



AN INTRODUCTION TO COMPLIANCE MONITORING

FOR THE MULTIFAMILY AFFORDABLE HOUSING LOAN PROGRAMS
ADMINISTERED BY THE LOS ANGELES HOUSING DEPARTMENT (LAHD)

THANK YOU for helping to provide safe, decent and affordable housing to the residents of Los Angeles by securing a multi-family housing rehabilitation loan administered by the City of Los Angeles. As a condition of the type of funding you received, you agreed to certain occupancy and rent restrictions, as well as other accompanying affordability and reporting requirements. These requirements are set forth in the Regulatory Agreement (Covenant) attached to your Loan Agreement, which is recorded against the property for the term of the Covenant regardless of the loan term, its repayment, or transference of property ownership. The Occupancy Monitoring Section of the Los Angeles Housing Department (LAHD) monitors all covenants administered by LAHD. We welcome you and look forward to working with you for the duration of your Covenant.

Your Covenant requires you to implement a City-approved Property Management Plan describing how you will market and manage your property. The Property Management Plan packet has been provided to guide you in the management of your affordable units. It contains a standardized Property Management Plan form and other forms required for reporting the information requested in the Plan. It also contains compliance certification documentation and reporting forms for the restricted units on your property, to be submitted at initial lease-up, annually, and as requested by LAHD. All properties are required to have a tenant selection plan. In addition, for properties with five or more units, an affirmative marketing outreach plan is also required.

It is important that you review your Covenant for specific affordability requirements. A general summary of your program's affordability and reporting requirements, based on your funding source, as well as an Owner Reply Form have been included in the packet to ensure the accurate completion and submission of all required documents. Please complete the Owner Reply Form and attach all documentation to it. Failure to fully complete the Owner Reply Form and submit all required documentation to LAHD at the address below could delay processing or result in a finding of non-compliance. **If you have received, completed and submitted the management plan, it is not necessary to resubmit it.**

Again, thank you for your participation in providing affordable housing to the residents of Los Angeles. If you have any questions or need assistance in completing the compliance certification process, please contact *Occupancy Monitoring* at (213) 808-8943 or (213) 808-8929.

Los Angeles Housing Department
Housing Services
1200 West 7th Street, 9th Floor
Los Angeles, CA 90017
Attention: Occupancy Monitoring