



Los Angeles  
**HOUSING + COMMUNITY**  
Investment Department

Landlord Declarations Section  
1200 W 7<sup>th</sup> Street, 1st Floor, Los Angeles, CA 90017  
Rent hotline 866.557.7368 fax 213.808.8818  
hcidla.lacity.org



Eric Garcetti, Mayor  
Rushmore D. Cervantes,  
General Manager, Mayor

NOT VALID WITHOUT HCIDLA RECEIPT STAMP

APN: \_\_\_\_\_ C.D.: \_\_\_\_\_ #: \_\_\_\_\_

**NOTICE TO LANDLORD:** This form must be submitted to the Los Angeles Housing and Community Investment Department within 3 months of tenant's vacation of the rental unit after an eviction based on Los Angeles Municipal Code (LAMC) 151.09.A.8, and also 30 days preceding the first year anniversary of continued occupancy, and 30 days preceding the second year anniversary of continued occupancy

## DECLARATION OF OCCUPANCY

<b>Rental Unit Address:</b>	<u>Street Address</u>	<u>Unit No.</u>	<u>City</u>	<u>ZIP Code</u>	<b>Date Tenant Moved Out:</b>
<b>Current Occupant's Name(s):</b>					<b>Date Occupant Moved In:</b>
<b>Occupant's Relationship to Landlord:</b>	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Resident Manager				

**THIS FORM IS BEING FILED TO COMPLY WITH LAMC 151.30.F FOR THE FOLLOWING (YOU MUST CHECK ONE):**

Declaration of Occupancy within 3 months of tenant's surrender of rental unit.

Declaration of Continued Occupancy within 30 days preceding the first year anniversary of the tenant's vacation of the rental unit

Declaration of Continued Occupancy within 30 days preceding the second year anniversary of the tenant's vacation of the rental unit

**If the landlord, eligible family member, or resident manager has not moved in within 3 months of tenant's surrender of the unit, or has not continued their occupancy after the first or second anniversary of the vacation of the rental unit, please explain why in detail below (attach additional sheets, if necessary):**

**IF YOU FAIL TO FILE A STATEMENT OR NOTICE AS REQUIRED, YOU MUST PAY A FINE IN THE AMOUNT OF \$250 PER DAY FOR EACH DAY THIS DECLARATION IS DELINQUENT (LAMC 151.30.I.2).**

### Landlord Declaration

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. **(All owners must sign; attach additional pages if necessary.)**

<u>LANDLORD'S SIGNATURE</u>	<u>LANDLORD'S PRINTED NAME</u>	<u>DATE</u>
<u>LANDLORD'S MAILING STREET ADDRESS</u>	<u>LANDLORD'S CITY, STATE, ZIP CODE</u>	<u>LANDLORD'S PHONE</u>
<u>LANDLORD'S AGENT'S SIGNATURE</u>	<u>AGENT'S PRINTED NAME</u>	<u>DATE</u>
<u>AGENT'S COMPANY &amp; STREET ADDRESS</u>	<u>AGENT'S CITY, STATE, ZIP CODE</u>	<u>AGENT'S PHONE</u>