

FAST EVICTION SERVICE

INSTRUCTIONS TO COMPLETE PACKET

Completely fill out the following pages: 5, 6, 7, 8

Review, sign and date all other pages

We will also need a copy of the following documents:

- Please submit any & all written communication with your tenant.
- Copies of the most current notices served to/from your tenants.
- A copy of the rental agreement and addenda, if you have one.
- If the terms of your agreement have changed, provide that documentation. (Rent increase, change of ownership, etc.)
- If your property is held in a Trust, we must have a copy of the legal trust name from your trust documents.
- Any roommate release forms.
- Name and phone numbers of authorized persons for sharing status of your case.
- Payment of fees for the Unlawful Detainer lawsuit to be filed.
- We will need to be informed if your case is a Section 8 tenancy.

**IF ALL THE PAPERWORK IS NOT COMPLETED OR
PROVIDED, YOUR CASE WILL BE DELAYED**

*Please review the legal reasons for eviction in LA County.

*Please fill out the Takesheet so that we have the appropriate information to start the eviction process.

*All units must be registered, Single Family Residence, Apartments, Duplexes, and Converted garages

Landlords' Rights FAQs



LOS ANGELES COUNTY
CONSUMER &
BUSINESS AFFAIRS

Form courtesy of Fast Eviction Service

WHAT IS THE COUNTY'S COVID-19 TENANT PROTECTIONS RESOLUTION?

The County's [COVID-19 Tenant Protections Resolution](#) ("Resolution"- formerly the LA County Eviction Moratorium), which went into effect March 4, 2020, provides certain protections to residential tenants, commercial tenants and mobilehome space renters affected by the COVID-19 pandemic in Los Angeles County through **March 31, 2023**.

WHO IS COVERED BY THE COUNTY'S COVID-19 TENANT PROTECTIONS RESOLUTION?

The Resolution applies to residential tenants, commercial tenants and mobilehome space renters in unincorporated Los Angeles County, as well as cities in the County that do not have a moratorium in place. It also established the County's temporary emergency tenant protections as the baseline for all incorporated cities within the County. This includes incorporated cities that have their own local eviction moratoria, to the extent the city's moratorium does not include the same or greater tenant protections as the County's COVID-19 Tenant Protections Resolution.

HOW DO I KNOW IF I AM IN AN UNINCORPORATED AREA OF LOS ANGELES COUNTY?

To find out if a property is in an unincorporated area of Los Angeles County, visit the [Los Angeles County Registrar-Recorder/County Clerk website](#) and select "[District Map Look Up By Address](#)."

WHAT PROTECTIONS ARE CURRENTLY IN PLACE FOR TENANTS?

The following protections are currently in place through **March 31, 2023** and must be followed by landlords with tenants who occupy a property in Los Angeles County:

For Residential Tenants, including Mobilehome Space Renters:

- Rent increase freeze (including new pass-throughs or related charges) for rent-stabilized units in unincorporated areas of the County; and
- Anti-harassment and retaliation protections.

Protections against evictions for:

- Non-payment of rent due between July 1, 2022 and March 31, 2023 due to a COVID-19 financial hardship, only for tenant households with income at or below 80% of the Area Median Income (AMI);
- No-Fault eviction reasons (except for qualified Owner Move-in);
- Nuisance; and
- Unauthorized occupants or pets who began residing in the unit between March 1, 2020 and January 20, 2023

For Commercial Tenants:

- Commercial tenants are no longer protected by the Resolution as of February 1, 2023.

Updated 03/13/23

What Protections Are Being Extended Beyond March 31, 2023?

While many of the emergency tenant protections under the Resolution will be expiring, the following protections will be extended beyond March 31, 2023, for residential tenants and mobilehome space renters who utilized the County's non-payment of rent protections between July 1, 2022 and March 31, 2023:

- No-Fault evictions reasons, except for qualified Owner Move-in Evictions; and
- Anti-harassment and retaliation protections during the Resolution's protection Starting April 1, 2023, landlords are required to serve tenants with a written 30-Day Notice prior to filing an eviction based for the presence of unauthorized occupants or pets.

WHAT SHOULD TENANTS DO IF THEY ARE UNABLE TO PAY RENT THROUGH MARCH 31, 2023?

If qualifying tenants are unable to pay rent, they must notify their landlord within seven (7) days of the rent being due, unless extenuating circumstances exist.

FOR COMMERCIAL TENANTS

As of February 1, 2022, Commercial Tenants are no longer protected from eviction due to nonpayment of rent. Commercial Tenants will have the following time to repay past due rent from March 2020-January 2022:

- Twelve (12) months for those with 0-9 employees;
- Six (6) months for those with 10-100 employees in equal installments.

Under What Circumstances Can A Landlord Evict A Tenant To Move Into A Property Under The County's Covid-19 Tenant Protections Resolution?

Under the Resolution, a landlord or a qualifying family member can move into a single-family home, mobilehome space, condominium unit, duplex, or triplex (collectively "units") if they meet the following criteria:

- The landlord or landlords qualifying family member must physically reside at the property for at least thirty-six (36) consecutive months; and
- The landlord or landlords qualifying family member must be similarly situated to the tenant currently occupying the home; and
- The landlord must provide at least sixty (60) days' notice to Tenant; and
- The landlord must pay tenant relocation assistance as required by the County's Rent Stabilization and Tenant Protections Ordinance or the incorporated city's applicable ordinance or regulation.

Please note: The County's Resolution does not cancel or stop the rent from being owed or stop the accumulation of back-rent owed during the protected period. Tenants should pay their rent if they are able and are encouraged to work out a repayment plan with their landlord during and after the termination of the Resolution. Residential Tenants (including mobilehome space renters) will have up to twelve (12) months to repay any past-due rent.

Under What Circumstances Can A Landlord Evict A Tenant To Move Into A Property Under The County's Covid-19 Tenant Protections Resolution continued...

- Landlords will need to use the following forms as part of the process to evict tenant(s) and provide notice to the Department of Consumer and Business Affairs:
 - Landlord Move-in Disclosure
 - Proof of Service

Landlords may refer to the Relocation Assistance FAQs for further guidance on the required relocation amounts.

Forms for Landlords and Relocation Assistance FAQs can be found at [DCBA.LACounty.gov/rentforms](https://dcba.lacounty.gov/rentforms)

WHAT SUPPORT WILL REMAIN IN PLACE FOR TENANTS AFTER THE MORATORIUM EXPIRATION?

If a tenant needs support in responding to an eviction notice or any matters related to back-rent after March 31, 2023, tenants should immediately contact Stay Housed LA. Stay Housed LA can work with tenants to see if they qualify for free legal assistance, and for help understanding their rights, responding to notices, short-term rental assistance, and/to access to other resources at www.stayhousedla.org or calling DCBA at 800-593-8222 for more information. Tenants are not required to leave their units unless they are served with a five (5) Day Notice to Vacate from the Sheriff's Department.

Additionally, the County or State, protections, or a combination of these may provide an affirmative defense if a Tenant is served with an "Unlawful Detainer" (formal eviction notice) or is facing other civil actions for unpaid rent accrued during the protections period due to COVID-19 related financial hardship.

DOES THE COUNTY OFFER ANY SUPPORT IF I AM FACING FORECLOSURE OF A PROPERTY DUE TO RENT NOT BEING PAID?

The Department of Consumer and Business Affairs' Foreclosure Prevention unit provides free services for homeowners and landlords with 15 or fewer units in Los Angeles County.

We can provide free, one-on-one counseling by phone or in person (by appointment).

Contact us:

Phone: 800-593-8222

Email: homehelp@dcba.lacounty.gov

For more information visit:

dcba.lacounty.gov/landlords

FastEvict.com / Law Group

474 W Orange Show Rd. San Bernardino, California 92408
Telephone: (800) 686-8686 • (909) 889-2000 • Facsimile: (800) 675-5002 • (909) 889-3900
Website: www.fastevict.com/evictions • Email: intake@fastevict.com

PLEASE ANSWER ALL QUESTIONS.

Any error could result in a dismissal or significant delay in your case which may result in additional costs / fees.

OWNERS INFORMATION:

NAME ALL INDIVIDUAL OWNERS OF THE PROPERTY: _____

HOW IS THE RENTAL / SUBJECT PROPERTY HELD?

☐ TRUST? ☐ LLC? ☐ CORP? ☐ PARTNERSHIP? ☐ INDIVIDUAL? ☐ SUBLEASE? ☐ OTHER? _____

BUSINESS/TRUST AND TRUSTEE NAME: _____

OWNERS ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FAX NUMBER: _____ CELL PHONE: _____ ALT NUMBER: _____

EMAIL: _____

DOES TENANT KNOW THIS ADDRESS? YES ☐ --- NO ☐

PAYMENT FOR NOTICE ONLY:

CREDIT CARD #: _____ EXP Date: _____ CVV2: _____

CREDIT CARD BILLING ADDRESS: _____

DO YOU NEED A BUSINESS LICENSE? YES ☐ - NO ☐ COUNTY OR STATE BUSINESS IS REGISTERED IN:

HAS TITLE OR OWNERSHIP RECENTLY CHANGED?

YES ☐ - NO ☐

HAS MANAGEMENT RECENTLY CHANGED?

YES ☐ --- NO ☐

IS YOUR PROPERTY SUBJECT TO RENT CONTROL?

YES ☐ - NO ☐

Is your property financed by federally backed mortgage loan (Freddie Mac or Fannie Mae)"

YES ☐ --- NO ☐

Manger / Agent Information (If Applicable) for Owner:

MANAGER ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FAX NUMBER: _____ CELL PHONE: _____ ALT NUMBER: _____

EMAIL: _____

TENANTS INFORMATION:

ADDRESS WHERE TENANT PAY RENT TO / DIRECT DEPOSIT INFO: _____

EVICITION ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DO YOU NEED A PASSEY OR SECURITY CODE TO SERVE THE TENANT???

THE PASSCODE IS: _____

(If the client fails to provide access when needed there will be an additional process serving fee of \$40.00)

CELL PHONE: _____ ALT NUMBER: _____

ALT MAILING ADDRESS /POBOX/ DOOR # _____

DESCRIPTION OF PROPERTY: _____

TENANT NAMES/ALL OCCUPANTS OVER 18:

1.			
Age	Hair	Height	Weight
3.			
Age	Hair	Height	Weight
5.			
Age	Hair	Height	Weight

2.			
Age	Hair	Height	Weight
4.			
Age	Hair	Height	Weight
6.			
Age	Hair	Height	Weight

CURRENT MONTHLY RENT: _____ DUE DATE: _____ SECURITY DEPOSIT: _____

LATE RENT FEE: _____ PARAGRAPH OF LEASE THAT MENTIONS LATE FEES: _____

DOES YOUR TENANT RECEIVE SECTION 8 OR HOUSING ASSISTANCE OR ANY KIND OF RENTAL ASSISTANCE? YES ☐ - NO ☐

IF YES WHAT IS SECTION 8'S PORTION? _____ AND THE TENANTS PORTION? _____

IS ANY TENANT ON ACTIVE DUTY IN THE MILITARY? YES ☐ --- NO ☐

IF YOU HAVE NO WRITTEN AGREEMENT OR LOST IT, WHAT DATE DID YOUR TENANTS MOVE IN? _____

IF THE AGREEMENT HAS CHANGED SINCE MOVE IN WHAT DATE WAS IT CHANGED? _____

NOTICE INFORMATION:

Any Eviction based non-payment of rent, the landlord is required to apply for rental assistance and wait 20 business days prior to proceeding with an eviction. Please go to housingiskey.com for more details.

****FAILURE TO REVEAL HABITABILITY ISSUES NOW, COULD RESULT IN A POSSIBLE LOSS OF YOUR CASE!!!****

☐ 3 DAY PAY ☐ 3 DAY CURE/QUIT ☐ 30 DAY ☐ 60 DAY ☐ FORECLOSURE ☐ OTHER ☐

****ATTORNEY FEES CAN ONLY BE AWARDED WITH A WRITTEN AGREEMENT****

Rent Breakdown	Cure / Quit Notice Breakdown												
YOU CANNOT ASK FOR MORE THAN 12 MONTHS OF RENT	(please attach a copy of your lease or violation notice if applicable)												
PLEASE STATE EACH RENTAL PERIOD RENT IS OWED FOR	PLEASE GIVE US ALL THE DETAILS OF THE VIOLATIONS												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">JAN \$ _____</td> <td style="width: 50%;">JUL \$ _____</td> </tr> <tr> <td>FEB \$ _____</td> <td>AUG \$ _____</td> </tr> <tr> <td>MAR \$ _____</td> <td>SEP \$ _____</td> </tr> <tr> <td>APR \$ _____</td> <td>OCT \$ _____</td> </tr> <tr> <td>MAY \$ _____</td> <td>NOV \$ _____</td> </tr> <tr> <td>JUN \$ _____</td> <td>DEC \$ _____</td> </tr> </table>	JAN \$ _____	JUL \$ _____	FEB \$ _____	AUG \$ _____	MAR \$ _____	SEP \$ _____	APR \$ _____	OCT \$ _____	MAY \$ _____	NOV \$ _____	JUN \$ _____	DEC \$ _____	Have there been any rent increases --- YES ☐ NO ☐ If yes, please email a copy of the most recent rent increase: Verbal Rent Increases are not Valid and you may have a problem if the tenant never paid the increased amount. HAVE THE OCCUPANTS GIVEN YOU ANY NOTICES? YES ☐ - NO ☐ HAVE YOU SERVED ANY OTHER NOTICES? YES ☐ --- NO ☐
JAN \$ _____	JUL \$ _____												
FEB \$ _____	AUG \$ _____												
MAR \$ _____	SEP \$ _____												
APR \$ _____	OCT \$ _____												
MAY \$ _____	NOV \$ _____												
JUN \$ _____	DEC \$ _____												
Is the tenant acting or has the tenant recently acted in violation of any provision of the written rental agreement? ie. Unauthorized pets, drug dealing, disturbances of the peace, etc. YES ☐ --- NO ☐ What are the police report numbers for the incidents at the property? _____ Is the real property (tenancy) in foreclosure; has a Notice of Default or Notice of Sale been served? YES ☐ --- NO ☐ Did you purchase this property from a foreclosure sale; or subsequent to a foreclosure sale when the tenant was in possession of the unit at the time of the foreclosure sale? YES ☐ --- NO ☐ Did your tenant ever give you a COVID distress declaration and if so when was the last time they did?: _____ Have you or your tenant applied for the Emergency Rental Assistance Program. If yes please state when and outcome: Please describe: _____ _____													
Have you received notices or citations from Code Enforcement or the City? YES ☐ --- NO ☐ Have there been any habitability complaints made by the tenants within the last 6 months? YES ☐ --- NO ☐ HAVE YOU FILED A PREVIOUS CASE AGAINST THE OCCUPANTS? YES ☐ --- NO ☐ WHAT IS THE DATE YOU WERE LAST IN THE PROPERTY? _____ For 30/60 Day Notice cases: Have you accepted rent after the Notice Expires period? YES ☐ --- NO ☐													
Do you want protection against unknown tenants (Arietta)? YES ☐ --- NO ☐ This protection is highly suggested for large families or tenants with subtenants. Arietta protection ensures that all known and unknown occupants are evicted. Without Arietta protection there is a possibility that the tenants can delay the eviction by having an unknown third party file a fraudulent claim with the court which delays the eviction by an additional two weeks or more and also requires that the attorney attend a hearing with your paying an appearance fee. **For residential eviction cases accepting rent after the expiration of ANY notice to vacate will result in the case being dismissed.** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT, AND THAT IF CALLED AS A WITNESS I COULD DO SO COMPETENTLY. I AUTHORIZE THE LAW OFFICE TO INSERT THE APPROPRIATE INFORMATION ON THE LAW SUIT. BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RETAINER AGREEMENT ON THE NEXT PAGE AND AM BOUND BY SAID RETAINER AGREEMENT.													

Date _____

SIGNATURE: OWNER/LANDLORD/AUTHORIZED AGENT

***THE NOTICE WILL REMAIN PROPERTY OF FASTEVICTION.COM / LAW GROUP, NO PROOF OF SERVICE WILL BE CREATED UNTIL THE FILING OF THE EVICTION.**

FastEvict.com / Law Group

474 W Orange Show Rd. San Bernardino, California 92408
Telephone: (800) 686-8686 • (909) 889-2000 • Facsimile: (800) 675-5002 • (909) 889-3900
Website: www.fastevict.com/evictions • Email: intake@fastevict.com

PLEASE ANSWER ALL QUESTIONS.

Any error could result in a dismissal or significant delay in your case which may result in additional costs / fees.

How long have you owned the property? _____
(If you are a management or third party service hiring our company, we will need all information regarding ownership included with the information you send us.)

What entity/ownership name is property held in? _____
(We rely solely on your information in order to file the legal documents properly.)

Has the title to the property changed since this tenant occupied the unit? Yes ☐ No ☐
(Example; transferring to an LLC, a trust, a corporation, or limited partnership)

Is the client that is starting the eviction case the owner ☐, the manager ☐, or the trustee ☐

If it is an LLC, a trust, a corporation, or limited partnership is it still active? Yes ☐ No ☐
(if the entity is suspended, please note you will need to make it active prior to proceeding with an Unlawful Detainer)

If the client just bought the unit did they give an ownership/management takeover letter? Yes ☐ No ☐
If so, when was it sent and when was the property purchased? _____

Have there been any changes to the terms? Such as the date rent is due, or the amount of rent, or any changes of the terms of tenancy? Yes ☐ No ☐
If so, was a new lease or agreement signed? Yes ☐ No ☐

Did the client buy the property with tenants in the unit? Yes ☐ No ☐
If so, was an estoppel certificate or lease given to the new owner? Yes ☐ No ☐

Does the city, county or municipality require a business license or a registration number? Yes ☐ No ☐
(If your property is in a City that requires yearly registration for rent control or any other business purpose for rentals, please send us a copy upon requiring our service for review.)

Is the client's/plaintiff's name on the rental agreement. The name the rent is paid to? Yes ☐ No ☐

What authority do they have to authorize the Unlawful Detainer? _____

How is rent paid: us mail, direct deposit, in person by Zelle: _____

If direct deposit, what bank do they pay to, routing #, account #, and is the nearest bank location within 5 miles of the property? _____

Does the client/landlord/plaintiff give a receipt or a copy of the ledger when rent is collected? Yes ☐ No ☐

Has anyone else moved into the rental unit since the tenancy began? Yes ☐ No ☐
If so, have you collected rent since this? Yes ☐ No ☐

Did any child or occupant turn 18 since the tenancy began? Yes ☐ No ☐

when is the last time the unit was inspected? _____

when has and is the last time occupant complained about repairs or filed a complaint with any government agency from code enforcement, to police to any other authority? _____

Fast Eviction Service

1900 W Redlands Ave #10909, San Bernardino, CA 92403

Telephone: (800) 686-8686 • Website: www.fastevict.com • Email: intake@fastevict.com

UNLAWFUL DETAINER ATTORNEY-CLIENT RETAINER AGREEMENT AND CREDIT CARD AUTHORIZATION

I hereby authorize **Fast Eviction Service**, including its principal and associate attorneys (hereinafter referred to as "**Fast Eviction Service**"), to charge the credit card listed below for any and all fees incurred for services rendered in connection with my eviction matter. I understand that I will receive prior notice of any charges via telephone or email.

Cardholder Name: _____

Cardholder relation to matter: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Card Type: ☐ Visa ☐ MasterCard ☐ Discover

Card Number: _____

Expiration Date: _____ **CVV Code:** _____

Client Email Address: _____

By signing this credit authorization form, I acknowledge and agree that I am authorizing payment for legal services rendered by **Fast Eviction Service**. I authorize Fast Eviction Service to manage and proceed with the Civil, Small Claims, Eviction, and/or Collection process as outlined in the Retainer Agreement.

I understand that once services have been rendered by Fast Eviction Service, no refunds will be issued.

This authorization shall remain in full force and effect until canceled in writing. I agree to notify Fast Eviction Service in writing of any changes to my account information or to revoke this authorization, with a minimum of 15 days' notice.

This authorization applies exclusively to the scope of services detailed in the Retainer Agreement. I certify that I am an authorized user of the credit card provided and will not initiate chargebacks or disputes for payments authorized under this agreement.

Notice: Fast Eviction Service, its principals, and associates will not provide proof of service for any notice unless retained to proceed with the unlawful detainer action. Notices are a product of Fast Eviction Service.

Additional Terms & Conditions: I understand that if I dispute any charges I have authorized, and **Fast Eviction Service** is required to contest the dispute, I will be responsible for all related fees and costs incurred by Fast Eviction Service. These costs will be billed at a rate of **\$250.00 per hour**, plus any actual expenses.

Due to credit card company refund policies, any approved refund will be subject to a **4% processing deduction** from the total amount refunded, in addition to a **\$75.00 administrative fee**.

Fee Disclosure & Custom Pricing: Fast Eviction Service provides a full breakdown of fees for all services related to Civil, Small Claims, Eviction, and Collection matters. A comprehensive fee schedule is included with this agreement for your review and acknowledgment.

Important Notice: For **uncontested residential eviction matters where the amount in controversy exceeds \$10,000** or **uncontested commercial eviction matters exceeding \$20,000**, pricing may vary based on case complexity. See attached fee chart.

Initial _____

Fast Eviction Service reserves the right to refuse service to any individual or entity at its sole discretion.

Eviction Retainer Terms and Client Acknowledgment

Property Owner Name: _____

Representative Name: _____

Eviction Address: _____

Client acknowledges and agrees that **Fast Eviction Service** and its attorneys are retained solely for representation in the uncontested eviction and/or collection matter specified in this agreement. Representation does **not** include settlement negotiations, obtaining waivers, or handling any counterclaims, affirmative actions, or related legal matters brought by the opposing party. Representation in any such related matter will require the execution of a **separate retainer agreement**.

Client agrees to pay fees for services related to eviction or collection matters as set forth in the attached **Fee Schedule**, which is incorporated herein by reference. All fees and advance costs related to the preparation, filing, or service of the Unlawful Detainer are **non-refundable** once preparation has begun, including receipt and review of any documents or upon filing. If any defendant files a responsive pleading, or if additional services outside the scope of an uncontested matter are required, Client agrees to pay the applicable charges as outlined in the **Fee Schedule**. Such fees shall become due and payable immediately upon the Law Office receiving notice of the pleading or upon commencement of the additional services. **Client acknowledges** receipt of, and agrees to, the attached **Fee Schedule**, which may be updated from time to time with notice to Client.

If Client fails to pay fees required under this Agreement, **Fast Eviction Service** shall have no obligation to proceed with the case, including, but not limited to, the filing of a **Writ of Possession with the Sheriff's Department**. No oral or written statements made by Fast Eviction Service or its attorneys shall be construed as a **guarantee of outcome**. All comments regarding potential outcomes are **opinion only**, and **do not constitute promises or assurances**. Estimates provided, including initial deposits or quoted fees, do **not represent flat fees**, nor do they serve as caps or guarantees. Actual legal fees and costs may vary depending on the course and complexity of the matter. A chart of fees is included with this retainer.

Client understands and agrees that if payment is made by credit card and a chargeback is initiated at any time, Client shall be responsible for **all legal fees and costs incurred by Fast Eviction Service to contest the chargeback**, billed at **\$250 per hour plus actual costs**.

Client acknowledges that attorney-client communications are generally **privileged and confidential**, but authorizes Fast Eviction Service to communicate with third parties, including individuals or entities paying legal fees on Client's behalf, when reasonably deemed beneficial to Client's representation. By signing this Agreement, Client affirms that they have submitted a completed **New Case Information Sheet** (Take Sheet), and that all information provided therein is true and accurate to the best of their knowledge. Client accepts full responsibility for the accuracy of this information. Fast Eviction Service will rely on this information in the preparation and prosecution of the Unlawful Detainer action.

Client understands that **Unlawful Detainer actions require detailed factual support**. The Client is solely responsible for providing all relevant facts and may be required to testify in court regarding the grounds for eviction. Client further acknowledges that **California's unlawful detainer laws have undergone significant changes in recent years**, increasingly favoring tenants and requiring greater diligence from landlords.

Concealment or omission of any material fact may negatively impact the outcome of the case, and Fast Eviction Service will **not be held liable** for any such result. Client acknowledges and assumes the inherent **risks of litigation**, and agrees that **all fees are non-refundable upon commencement of services**, regardless of outcome.

Initial _____

Pursuant to **California Civil Code §1954**, Client affirms that a **reasonable attempt to enter the dwelling** has been made within the past six months. If any rent or money is accepted after service of the eviction notice, **Client must immediately notify Fast Eviction Service**. Notices prepared by Fast Eviction Service are the **property of Fast Eviction Service / Law Group**, and **proof of service will not be issued unless the firm is formally retained for the Unlawful Detainer action**.

Date: _____

Client/Landlord Signature: _____

Best Contact Number: _____

Fast Eviction Service Schedule of fees

Notices

\$175.00 - Preparation of 3 Day Covenant Notice - Preparation of 3 Day Notice to Pay or Quit - Preparation of 3/3/60 Day Notice - Preparation of 30 Day Notice - Preparation of 60 Day Notice - Preparation of 7 & 14 Day Notice - Preparation of 90 Day Notice	\$250.00 - Preparation of 3/90 Day Notice (Foreclosure Notice) - Preparation of 30 Day Notice / Escrow - Preparation of 30 Day Notice Tenancy at Will - Preparation of Notice of Change of Terms of Tenancy - Preparation of 90 Day Section 8 Notice - Preparation of 5 Day Forcible Detainer Notice
\$350.00 - Preparation of 3 Day Commercial Notice - Preparation of 3 Day to Quit Notice	\$400.00 - Preparation of 60 Day w/ AB Exempt Notice \$425.00 - Preparation of 3 Day Covenant Notice w/ 3 Day to Quit

Evictions (Uncontested UD & Commercial UD)

\$1,195.00 - Uncontested Eviction – Riverside County - Uncontested Eviction – San Bernardino County	\$1,795.00 - Uncontested Eviction Over 10K - Uncontested Eviction – Imperial County - Commercial Uncontested Eviction – San Diego County
\$1,395.00 - Uncontested Eviction – LA County - Uncontested Eviction – Kern County - Uncontested Eviction – Orange County - Uncontested Eviction – Blythe - Uncontested Eviction – Joshua Tree - Commercial Uncontested Eviction – Riverside County - Commercial Uncontested Eviction – San Bernardino County - Commercial Uncontested Eviction – Orange County	\$1,895.00 Uncontested Eviction Over 25K
\$1,595.00 - Uncontested Eviction – San Diego County - Commercial Uncontested Eviction – LA County - Commercial Uncontested Eviction – Kern County	\$1,995.00 Commercial Uncontested Eviction Over 10K
	\$2,045.00 Uncontested Eviction Over 35K
	\$2,095.00 Commercial Uncontested Eviction Over 25K
	\$2,245.00 Commercial Uncontested Eviction Over 35K

Appearances (Trial, Ex Parte, Jury)

\$495.00 - Trial Appearance (First Hour) – Riverside County - Trial Appearance (First Hour) – San Bernardino County - Ex Parte Trial Appearance – Riverside County - Ex Parte Trial Appearance – San Bernardino County - Trial Continuance (First Hour)	\$795.00 - Ex Parte Trial Appearance – Joshua Tree - Ex Parte Trial Appearance – Kern - Ex Parte Trial Appearance – Imperial County - Ex Parte Trial Appearance – San Diego County - Attorney to Appear at Deposition - Substitution In at Trial
\$595.00 - Trial Appearance (First Hour) – Orange County - Trial Appearance (First Hour) – Los Angeles County - Ex Parte Trial Appearance – Orange County - Ex Parte Trial Appearance – Los Angeles County - Trial Appearance (First Hour) – Joshua Tree - Trial Appearance (First Hour) – Blyth - Trial Appearance (First Hour) – Kern - Trial Appearance (First Hour) – San Diego County	\$1,750.00 Jury Trial Appearances Full Day
	\$2,500.00 Jury Trial Preparation
	\$7,500.00 Jury Trial Retainer

Initial _____

Motions, Oppositions, & Related

\$1,500.00

- Bankruptcy Relief (B.K. Relief)
- Preparation of Summary Judgment Motion
- Preparation of Remand Motion

\$450.00

- Propound Discovery (Preparation)
- Preparation of Opposition to Defendant's Motion
- Respond to Discovery Propounded on Plaintiff (Owner)

Letters & Stipulations

\$350.00

- Preparation of Attorney Letters
- Preparation of Settlement Agreement
- Small Claims Service
- Reposting for Lock Out

\$375.00

- Summons & Complaint Service
- Preparation of Stipulations

\$75.00

- Small Claims Demand Letter

Discovery/Deposition

\$750.00

- Preparation of Deposition Responses

Administrative & Filing

\$15.00

- California Overnight Fee

\$50.00

- Pre-Judgment Claim (Delays Eviction 5 Days)

\$100.00

- Search for Debtor's Information

\$130.00

- Process Server Fee

\$142.50

- Issuance and Recording (Abstract)

\$150.00

- Posting Order

Other Services

\$215.00

- Sheriff Fee

\$265.00

- Red & Sheriff Service

\$575.00

- Declaration of Non Compliance

\$1,185.00

- Warehouseman Sale

\$175.00

- Third Party Claim

\$250.00

- Preparation of \$JGMT

\$175.00

- Renewal Costs

Initial _____

Extraordinary Costs, Additional Services & Communication Terms

Client understands and agrees that certain **extraordinary costs** may arise during the course of the unlawful detainer or collection process. These include, but are not limited to:

- Advanced court filing fees for motions
- Additional process server charges or repeated service attempts
- Sheriff re-posting fees
- Writ of Execution filing costs (for collections)
- Abstract of Judgment processing
- Postage and mailing fees
- Satisfaction of Judgment filings

Client has reviewed Fast Eviction Service's Schedule of Fees chart included in this agreement and agrees to pay all such costs as incurred

Should the tenant or tenant's attorney initiate **settlement negotiations**, request responses to **interrogatories**, or compel participation in **depositions** or extended court proceedings (including delays due to courtroom availability or trials exceeding one hour), such time will be billed as **extraordinary legal services**.

- Time spent by law office **staff** on these matters, including additional phone calls and case-specific inquiries, will be billed at **\$175 per hour**.
- Time spent **personally by an attorney** in response to Client's request (when outside the normal scope of service) will incur a **minimum fee of \$100**.
- Any time exceeding 15 minutes of attorney time will be billed at the rate of **\$250 per hour**.

Please note: Our staff is trained to handle standard case matters and procedural inquiries efficiently, but **cannot provide legal advice**. Clients requesting attorney involvement outside standard case milestones will be billed accordingly, as outlined above.

Attorney Fee Policy & Associated Counsel

Unless expressly arranged otherwise, the **full fee for a standard uncontested eviction** must be paid in advance. The initial **attorney fee of \$250, plus any applicable refund processing fees (4%)**, is deemed **earned in full** once the Summons & Complaint are prepared by Fast Eviction Service. These fees are **non-refundable** at that point.

Fast Eviction Service may, at its discretion, delegate tasks to **associated or closely affiliated attorneys** for services including but not limited to legal research, discovery, motion drafting, court appearances, trial preparation, jury or bench trials, and federal matters (including bankruptcy). By signing this agreement, Client expressly authorizes such delegation. In certain cases, a separate retainer agreement may be required.

File Retention Policy

Client files will be retained by the Law Office for a period of **no less than seven (7) years** following completion of representation. After that time, the file may be securely destroyed. Within that period, Client may request **one duplicate copy** of their file, subject to a **\$50 administrative retrieval fee**.

Fee Adjustments & Legal Disclosures

All legal fees, court costs, and administrative charges are **subject to change** at the discretion of Fast Eviction Service, especially in response to new laws or increased government-imposed costs. This includes, but is not limited to, **fee increases resulting from SB 564** and similar legislation affecting Sheriff and Marshal services. Fast Eviction Service will notify clients of any such increases as soon as practicable.

Acknowledgment of Truthfulness & Understanding

I declare under penalty of perjury that all information I have provided to Fast Eviction Service is **true and correct**, and that I am competent to testify to its accuracy in a court of law if necessary.

By signing below, I acknowledge that I have read, understood, and agreed to all terms set forth in this Retainer Agreement. I further understand that **eviction cases in the City or County of Los Angeles** may be **highly litigated** and subject to **moratoriums or tenant protections**, which may result in **settlement** or **unfavorable outcomes**. These risks are understood and accepted.

Electronic Communications Consent

By executing this agreement, I authorize Fast Eviction Service and its representatives to communicate with me via **email, fax, text message, and other forms of electronic communication** for matters related to my case.

☐ **I opt out of all electronic communication and request all case correspondence by mail only.** (*Client must check box to opt out.*)

Date: _____

Client/Landlord Signature: _____

VERIFICATION

STATE OF CALIFORNIA, COUNTY OF SAN BERNARDINO

I have read the foregoing SUMMONS AND COMPLAINT FOR UNLAWFUL DETAINER

_____ and know its contents.

☒ **CHECK APPLICABLE PARAGRAPHS**

☒ I am a party to this action. The matters stated in the foregoing document are true of my own knowledge except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

☐ I am ☐ an Officer ☐ a partner _____ ☐ a _____ of _____

_____ a party to this action, and am authorized to make this verification for and on its behalf, and I make this verification for that reason. ☐ I am informed and believe and on that ground allege that the matters stated in the foregoing document are true. ☐ The matters stated in the foregoing document are true of my own knowledge, except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

☐ I am one of the attorneys for _____

_____ a party to this action. Such party is absent from the county of aforesaid where such attorneys have their offices, and I make this verification for and on behalf of that party for that reason. I am informed and believe and on that ground allege that the matters stated in the foregoing document are true.

Executed on _____, at SAN BERNARDINO, California.

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

Type or Print Name

Signature

I request that a facsimile be accepted as an original pursuant to CRC 2.305(d), a signature hereon, in any, I produced by facsimile transmission is admissible as an original

NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEY:		STATE BAR NUMBER:	Reserved for Clerk's File Stamp
ATTORNEY FOR (Name): PLAINTIFF			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
COURTHOUSE ADDRESS:			
PLAINTIFF/PETITIONER:			
DEFENDANT/RESPONDENT:			
VERIFICATION BY LANDLORD REGARDING RENTAL ASSISTANCE—UNLAWFUL DETAINER			CASE NUMBER:

This form must be filed by the plaintiff with any request for default judgment in any unlawful detainer action seeking possession of residential property based on nonpayment of rent or any other financial obligation under a lease. It may also be used at other times as appropriate or when requested by a judicial officer.

1. The landlord of the property at issue in this case is (name):
2. All of the following statements are true:
 - a. Landlord has not received rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - b. Landlord has not received rental assistance or other financial compensation from any other source for rent accruing after the date of the notice underlying the complaint in this action.
 - c. Landlord does not have any pending application for rental assistance or other financial compensation from any other source corresponding to the amount demanded in the notice underlying the complaint in this action.
 - d. Landlord does not have any pending application for rental assistance or other financial compensation from any other sources for rent accruing after the date of the notice underlying the complaint in this action.

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

Dated: _____

(TYPE OR PRINT NAME)



(SIGNATURE)

(TITLE-- provide if signing on behalf of corporation or other business entity)

PLAINTIFF (Name): DEFENDANT (Name):	CASE NUMBER:
--	--------------

4. ☐ **Other allegations** Plaintiff makes the following additional allegations: *(State any additional allegations below, with each allegation lettered in order, starting with (a), (b), (c) etc. If there is not enough space below, check the box below and use form MC-025, title it Attachment 13, and letter each allegation in order.)* ☐ Other allegations are on form MC-025.

5.. ☐ Number of pages attached *(specify)*:

Date:

(TYPE OR PRINT NAME)



(SIGNATURE OF PLAINTIFF OR ATTORNEY)

VERIFICATION

(Use a different verification form if the verification is by an attorney or for a corporation or partnership.)

I am the plaintiff in this proceeding and have read this complaint. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

(TYPE OR PRINT NAME)



(SIGNATURE)

I request that a facsimile be accepted as an original pursuant to CRC 2.305(d), a signature hereon, in any, I produced by facsimile transmission is admissible as an original.



NOTICE OF TENANT RIGHTS

IMPORTANT- PLEASE READ INSTRUCTIONS BELOW BEFORE POSTING

Los Angeles County Rent Stabilization and Tenant Protection Ordinance (RSTPO), [Chapter 8.52](#) of the County Code, requires landlords of fully and partially covered rental units located in unincorporated areas of the County to provide their tenants with a Notice of Tenant Rights. The Notice of Tenant Rights must be provided to tenants in all the following circumstances:

1. When entering into a rental agreement by including a copy of the notice as an exhibit or attachment to the written rental agreement;
2. When renewing a rental agreement; and
3. When providing notice of a rent increase or decrease in a fully covered rental unit or a reduction in housing service.

The attached Notice of Tenant Rights must be posted in a conspicuous location, such as a lobby of the property or common areas (e.g., near mailboxes, in laundry rooms, or at the entrance to the property). This notice should be posted in English and any additional languages as required by the County Code Section [8.52.120](#).

Failure to comply with notice requirements in the Los Angeles County Code Chapter [8.52.120](#) may result in administrative fines of up to \$1,000.00 (LACC [8.52.160](#)), civil penalties up to \$1,000.00, criminal penalties up to \$1,000.00 and/or imprisonment in the County jail for a period of not more than six (6) months (LACC [8.52.170](#)). Each day that the violation continues shall constitute a separate and distinct offense.

For questions, please contact the Los Angeles County Department of Consumer & Business Affairs Rent Stabilization Program:

- Phone: 800-593-8222 (Monday - Friday, 8:00AM - 4:30PM)
- Email: Rent@dcba.lacounty.gov
- Online: rent.lacounty.gov



NOTICE OF TENANT RIGHTS

THIS PROPERTY IS SUBJECT TO LOS ANGELES COUNTY CODE (LACC) CHAPTER 8.52

The Rent Stabilization and Tenant Protections Ordinance (RSTPO), Chapter 8.52 LACC, regulates rent increases for fully covered rental units and evictions for fully and partially covered rental units in unincorporated Los Angeles County. While this notice provides general information about the RSTPO, tenants should review and understand all relevant laws about their rights and responsibilities, as well as consult with an attorney about their legal rights.

LIMITS TO RENT INCREASES & SECURITY DEPOSITS FOR FULLY COVERED RENTAL UNITS:

- Rent may only be increased once every twelve (12) months ([LACC §8.52.050](#)).
- Annual rent increases may only be imposed if the landlord has complied with:
 - Annual registration of their rental unit(s) on the County's Rent Registry ([LACC §8.52.050](#));
 - Payment of annual registration fees in accordance with [LACC §8.52.080](#);
 - State and local laws and requirements ([LACC §8.52.050](#));
 - Written notice requirements to the tenant in accordance with [California Civil Code §827](#).
- Annual rent increases will be determined by the percentage change in the average annual Consumer Price Index (CPI), not to exceed eight percent (8%), or ten percent (10%) for luxury units.
- A reduction in housing services may be considered a rent increase under certain circumstances ([LACC §8.52.060](#)).
- Security deposit increases after the start of tenancy are prohibited. ([LACC §8.52.055](#)).
- Tenants may submit an Application for Adjustment to the Department of Consumer and Business Affairs (DCBA) based on an unlawful rent increase, failure to maintain a habitable premises, and/or a reduction in housing services ([LACC §8.52.060](#)).

EVICCTIONS, BUYOUT AGREEMENTS, AND PASS-THROUGHS:

- Landlords cannot evict tenants without providing a "just cause" reason such as failure to pay rent, nuisance, landlord/family member move-in, etc. ([LACC §8.52.090](#)).
- Landlords may be required to provide relocation assistance for No-Fault evictions and temporary displacements ([LACC §8.52.110](#)) for fully or partially covered rental units.
- Landlords are required to notify DCBA when a Notice of Termination is served to a tenant living in a fully and partially covered rental unit ([LACC §8.52.090](#)).
- Landlords may buyout a tenant's lease by offering cash in exchange for the tenant to move out and must comply with tenant buyout agreement provisions in the ordinance ([LACC §8.52.100](#)). This applies to fully and partially covered rental units.
- Landlords may pass-through up to 50% of certain costs for work performed on fully covered rental units only after an application is submitted and approved by DCBA ([LACC §8.52.070](#)).

TENANT PROTECTIONS FROM HARASSMENT

- Landlords cannot harass or retaliate against tenants for exercising their rights ([LACC §8.52.130](#)).

FOR QUESTIONS ABOUT YOUR RIGHTS OR TO REPORT A VIOLATION

Contact the Los Angeles County Department of Consumer and Business Affairs at 800-593-8222 (Monday - Friday, 8:00AM - 4:30PM) or by email at rent@dcba.lacounty.gov

Revised April 2023



LOS ANGELES COUNTY'S RENT REGISTRY **FREQUENTLY ASKED QUESTIONS**

Why did the County adopt a Rent Registry?

The Rent Registry was established under the County's Rent Stabilization and Tenant Protections Ordinance (RSTPO) and the Mobilehome Rent Stabilization and Mobilehome Owner Protections Ordinance (MRSMOPO). The Rent Registry allows landlords and mobilehome park owners to provide required rental housing information in compliance with the County ordinances, such as changes in tenancy, rental rates, and amenities, as well as pay annual registration fees to administer and enforce the program.

Who is required to register?

Landlords and mobilehome park owners who rent units, rooms, or mobilehome spaces within unincorporated areas of Los Angeles County are required to register and pay registration fees annually. Some units, properties, or mobilehome spaces may be exempt from registration fees. Landlords and mobilehome park owners may submit an exemption request through the Rent Registry. Please visit our website for a full list of properties that are subject to the Rent Registry requirements.

Property owners or mobilehome park owners who occupy a rental unit(s) or mobilehome space(s) and who do not receive rent for any portion of the same property are **NOT required to register**. Please note, if you ever rent your unit(s) or space(s), you will be required to register within thirty (30) days of the tenancy start date.

How do I register?

You can visit our website at dcba.lacounty.gov/rentregistry/ to be directly connected to the County's Rent Registry. You can also find informational webinars and guides on how to register. Contact our office if you would like a paper registration form.

What is the registration deadline, and how much will I have to pay?

All rental units must be registered, and fees paid by September 30th of each year.

Registration fees fall into the following categories:

- **\$90 per Fully Covered Rental Unit***: Subject to rent restrictions **and** "just cause" eviction protections (e.g. *At-Fault or No-Fault eviction reasons*);
- **\$30 per Partially Covered Rental Unit**: Subject to "Just-Cause" eviction protections **only** (*no rent restrictions*);
- **\$90 per Mobilehome Space***

* Up to 50% of the annual registration fee for fully covered rental units and mobilehome spaces may be passed through to tenants and mobilehome owners, prorated on a monthly basis.

How do I know if I'm Fully Covered or Partially Covered?

Fully covered rental units consist of two or more units located on a single parcel (e.g. apartment complexes, duplexes, etc.) in the unincorporated areas of the County, with a Certificate of Occupancy issued on or before February 1, 1995. Partially covered rental units are those units in the unincorporated area of the County that are not Fully Covered or identified as exempt from Chapter 8.52 of the County Code. Contact our office or visit our website for more information regarding coverage under the County's ordinances.

How often do I have to register?

Landlords and mobilehome park owners who rent units or mobilehome spaces within unincorporated areas of Los Angeles County need to register and update rental information **every year on or before September 30th**.

How can I pay the registration fee?

Landlords and mobilehome park owners will be able to pay online with a credit card or e-check through the Rent Registry. In-person and mail-in options will also be available with details to follow.

What will happen if I don't register or pay fees for my rental unit(s) or mobilehome space(s)?

Failure to register and pay the annual registration fee by September 30th may result in penalties and late fees. Additionally, landlord and mobilehome park owners not current on the required registration fee will not be able to increase rent or pass-through costs to their tenant(s) and mobilehome owner(s).

For questions or assistance, please contact us at (800) 593-8222 or rentregistry@dcba.lacounty.gov, or visit our website for more information at dcba.lacounty.gov/rentregistry/.



COUNTY OF LOS ANGELES

RENT REGISTRY

User Guide

How to Register Rental Properties on the
Los Angeles County Rent Registry



COUNTY OF LOS ANGELES

RENT REGISTRY USER GUIDE

The Los Angeles County Department of Consumer and Business Affairs (DCBA) launched the County’s Rent Registry in October 2021, as part of the County’s [Rent Stabilization and Tenant Protections Ordinance](#) and the [Mobilehome Rent Stabilization and Mobilehome Owner Protections Ordinance](#). The Rent Registry allows landlords and mobilehome park owners to provide required rental housing information in compliance with the County ordinances, such as changes in tenancy, rental rates, and amenities, as well as pay annual registration fees to administer and enforce the program.

This guide provides step-by-step instructions to help landlords and mobilehome park owners register their rental properties located in the unincorporated areas of Los Angeles County onto the Rent Registry.

To learn more about the County’s Rent Registry, visit dcba.lacounty.gov/rentregistry/.

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I. Registry Checklist

What You Will Need to Register:

- ✓ **An Active Email Account**
- ✓ **Your Property's Assessor Parcel Number (APN)***
- ✓ **Your Property's Identification Number (PIN)***

* Your property's APN and PIN can be found in the notification letter mailed to you or by contacting the Los Angeles County Department of Consumer and Business Affairs (DCBA).

Steps to Register:

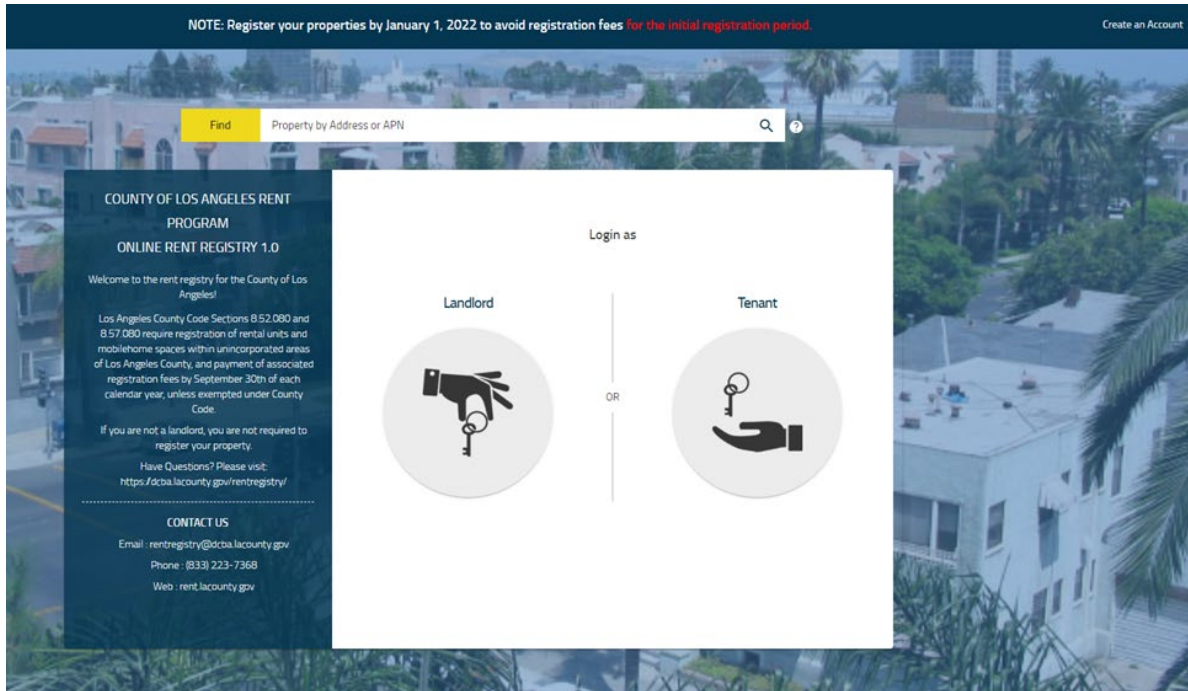
- ☐ **Register on the Rent Registration Portal**
 - Visit the Rent Registry website at www.rentregistry.dcba.lacounty.gov
 - Enter your email and create a password
 - Check your email for confirmation and to verify your username and password
- ☐ **Add your Rental Property**
 - Claim your rental property in the Rent Registration Portal
 - Enter your APN and PIN
 - Update your contact information
 - Name, phone number, email and mailing address of property owner (required) and of Property Manager (if you do not have one, check the "Same as Owner" box)
- ☐ **Enter Unit Information**
 - Enter unit information such as unit number, type of occupant in the unit, amenities included in rent, the rent amount, date of occupancy and date of last rent increase
 - Enter tenant information such as contact information, if the tenant is a Qualified tenant, and preferred language
 - Continue to add all units on your rental property
- ☐ **Submit your Registration**
 - Ensure all information is correct before submitting. Once submitted, DCBA staff will review and either approve or deny the registration
- ☐ **Pay Yearly Registration Fees**
 - Once your registration is approved, you will be notified of a pending payment status. Enter the system to start the payment process.

For any additional questions or assistance, you can contact DCBA's Rent Stabilization Program at (800) 593-8222 or RentRegistry@dcba.lacounty.gov.

II. Accessing the Rent Registry

Step 1: Visit the Registry Website

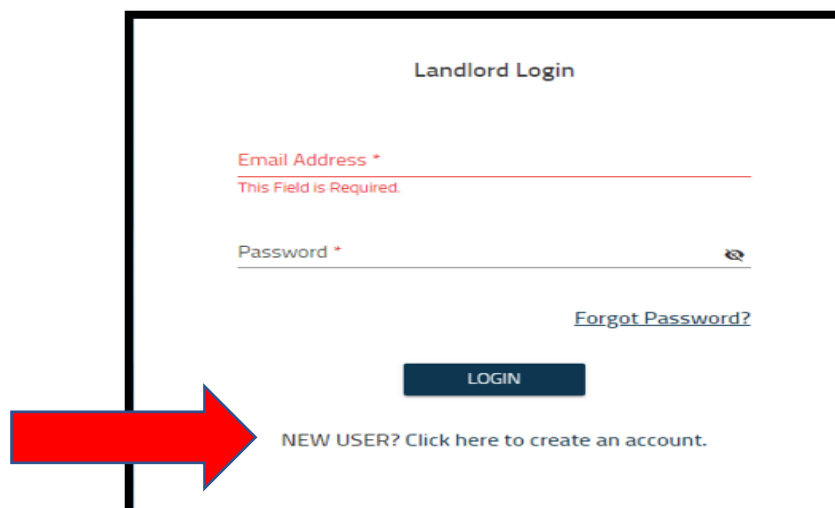
Visit the Los Angeles County Rent Registry website at www.rentregistry.dcba.lacounty.gov and click the icon located under “Landlord”.



Step 2: Log In

Landlords who have already registered can input their login information to access the registry.

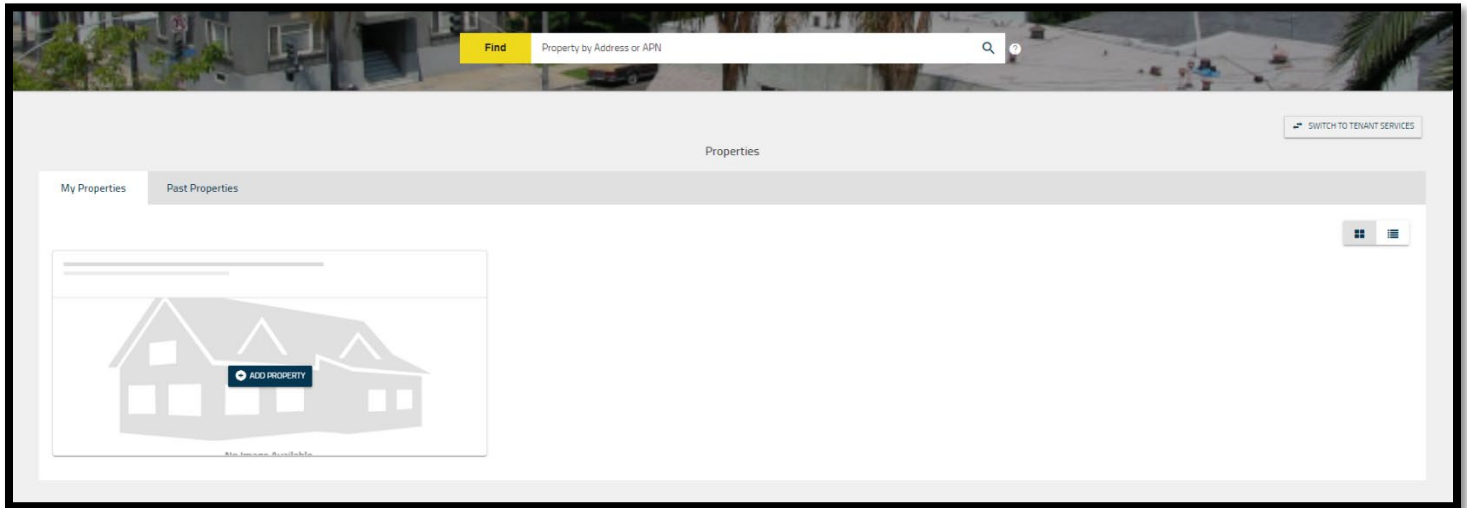
Landlords registering for the first time will need to navigate to “NEW USER? Click here to create an account.” below the Login button. *



**Please note:* You will receive a confirmation email from rentregistry@dcbalacounty.gov after creating your account.

Step 2a: Confirm Initial Login and Landlord Information

Once you have logged into the system you will see the “Dashboard”.



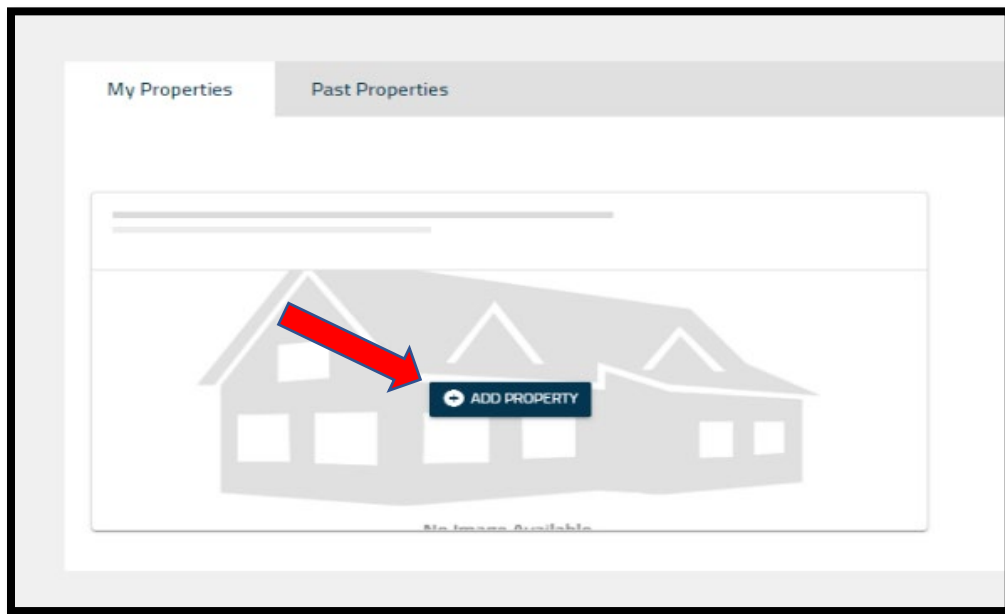
If this is your first time accessing the system, your dashboard will be empty as shown above.

All properties that are successfully entered through your account will appear in the Dashboard.

III. Adding a Property

Step 1: Add your rental property

On your Dashboard, you will see a button that reads “Add Property;” click here to begin adding your property.



Step 1a: Enter APN and PIN Information

Once you click the “Add Property” button, you will see a pop-up asking you to input the Assessor’s Parcel Number (APN) and PIN associated with your rental property. Letters containing the PINs have been mailed to the Mailing Address the County has on file for each property. If you did not receive a letter, you may contact DCBA and request a new PIN. Please be prepared to verify your property address and ownership information.

Add Property

Find APN

APN *

PIN Number *

RESET

VERIFY

Help

Please enter the APN and Registration PIN provided by DCBA.

Should you need assistance with registration or if you need a Registration PIN to be issued, please contact the LA County Rent Program at (833) 223-7368 or email rentregistry@dcba.lacounty.gov.

How do I find the unique PIN?

CANCEL

SUBMIT

Once you enter the information, you will click “verify” to ensure the APN and PIN are correct to the property address. If everything looks correct, click “Submit.”

IV. Registering Your Property

Landlords are required to register their properties annually. The Dashboard will identify if your property is ready for registration. If the property is ready to be registered, the APN status will say “Registration Open” (see below).



A screenshot of a property registration dashboard. At the top is a large, light gray icon of a house with multiple windows. Below the icon, the text "No Image Available" is centered. On the left side, there are two blue rectangular input fields. The first is labeled "APN" and the second is labeled "Address". Below the "Address" field is a small button labeled "Open". On the right side, there are two lines of text: "Total Units" followed by the number "2", and "APN Status" followed by "Registration Open". The "APN Status" and "Registration Open" text is enclosed in a red rectangular box.

APN [Redacted]	Total Units 2
Address [Redacted]	APN Status Registration Open
Open	

Click “Open” to continue.

Step 1: Update Primary Owner and Property Manager Information

You may notice that the property owner's information is missing or incorrect. If so, you can update it by clicking “Click Here to Add” (see below).

Addresses Contacts Geo View

Site Address
8131 HOLMES AVE LOS ANGELES CA 90001-3438

Total Units 2 Property Status Registration Open Owner David Williams Year Built 1929

Primary Owner and Property Manager Contact Information Missing. Click Here to Add

Unit details missing. Click the "+ ADD UNIT" button to add the unit details OR Click the blue "Actions" button next to the Unit you would like to edit to submit details.

8131 HOLMES AVE LOS ANGELES CA 90001-3438 + ADD UNIT

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	More
No records available.								

0 - 0 of 0 items

Click the “Add Contact” on the new page that appears and add or update the required information. The following contact types are required:

- Owner Contact Information
- Property Manager Contact Information

Addresses Contacts Geo View

Each property requires BOTH a Primary Owner Contact and a Property Manager Contact to be added.

- If you see a Primary Owner listed below, please use the blue “Actions” menu to edit the information to ensure its accuracy.
- To add a Property Manager Contact, click on the “Add Contact” button and select “Property Manager” to enter the data. NOTE: If there is NO specified Property Manager for the property, you can click on “Same as Owner” to prefill the information.
- You can also add Additional Owner names, if applicable. This is optional and purely informative.

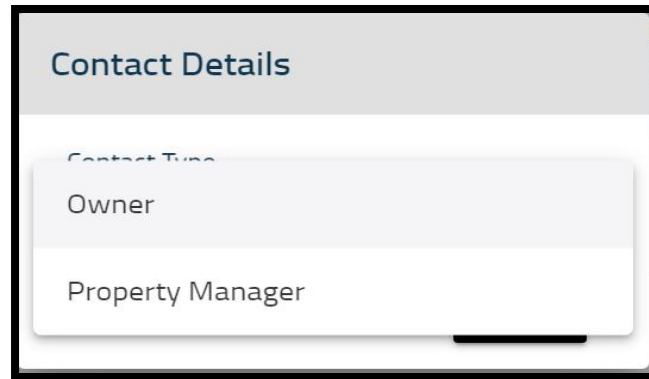
+ ADD CONTACT

Both types of Contacts **must** be added to the APN to submit Exemptions, Amendments, and Registration. The Property Manager’s information can be the same as the Owner's, if you choose.

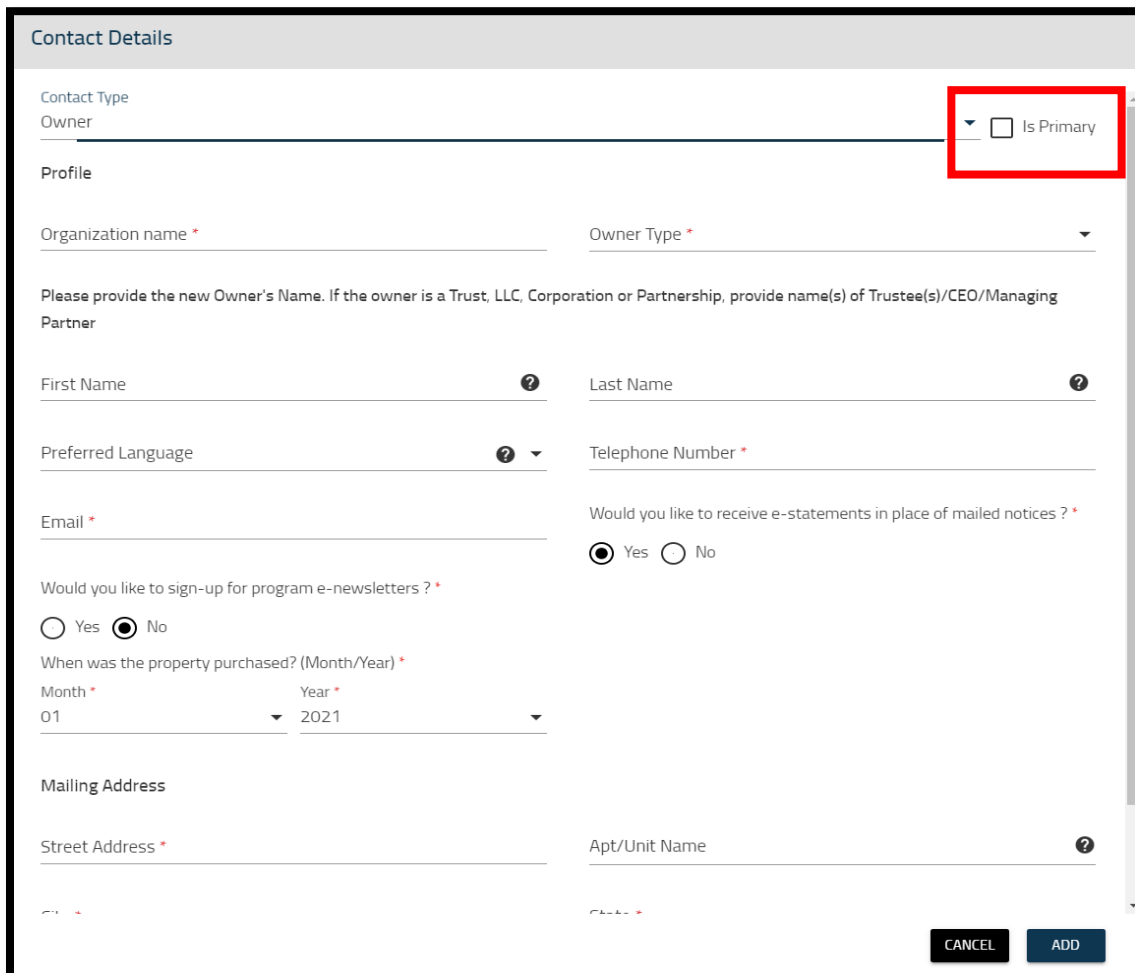
To add additional Owner Contact details, click on the “ADD CONTACT” button.

The Contact Detail pop-up page will open (shown below). From there, you can select from the available contact type.

Select “Owner” from the dropdown list to add an additional Owner or select “Property Manager” from the dropdown list to add the Property Manager contact details.

A screenshot of a 'Contact Details' dropdown menu. The menu is open, showing two options: 'Owner' and 'Property Manager'. The 'Owner' option is highlighted with a light blue background. The menu is enclosed in a black border.

Select the “Is Primary” checkbox if you wish to make the Owner a Primary contact. Fill out all required fields in the Contact Details form and click ADD.

A screenshot of the 'Contact Details' form. The form is titled 'Contact Details' and has a 'Contact Type' dropdown menu set to 'Owner'. A red box highlights the 'Is Primary' checkbox, which is currently unchecked. Below the 'Contact Type' section is the 'Profile' section, which contains several required fields: 'Organization name', 'Owner Type', 'First Name', 'Last Name', 'Preferred Language', 'Telephone Number', 'Email', and 'Mailing Address'. There are also two optional questions: 'Would you like to receive e-statements in place of mailed notices?' and 'Would you like to sign-up for program e-newsletters?'. The 'When was the property purchased?' section includes dropdowns for 'Month' and 'Year'. At the bottom right of the form are 'CANCEL' and 'ADD' buttons.

Once you have entered the required information, you can add the “Property Manager” contact information. If the Property Manager is the same as the Primary Contact check “Same as Owner” and the information will populate automatically.

Contact Details

Contact Type
Property Manager

☐ Same as Owner

Profile

Organization name

Property Manager Type *

Please provide the Property Manager Name:

First Name ?

Last Name ?

Preferred Language ?

Telephone Number *

Email *

Would you like the property manager to receive registration and payment notifications ? *

☒ Yes ☐ No

Mailing Address

Street Address *

Apt/Unit Name ?

City *

State *

Zip Code *

CANCEL

ADD

9

Step 2: Add Unit Information

On the “Property Details” page, click the “Add Unit” button and the following pop-up will appear. Enter the required information. Additional options may appear depending on the selected Occupant Type.

Edit Unit

Unit Name (e.g. UNIT # 1,A- 101 or APT 22 etc.) *

1

☐ No Unit Name

Number of Bedrooms *

1

Base Rent *

1000

Enter rent charged on 9/11/18. If current tenancy began after 9/11/18, enter rent charged on start date.

Date of Last Rent Increase *

1/1/2021

Occupant Type *

Tenant

Start Date of Tenancy *

1/1/2000

Current Rent *

1050

Occupants Include *:

☐ Terminal Illness

☐ At least 62 years of age

☐ Person With a Disability

☒ Unsure/Unknown

☐ None / Not Applicable

☐ Low Income

☐ Children under 18

Housing Services Included in the Base Rent *:

Do not include housing services or amenities that are identified (a) in a separate written agreement between the landlord and the tenant, or (b) specifically within the rental agreement itself but the landlord and tenant have agreed in the rental agreement that the amount is not to be included in the Base Rent. The Rent Program will presume that housing services not identified in (a) or (b) in the prior sentence will be included in the Base Rent.

☐ Gas

☐ Storage

☐ Water

☐ Pets

☐ Laundry

☐ Gym / Pool

☐ Refuse / Recycling

☐ Other

☐ None / Not Applicable

☐ Electric

☒ Parking

Tenant Information ?

Tenant 1

Tenant First Name *

JOhn

Tenant Last Name *

Dow

Tenant Preferred Language

English

+ ADD PHONE

+ ADD EMAIL

You will need to ensure all the information you enter is true and correct - including the amount of rent charged on either September 11, 2018 for rental units and February 13th, 2018 for mobilehome spaces, or at the beginning of the tenancy if it began after these dates.

You must report any Housing Services that are included in the rent, or if the occupants fall into a qualified category. This includes persons who are disabled, terminally ill, low income, at least 62 years of age, or children under 18.

Fill out each required field. Once finished, click “Add Unit.”

Step 3: Request Unit Exemptions (if applicable)

Before submitting your registration, consider if the APN may qualify for an exemption (Property Exemption/Unit Exemptions). If you do not believe your property qualifies for an exemption, skip to step 4.

Exemption requests can only be made before submitting your registration. Below are some examples of qualifying exemptions:

- Unit is vacant and will remain vacant during the upcoming fiscal year.
- Unit is rented or leased to transient guest(s) for 30 consecutive days or less.
- Unit has a commercial use and is not used as a residential rental unit.
- Unit is occupied by a property manager and there is a written agreement with the landlord stating the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.
- Unit is Government-owned or specifically exempted under State or federal law or administrative regulation.

Visit DCBA's website at dcba.lacounty.gov/rentregistry/ for a full list of properties that are subject to the rent registry requirements. You may also review the [Los Angeles County Rent Stabilization and Tenant Protections Ordinance](#) and [Mobilehome Rent Stabilization and Mobilehome Owner Protections Ordinance](#) to learn more about possible unit/property exemptions.

Unit Exemptions CANNOT be requested AFTER Registration is completed and need to be requested annually during registration. Please note, **you must submit an exemption request for each unit** that you believe is not subject to the registration fee for the registration period year. The appropriate documentation will need to be provided to the DCBA's Rent Stabilization Program to consider the Exemption request.

To apply for an Exemption, click on the "ACTIONS" button next to the unit you believe qualifies for an exemption. Select the option "Apply for Exemption".

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	More
1	Non-Exempt	3	\$2,000.00	\$2,000.00	06/01/21	06/01/21	Tena	ACTIONS
2	Non-Exempt	2	-	-	-	-	Own	

Edit

Apply for Exemption

Manage Tenant Contacts

1 - 2 of 2 items

A pop-up will appear where you will need to identify the reason for the exemption, upload any documentation that substantiates the reason, agree to the declaration statement, and provide the Submitter's Information. Once all the required information is entered, click "SUBMIT".

During the review of your request, a Unit Exemption or “UE” case will be created. You can find this in the Case History section at the bottom of the page. While DCBA staff reviews the request, you will be able to view the status, provide additional documentation, and communicate with DCBA staff.

Case History		
Case Id	Created on Entity	Case Type
UE2020-21-245329	Unit: Unit A,8131 HOLMES AVE LOS ANGELES CA 90001-3438	Unit Exemption

Applying for a Unit Exemption does not guarantee it will be granted. Once submitted, DCBA staff will review each unit exemption request to confirm exemption eligibility and final approval or denial of the request.

Step 4: Prepare for Submission

Once the APN meets all the necessary requirements to be submitted for Registration (APN Contacts and Unit Details have been entered) a “REVIEW AND SUBMIT” button will appear at the bottom of the “Addresses” tab, as well as a “Complete Registration” link in the middle of the page.

2
Registration Open
G And D Chadworth Lic
G And D Chadworth Lic

[Click Here to Complete Registration](#)

19202 1/4 NE MALIBU AL, LOS ANGELES, CA 90503
+ ADD UNIT

Unit Name	Unit Fee Status	Number of Bedrooms	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	More
A	Non-Exempt	2	\$1,000.00	07/31/20	07/31/20	Tenant	ACTIONS

1 - 1 of 1 items

Case History
5
Search

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
RR2020-21-66393	APN: 2006003001	Rent Registry	07/06/2020	07/31/2020	Registration Open	

1 - 1 of 1 items

REVIEW AND SUBMIT

Step 5: Submit Registration

Once you are ready to submit your registration you can either click the “Complete Registration” hyperlink or the “Review and Submit” button.

2 Registration Open G And D Chasworth Lic G And D Chasworth Lic

[Click Here to Complete Registration](#)

19202 1/4 NE MALIBU AL, LOS ANGELES, CA 90503 + ADD UNIT

Unit Name	Unit Fee Status	Number of Bedrooms	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	More
A	Non-Exempt	2	\$1,000.00	07/31/20	07/31/20	Tenant	ACTIONS

1 - 1 of 1 items

Case History 5

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
RR2020-21-66393	APN: 2006003001	Rent Registry	07/06/2020	07/31/2020	Registration Open	

1 - 1 of 1 items

REVIEW AND SUBMIT

A new page will be displayed which shows the APN details as they have been entered. The Owner and Property Manager Contact details, Unit Details, and Case History will be displayed for review before the information officially submitted. If everything looks correct, click the “Submit” button. The pop-up below will appear that you will need to review and complete.

Submit Registration

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fee for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Requests

☐ By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.
This Field is Required.

1 Unit Exemption(s) **1 Property Exemption(s)**

[Click here](#) to return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide.

Declaration Statement

☐ By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.
This Field is Required.

Enter Full Name * Select Title *

CANCEL **SUBMIT**

You are required to read and agree to the Declaration Statements and provide your information.

After you click the “Submit” button a new pop-up will appear stating that the registration was successfully submitted. The status of the registration will change to “Pending Staff Review.”

DCBA staff will review your submission for any errors. If no errors are found, your registration status will change to “Pending Payment.” Once this status appears, you will be able to enter the system to pay your registration fees.

Please check your email and the registry for this update to ensure you make the required payment ahead of the registration deadline.

V. Paying Registration Fees

Review Your Cart and Submit Payment

Please note that registration fees are waived for properties registered by April 30, 2022 for the initial registration period.

Once staff has approved the registration, the status of APN will change to “Payment Pending”. If you are viewing the Property Details of a Property that is ready to accept online payment, you will see the “Pay Now” button enabled.

However, if you have multiple properties and are not sure which ones are ready, you can click on the Shopping Cart icon in the header. In this example, we will click on the Shopping Cart icon.

The screenshot shows the LACounty.gov website interface. At the top, there is a navigation bar with the LACounty logo and links for HOME, LACITIZEN21, and a shopping cart icon. Below the navigation bar is a search bar with the text 'Find Property by Address or APN'. The main content area displays property details for APN 91780-3673, located at 5420 TEMPLE AVE, TEMPLE CITY CA 91780-3673. The property has 1 total unit and is partially regulated. The 'My Cart' section on the right shows a case ID of RR2020-21-238347, due by June 1, 2021. The cart items are: Rental Units (\$30.00), Rent Subsidized Units (\$0.00), Late Fees (\$6.00), Paid (\$0.00), Remaining (\$36.00), and Total (\$36.00). A 'PAY NOW' button is located below the cart items. At the bottom of the page, there is a footer with copyright information and links for About Us, Privacy Policy, Contact Us, and LACOUNTY.GOV.

Unit Name	Unit Fee Status	Number of Bedrooms	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
Unit 1	Non-Subsidized	1	\$1,000.00	01/01/20	01/01/20	Tenant

On the Shopping Cart page, you will see all Properties that are ready for Online Payment listed in a table format. Each row will have a “View” icon and a “Pay Now” button. You can pay for one property at a time.

Select	Invoice Id/Case Id	APN	Transaction Description	Due By	Amount Owed
☒	RR2020-21-13834-7	8574014054	FY-2020-21 Rent Program Fee	06/01/2021	\$36.00

Selected Items Total Amount: \$36.00

A new page will appear where you can enter your payment information. Enter your Credit Card details in the fields.

Payment Entry

Payment Method: Credit or Debit Card

Card Information

Card Number:

Expiration Date: Month Year

Card Identification Code:

Billing Information

Name: KAWAHARA, SHIMI AND

Address:

City:

State:

Zip: 91780

Phone:

Email:

Click on the “Continue” button to move forward with your payment.

Review the information for accuracy. If everything looks good, click on the “Process Payment” button. If you need to make corrections, click on the Go Back/Edit link; or if you need to cancel the processing of the online payment, click on the Cancel link.

If your payment is successful, you will see a Transaction Successful page pop up with the payment details along with a button to Download Receipt.

Transaction Successful!

Rental Property :

Payment Method :
CREDITCARD VISA-8291

Date Payment Received :
Tue Jul 06 14:25:55 PDT 2021

Receipt Number :
00000377

Units Fees
Late Fees
Total Paid
Balance Due

\$30.00
\$6.00
\$36.00
\$0.00

Transaction Summary

Transaction Id	Transaction Description	Total Paid
2dcfe96f-7b4b-462f-3449-f01bf427f873	RR2020-21-238347	\$37.49

DOWNLOAD RECEIPT

RETURN

Click on the “Return” button when you are finished. You will be redirected to your Dashboard. If you have paid for all the Properties, then the Shopping Cart icon will disappear.

Registration is complete when all required information has been successfully submitted and registration fees have been paid.

COUNTY OF LOS ANGELES

Department of Consumer and Business Affairs
Housing and Tenant Protections Division
Rent Stabilization Program
320 West Temple Street, Room G-10
Los Angeles, CA, 90012

Phone: (800) 593-8222

Email: RentRegistry@dcba.lacounty.gov



LOS ANGELES COUNTY
**CONSUMER &
BUSINESS AFFAIRS**

