Demolition/Conversion Replacement Units

(Current procedures) 2/21/02

1. Applicant is referred from Building and Safety or Planning to Housing for a Mello Determination of affordable units.

2. Applicant contacts Housing Department and is asked to provide information about his/her project.

Required Information from Owner

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

3. Owner supplies required information for necessary for a determination.

Any existing tenants residing at project location are contacted for income verification.

A letter and form asking them to verify their income is mailed both certified and regular mail. Tenants get three weeks to respond.

4. Tenant submits income verification information and source documents.

Tenants at "moderate" income level or less make dwelling unit affordable.

5. Determination is made regarding existence of affordable units and a memo is sent to Planning Department.

6b. **Affordable units exist.** Rents charged for previous three years AND/OR income of tenant(s) qualify as affordable. Replacement units are required.

6a. **No affordable units exist.** Neither rents charged for previous three years NOR income(s) of tenant(s) do not qualify as affordable.

7a. Applicant appeals requirements for replacement units on the grounds of feasibility with the Planning Department

7b. Planning Department considers appeal and notifies Housing of its decision

8a. No replacement units are required. Permitting process continues in Planning Department.

8b. Applicant provides affordable units. Before Certificate of Occupancy is issued a covenant must be drawn up between the City of Los Angeles Housing Department and the owner.

Any tenants at "low" income level or less have "Right of First Refusal" and are notified of the provision of new unit by Housing Department.