



Los Angeles Housing Department  
**LAHD**

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**Antonio R. Villaraigosa, Mayor**  
Mercedes Márquez, General Manager

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## **MELLO ACT DETERMINATION OF AFFORDABLE UNITS DEMOLITION AND/OR CONVERSION**

In order to receive approval for a demolition or conversion permit, the project owner must comply with the California Government Code Section 65590 and 65590.1, commonly known as the 1982 Mello Act. The Mello Act is a statewide law which seeks to preserve housing for persons and families with low and moderate incomes in California's Coastal Zone.

The City of Los Angeles examines all Coastal Zone development involving residential units that are not categorically exempt. The current condition of the housing has no bearing on an affordability determination unless the property is legally declared a public nuisance. Public nuisance is one type of exemption; the second type is an owner-occupied, single-family dwelling that is being demolished/converted to a single-family dwelling for the same owner. All other types of project must be evaluated.

The first step in meeting Mello Act obligations is to receive a determination from the Los Angeles Housing Department (LAHD) about existing affordable units. Affordability is measured by both: (1) the rental history for the previous three years, and (2) the income level of any current residents. The property's affordability status must be documented by the Housing Department's Mello Act Analyst. The Analyst will require information about a property for the three years prior to the date of the owner's permit request to make a determination.

This information, along with information provided by any existing tenants, will be used to determine if affordable units currently exist and need to be replaced. Tenant information can take four to six weeks to receive and process. A determination will be given to the Planning Department concerning the conditions which must be met prior to granting a building permit on the project.

If there are any additional questions about the Mello Act, please contact the Los Angeles Housing Department at (213) 808-8806.

## **Mello Act Determination of Affordable Units Demolition and/or Conversion**

To receive a determination, please provide the following information about your property. The responses may be in a list or paragraph form but they should address the following items. Please give an explanation for any information that you are unable to provide.

- A. Address of the property
- B. Total number of existing units
- C. Rent prices for the last three years for each unit
- D. Unit size: square footage and number of bedrooms per unit
- E. Names and addresses of current tenants
- F. Tenant family size in each unit
- G. Information on any evictions within the last three years
- H. Whether there are currently any vacant units, and how long they have been vacant.

Please mail or fax this information to:

Mello Act Determination  
Los Angeles Housing Department (LAHD)  
Housing Services Unit  
1200 W. 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
Los Angeles, CA 90017  
Fax: (213) 808-8965

This information, along with information provided by your tenants (if applicable), will be used to determine if affordable units currently exist and need to be replaced. Tenant information can take four to six weeks to receive and process. A Mello Act Determination will be forwarded to the City Planning Department regarding the conditions that must be met prior to granting a building permit on this project.

If you have any additional questions about the Mello Act, please contact the LAHD at (213) 808-8806.

## **Mello Act Determination of Inclusionary Units**

### **New Construction**

Please provide the following information about your property. All information submitted should have the project address and planning case number at the top of the page.

- A. Owner's name, address and telephone numbers
- B. Total number of proposed units.
- C. Unit size sq. footage and number of bedrooms.
- D. Which of the two options below is preferred for this project for inclusionary unit requirements:

**Option 1** - Reserve at least **twenty percent** of all residential units for inclusionary residential units for Very Low and/or Low income households.

**Option 2** - Reserve at least **ten percent** of all residential units for inclusionary residential units for Very Low income households.

***Note:*** At the current time there is not an in lieu fee option.

Please forward this information to:

Mello Determinations  
Los Angeles Housing Department  
1200 W. 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
Los Angeles, CA 90017  
Fax (213) 808-8965

An agreement to meet the inclusionary unit requirement must be signed prior to granting a building permit on this project. It will be prepared and mailed to the owner.

A covenant must be drafted by Los Angeles Housing Department and the signed by the owner must be drafted and signed prior to issuance of a Certificate of Occupancy.

If you have any additional questions about the Mello Act, please contact the Housing Department at (213) 808-8806.