

Recorded at Request of and Mail To:

Los Angeles Housing and
Community Investment Department
Billing and Collections Unit
P.O. Box 17790
Los Angeles, CA 90017-0790
Attention: Billing Manager

Space Above This Line For Recorder's Use

NOTICE OF RELEASE (Temporary Vacant Rental Units)	TERMINATION OF NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS	DATE OF RELEASE:
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You have released the Temporary Vacant and Secured Rental Unit Notice for the rental housing property described below. The Los Angeles Housing and Community Investment Department's (HCIDLA) Rent Stabilization Ordinance (Los Angeles Municipal Code, Sec. 151.05B.5, et seq.) and, the Systematic Code Enforcement Program (Los Angeles Municipal Code, Sec. 161.352, et seq.) fees are due and payable within 45 days of the release date for the units returned to the rental market. Payment options and HCIDLA office locations are listed on the reverse side.

Note: The 'Termination' document is for all units previously recorded as Temporary Vacant and Secured Rental Units.

I, _____ (please print, Property Owner/Agent of Record) hereby certify that the NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS recorded as Document Number _____ (see Document Number at top right of the original recording) recorded on _____ (see date at top right of original recording below Document Number) in the Office of the County Recorder of the County of Los Angeles, California, is no longer in effect.

(Date) _____ (Signature) _____

Property address:	Assessor Parcel Number (APN):
Mailing Address:	
Agency: Los Angeles Housing and Community Investment Department P.O. Box 17790, Los Angeles, CA 90017-0790	

"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 _____

TERMINATION OF NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS - INSTRUCTIONS

The Termination of Notice of Temporary Vacant and Secured Rental Units Form must be:

- Filled out completely and accurately
- Notarized by a California State registered Notary Public
- Recorded by the Los Angeles County Recorder (see information below), and,
- Submitted to the Los Angeles Housing and Community Investment Department, Billing and Collections Unit

After the Notice has been notarized it must be recorded (\$18.00) in person or by mail at the main Los Angeles County Recorder’s Office located in Norwalk, California, or one of the satellite offices located in West Los Angeles, Van Nuys, or Lancaster. Listed below are the addresses, telephone numbers, and service hours for the various offices. This information is subject to change; please call one of the numbers below to confirm that the information is still valid.

Los Angeles County Recorder’s Office Locations

Office	Address	Phone #	Hours to Record Real Property Document
Norwalk Main Office	12400 E. Imperial Highway Norwalk, CA 90650	(800) 201-8999 (562) 462-2125 (562) 462-2177	8:00 AM – 5:00 PM
West LA (LAX Courthouse)	11701 S. La Cienega Blvd., 6th Floor Los Angeles, CA 90045	(310) 727-6142	8:30 AM – 11:00 AM 1:00 PM – 3:30 PM
Valley Office	14340 W. Sylvan Street Van Nuys, CA 91401	(818) 374-7191	8:30 AM – 11:00 AM 12:15 PM – 3:00 PM
Lancaster/Palmdale Office	44509 16 th Street West, Suite # 101 Lancaster, CA 93534	(661) 945-6446	8:30 AM – 11:00 AM 1:00 PM – 3:30 PM

A copy of the notarized and recorded Notice may be either walked into one of our public counters (see below) or mailed directly to the Los Angeles Housing and Community Investment Department, Billing and Collections Unit, PO Box 17280, Los Angeles, CA 90017-0280. Keep a copy of all documents for your records. Do not send original paperwork.

Los Angeles Housing and Community Investment Department Office Locations

CENTRAL REGIONAL OFFICE 3550 Wilshire Blvd., 15th 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 (Open Mon., Wed. & Fri. only) (Closed: 12pm-1pm)	GARLAND OFFICE 1200 W. 7 th Street., 1st Floor Los Angeles, CA 90017	EAST REGIONAL OFFICE 2130 E. 1st Street, # 2600 Los Angeles, CA 90033