, e.g., "Never owned this property" or "Property sold." If you are selling this property, please inform the Escrow Agent that this property may be subject to Rent Registration and/or SCEP fees.

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Importance of Paying RSO Registration and SCEP Fees

Unless specifically exempted from RSO Registration, an owner cannot legally collect rent from a tenant unless the owner has paid the annual rent registration fee and served a copy of a valid registration or annual registration renewal statement on the tenant of the rental unit. Tenants can raise the non-payment of RSO Registration and/or SCEP fees by the owner as an affirmative defense against eviction of the tenant. Please note that failure to pay the amount due may result in additional collection efforts, including referral to a private collection agency that reports to credit bureaus and/or the filing of a legal action against you by the City.

RSO Registration Certificates

For 2008, the Department plans to issue certificates starting in January and continuing throughout the year as units are registered. Certificates are valid through April 30th of the following year

RSO Registration Fee Pass-through

A landlord may pass through 50% of the annual \$18.71 RSO Registration fee per rental unit – \$9.35 – to the tenant occupying that unit as a lump sum surcharge payable during the month of June, provided the landlord has paid the RSO registration fee and given the tenant a 30-day written notice. **Please note that late and delinquent fees cannot be passed through to tenants.**

SCEP Fee Pass-through for Properties Subject to RSO Registration

A landlord may pass through 100% of the annual \$35.52 SCEP fee per rental unit in the form of a monthly surcharge of \$2.96, provided the landlord has paid the SCEP fee and given the tenant a thirty-day notice of the increase from the previous monthly surcharge amount. **Please note that late and delinquent fees cannot be passed through to tenants.**

Annual Allowable Rent Adjustment

The annual allowable automatic rent adjustment rate for rental units subject to the RSO is based upon changes in the Consumer Price Index. The current rate through June 30, 2008 is 5%. Effective July 1, 2008, the automatic rent adjustment rate will be 3% through June 30, 2009.

Security Deposit Interest

Landlords of rental units subject to Rent Registration must pay interest annually on security deposits held for at least one year. The amount due may be determined by: (1) using the actual documented interest on each security deposit account; or (2) paying simple interest in accordance with a rate established annually by the City. For deposits held in calendar year 2007, the interest rate is 2.39%; for deposits held in calendar year 2008, the interest rate is 3.22%.

Property manager, emergency manager, or an emergency-wise property manager...

As a property manager, can you also be an “emergency manager?” This may be as simple as knowing and exercising some of your options before, during and after disaster strikes. By taking a proactive approach to emergency preparedness you may very well impact the ability of both your tenants and your property to survive.

A few of the benefits of being a proactive property manager/emergency manager are:

- Saves Lives
- Limits Loss
- Conserves Property
- Ensures Continuity of Operations

Make the practice emergency preparedness a part of your business practice; it's a benefit to all!

For more information visit www.lacity.org/epd or www.ready.gov/business