



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

CERTIFICATION OF NO RENT COLLECTED (T3) ANNUAL EXEMPTION

Recorded pursuant to the Los Angeles Municipal Code, Chapter XV (the Rent Stabilization Ordinance) § 151.05G and Chapter XVI (the Housing Code) § 161.301 of the City of Los Angeles. Any person or entity violating this article shall be liable for a civil fine up to \$1,000.00 for each day the violation is committed or permitted to continue, § 161.905.

Property Address: _____
(NUMBER) (STREET)

(CITY) (STATE) (ZIP)

Occupant Names (Over 18 years of age):

Assessor Parcel Number

1) _____	Unit Number _____	5) _____	Unit Number _____
2) _____	Unit Number _____	6) _____	Unit Number _____
3) _____	Unit Number _____	7) _____	Unit Number _____
4) _____	Unit Number _____	8) _____	Unit Number _____

Owner's Name: _____
(Please type or print)

SIGNATURES
MUST BE
NOTARIZED

Signature of Owner: _____

Name of Corporation: _____

Two Officer's Signatures required for Corporations (if applicable):

Title _____ (1) _____
(Sign)

Title _____ (2) _____
(Sign)

"A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

State of California, County of _____ On _____

before me, _____, personally appeared _____

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

Print name _____

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- INSTRUCTIONS -

The Certification of No Rent Collected (Notice) provides property owners with the ability to request more than two (2) Temporary Exemptions (T1 and/or T3) per calendar year. The Notice must:

- Only use for exemption request for more than two (2) units within the one Assessor Parcel Number (APN);
- Reflect the occupants and actual unit(s) that will not have rent collected for the full calendar year (January-December);
- Valid Public Notary seal, date and signature; and,
- Submitted to the Los Angeles Housing + Community Investment Department's Billing and Collections Unit

The notarized Notice may be either walked into one of our public counters (see below) or mailed directly to:

Los Angeles Housing + Community Investment Department
Billing and Collections Unit
PO Box 17790
Los Angeles, CA 90017-0790.

Los Angeles Housing + Community Investment Department Office Locations

CENTRAL REGIONAL OFFICE 3550 Wilshire Blvd., 15 th Floor Los Angeles, CA 90010	NORTH REGIONAL OFFICE 6400 Laurel Canyon Blvd., Suite # 610 North Hollywood, CA 91606	SOUTH REGIONAL OFFICE 690 Knox Street, # 125 Torrance, CA 90502
WEST REGIONAL OFFICE 1645 Corinth Ave., Suite # 104 Los Angeles, CA 90025 <i>(Open Mon., Wed. & Fri. only)</i> <i>(Closed: 12pm-1pm)</i>	GARLAND OFFICE 1200 W. 7 th Street., 1 st Floor Los Angeles, CA 90017	EAST REGIONAL OFFICE 2130 E. 1 st Street, # 2600 Los Angeles, CA 90033

Please keep a copy of all documents for your records.