

CITY OF LOS ANGELES

Los Angeles
Housing Department



Eric Garcetti, Mayor

Code Enforcement Division
1200 West 7th Street, 9th Floor
Los Angeles, CA 90017
Tel: 213.808.8808

UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST

Assessor Parcel Number (APN) _____

Property Owner: _____
(Print)

Owner/Agent Address: _____

Telephone # _____ Email: _____

Property Address: _____

Number of Units Billed: _____ Number of Units at Location: _____

Comments:

SUPPORTING DOCUMENTS MUST BE ATTACHED. FORMS FILED WITHOUT THE APPLICABLE DOCUMENTATION WILL NOT BE CONSIDERED AND ALL FEES WILL BE DUE AND PAYABLE.

Certificate of Occupancy

Building & Safety Permit(s)

Sign: _____

Date: _____

Code Enforcement Division Determination (OFFICIAL USE ONLY)

LAHD Units

Commercial Property

SFD

Approved

Denied

Rejected

Sign/PRINT

Date

UNIT COUNT DISCREPANCY AND DETERMINATION REQUEST INSTRUCTIONS

The Unit Count Discrepancy and Determination Request form should only be used if:

- a) You believe that the property should not be billed for Rent Stabilization Ordinance (RSO) and/or Systematic Code Enforcement Program (SCEP) fees; or,
- b) There is a discrepancy between the number of units listed on the Annual Bill and the actual number of units on the property.

NOTE: You must pay for the number of units that you are claiming prior to filing the request form. However, you cannot pay for more units than identified on the Annual Bill.

The completed form, along with all supporting documentation, may be either delivered to one of the Los Angeles Housing Department office locations (see below) or mailed directly to:

Los Angeles Housing Department
CODE Unit Count Section
PO Box 17670
Los Angeles, CA 90017-0280

Do not send original paperwork. Please keep a copy of all documents for your records.