



# 2018 Rent Stabilization Ordinance (RSO)/SCEP Exemption Application

**Form RSO/SCEP18**

<p><b><u>Property Information</u></b></p> <p>APN:</p> <p>Address:</p> <p>Total Units:</p>	<p><b><u>Billing Contact Information (on file)</u></b></p>	<p>DO NOT WRITE IN THIS SECTION</p>
---	--	-------------------------------------

## Rent Stabilization Ordinance (RSO)/SCEP Exemption Request

- DO NOT USE THIS FORM FOR OWNER OCCUPANCY, NO RENT COLLECTED or VACANT EXEMPTION REQUESTS (T1, T3, AND S5). PLEASE SUBMIT THE EC18 FORM INCLUDED WITH YOUR BILL.**
- For exemption codes, exemption descriptions, requirements, and instructions, see the back of this form.
- To renew, add, correct, or update Rent Stabilization Ordinance (RSO)/SCEP exemption(s), complete this section.
- Supporting documentation may be required if applying for new Rent Stabilization Ordinance (RSO)/SCEP exemption(s)
- Please write the APN number on all supporting documentation.

### TO RENEW and/or REQUEST RSO/SCEP EXEMPTION(S) COMPLETE THIS SECTION

RSO/SCEP EXEMPTION RENEWALS		NEW RSO/SCEP EXEMPTIONS	
Exemption Code <small>(see the back of this form)</small>	Address/Unit Number	Exemption Code <small>(see the back of this form)</small>	Address/Unit Number

### CONTACT PERSON (if additional information is needed to process the RSO/SCEP exemption application)

<b>Name</b>			
<b>Address</b> <small>(Number, Street, Apt #, City, State, Zip)</small>			
<b>Email Address</b>		<b>Phone #</b>	

Mail this form, RSO exemption application and supporting documentation to: **CITY OF LOS ANGELES – HCIDLA  
RSO DETERMINATIONS UNIT  
PO BOX 17280  
LOS ANGELES CA 90017-0280**

Please write the APN number on all attached pages.

### SIGNATURE

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## Rent Stabilization Ordinance (RSO)/SCEP Exemption Information

- If the exemption status for the unit previously exempted changes, the property owner must notify the Los Angeles Housing and Community Investment Department. Payment of fees may be required within 10 days.
- Do NOT submit original documents. Keep copies of all documents submitted.

Exemption Type	Reason for Unit Exemption or Adjustment	Exemption Period	SUPPORT DOCUMENTATION	Exempt from	
				RENT	SCEP
<b>P1</b>	Commercial Use		Certificate of Occupancy.	YES	YES
<b>P2</b>	Demolished		LADBS Demolition Permit <b>and</b> approved final inspection.	YES	YES
<b>P3</b>	a) Monastery or Convent only	5 Years	Certificate of Occupancy or letter on official letterhead stating sole use as convent or monastery.	YES	YES
	b) On-campus fraternity or sorority houses or student housing accommodations		<b>School-owned property</b> used as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s required.	YES	YES
	c) Off-campus fraternity or sorority houses or student housing accommodations	10 Years	<b>School-owned property</b> used as fraternity or sorority or housing accommodations for students. Letter required on school letterhead stating the use with a list of unit #s required.	YES	NO
<b>P4a</b>	Withdrawn from rental housing use (Ellis Act)		Copy of "Notice of Intent to Withdraw Units from Rental Housing Use" Application processed by HCIDLA.	YES	YES
<b>P5</b>	a) Hospital		Certificate of Occupancy.	YES	YES
	b) Licensed Care Facility	5 Years	State care facility license and, if applicable, Certificate of Occupancy and lease agreement (if applicable).	YES	YES
<b>R1</b>	Constructed after October 1, 1978		Certificate of Occupancy (show building was built after 10/1/1978). <b>Exceptions:</b> Attached units or Ellis Replacement Units	YES	NO
<b>R2</b>	a) RSO 151.02 Affordable Housing Accommodations		Requires recorded covenant and/or government issued regulatory agreement and HCIDLA exemption approval letter issued after 7/15/2011 under LAMC 151.02.	YES	NO
	b) Ellis Replacement Affordable Housing Accommodations		Requires application and recorded covenant and/or government issued regulatory agreement and HCIDLA exemption approval letter under LAMC 151.28.B.	YES	NO
	c) Ellis Replacement Owner Occupancy		Requires application & proof that owner (natural person) of 4 or fewer unit building that was demolished or to be demolished resided in the bldg for 3 consecutive years prior to demo or application filing.	YES	NO
<b>R3</b>	Rent-regulated Non-Profit Organization		<b>NO new applications accepted after 7/15/2011.</b> Submit HCIDLA Non-Profit Exemption letter issued for the application submitted prior to 7/15/2011. <b>NEW APPLICANTS, PLEASE REFER TO R2 EXEMPTION.</b>	YES	NO
<b>R5</b>	a) Substantial Renovation		<b>NO new applications accepted after 10/3/1989.</b> Copy of Certificate for Substantial Renovation issued by HCIDLA for an application submitted prior to 10/4/1989.	YES	NO
	b) Luxury Exemption		Copy of Certificate for Luxury Exemption issued by HCIDLA. <b>NEW Applicants must be able to establish rent levels on May 31, 1978, were at the requisite levels.</b>	YES	NO
<b>R6</b>	Housing Accommodation exempted by State or Federal law or administrative regulations	1 Year	Copy of State/Federal law or administrative regulation exempting units from municipal rent regulations <b>and</b> regulatory agreement or contract documenting exempt units. Project-based Section 8 requires HUD Regulatory Agreement indicating the property's mortgage is insured or held by HUD, the current mortgage statement and HAP renewal contract, and other relevant documentation.	YES	NO
<b>S2</b>	a) Co-Op Unit (defined in Civil Code (CC) Sections 817 and 817.1)	5 Years	Proof that property is a limited-equity housing Co-Op, copy of Co-Op Agreement, articles of incorporation, by-laws, number of units & unit #s <b>and</b> list of current members.	YES	NO
	b) Co-Op Unit acquired under Govt. Code 54237(d)		Proof of acquisition under the Code.	YES	NO
	c) Non-profit stock Co-Op occupied by shareholder tenant	5 Years	501 c 3 certificate, copy of Co-Op agreement, articles of incorporation, by-laws, list of current shareholders <b>and</b> other relevant documents.	YES	YES
<b>S3</b>	a) Government owned or managed	10 Years	Proof that the property is government owned and/or managed.	NO	YES
	b) HACLA owned and operated		Proof that the property is owned and managed by HACLA.	YES	YES
<b>S4</b>	Mobile Home Park	1 Year	Copy of permit to operate first issued on or after 2/10/1986, number of units <b>and</b> list of spaces leased with written lease agreements exceeding twelve (12) months for spaces that are the primary residence of the lessee.	YES	YES