

Recorded at Request of and Mail To:

Los Angeles Housing and  
Community Investment Department  
Billing and Collections Unit  
1200 W. 7<sup>th</sup> Street, 8<sup>th</sup> Floor  
Los Angeles, CA 90017  
Attention: Billing Manager

Space Above This Line For Recorder's Use

<b>NOTICE OF RELEASE</b> (Temporary Vacant Rental Units)	<b>TERMINATION OF NOTICE OF TEMPORARY VACANT AND SECURED RENTAL UNITS</b>	<b>DATE OF RELEASE:</b>
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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recording below Document Number) in the Office of the County Recorder of the County of Los Angeles, California, is no longer in effect.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:
Mailing Address:	
Agency: Los Angeles Housing and Community Investment Department 1200 W. 7 <sup>th</sup> Street, 8 <sup>th</sup> Floor, Los Angeles, CA 90017	

"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)

## 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
<b>Norwalk Main Office</b>	12400 E. Imperial Highway Norwalk, CA 90650	(800) 201-8999 (562) 462-2125 (562) 462-2177	8:00 AM – 5:00 PM
<b>West LA (LAX Courthouse)</b>	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
<b>Valley Office</b>	14340 W. Sylvan Street Van Nuys, CA 91401	(818) 374-7191	8:30 AM – 11:00 AM 12:15 PM – 3:00 PM
<b>Lancaster/Palmdale Office</b>	1028 W. Avenue J-2 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

<b>CENTRAL REGIONAL OFFICE</b> 3550 Wilshire Blvd., 15 <sup>th</sup> Floor Los Angeles, CA 90010	<b>SOUTH REGIONAL OFFICE</b> 690 Knox Street, #125 Torrance, CA 90502	<b>VALLEY REGIONAL OFFICE</b> 6400 Laurel Canyon Blvd., STE. 610 North Hollywood, CA 91606
<b>WEST REGIONAL OFFICE</b> 1645 Corinth Ave., Suite #104 Los Angeles, CA 90025	<b>CONSTITUENT SERVICE CENTER</b> <i>(Open Tues. &amp; Thurs. only)(Closed: 12pm-1pm)</i> 8475 S. Vermont Ave., 2 <sup>nd</sup> Floor Los Angeles, CA 90044	<b>EAST REGIONAL OFFICE</b> 2215 N. Broadway Los Angeles, CA 90031
<b>GARLAND OFFICE</b> 1200 W. 7th Street, 1 <sup>st</sup> Floor Los Angeles, CA 90017		



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

### **Compliance Division**

1200 West 7th Street, 8th Floor  
Los Angeles, CA 90017  
Tel 877.614.6873  
[hcidla.lacity.org](http://hcidla.lacity.org)

## Property Owner/Management Company Representative Authorization Policy

“Billing” information is only provided to the owner of record and their duly authorized representative (agent). The owner can authorize an agent to receive billing information and/or act on their behalf. The “owner of record” must provide the Department with an original notarized letter specifying the following:

1. The name and title of the owner attesting to the ownership of the subject property,
  - a. For properties owned by a legal entity such as a Corporation, LLC, etc. – authorization letter shall be on the letterhead of the entity and signed by the duly authorized person from that entity (e.g. CEO, President, General Partner, etc.)
  - b. For properties owned by individuals – ALL of the owners of record must sign the authorization letter.
2. The address of the subject property,
3. The name, address, telephone number(s) of the agent authorized to receive information or act behalf of the owner, agent’s relationship to the owner, and
4. The specific information that can be provided and the authority that is being granted to the agent.

The authorization letter must have the original wet signature; no copies or faxes. The letter will be kept on file and remain valid until a change of ownership occurs or a new authorization letter is received. If you have any questions regarding this procedure, please see the Billing and Collections Unit at (877) 614-6873.