

## 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



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.



## 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](http://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](http://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](mailto:homehelp@dcba.lacounty.gov)**

**For more information visit:**  
**[dcba.lacounty.gov/landlords](http://dcba.lacounty.gov/landlords)**

## FAST EVICTION SERVICE

### Instructions to Complete Packet

**Please fill out and sign all of the pages in this packet.**

We will also need a copy of the following documents:

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- Copies of the most current notices served to/from your tenants.
- A copy of the rental agreement and addenda, if you have one.
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- 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**

This is our staff's contact information for assistance:

<a href="mailto:intake@fastevict.com">intake@fastevict.com</a>	The intake department handles all “in-take” information and paperwork for the lawsuit to be filed.
<a href="mailto:status@fastevict.com">status@fastevict.com</a>	The open status department handles all status emails and calls. Status calls are all handled after 2:00 pm until 4:00 pm Monday - Friday.
<a href="mailto:lit@fastevict.com">lit@fastevict.com</a>	Trial Secretary handles all the trial cases.



## ASK US HOW AB-1482 AFFECTS YOU!

AB 1482 took effect on January 1st, 2020 and introduced restrictions to evictions and statewide rent increases and no fault eviction notices on most residential rental properties in California. Learn more [here](#).

AB 628 takes effect January 1, 2026, requiring a working stove and refrigerator in every California rental unit. Learn more [here](#).

Call our office today  
**909-889-2000**

## Fast Eviction Service – Intake Form

### 1. Owner / Client Information

Owner / Entity Name:

Ownership Type (LLC / Trust / Corp / Individual):

Business / Trust / Trustee Name:

Owner Address:

Email:

Phone:

Does tenant know this address?  Yes  No

Is property financed by Freddie Mac / Fannie Mae?  Yes  No

Has title changed since tenant occupied?  Yes  No

Is the entity active?  Yes  No

How long have you owned the property?: \_\_\_\_\_

Bought with tenants in place?  Yes  No

Estoppel provided?  Yes  No

### 2. Management Information

Is the property managed by an agent?  Yes  No

Manager Name:

Manager Address:

Manager Contact Info:

Has management recently changed?  Yes  No

### 3. Property Details

Rental Property (Eviction) Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Property Description:

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Gate/Passcode (if required): \_\_\_\_\_

Business license required?  Yes  No

Rent control?  Yes  No

Last inspection date: \_\_\_\_\_

Any habitability complaints?  Yes  No

If yes, when? \_\_\_\_\_

### 4. Tenant & Occupant Information

Primary Tenant Name:

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Additional Adult Occupants:

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Move-in Date: \_\_\_\_\_

Has anyone new moved in since tenancy began?  Yes  No

Any occupant turned 18 since tenancy began?  Yes  No

Tenant Phone: \_\_\_\_\_

Alternative Phone: \_\_\_\_\_

Tenant Mailing Address (if different):

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Military Status  Yes  No

Section 8 / Assistance?  Yes  No

Voucher Portion: \_\_\_\_\_

Tenant Portion: \_\_\_\_\_

## 5. Lease & Terms

Written rental agreement?  Yes  No

Paragraph containing late fee clause: \_\_\_\_\_

Current Monthly Rent: \_\_\_\_\_

Due Date: \_\_\_\_\_

Security Deposit Amount: \_\_\_\_\_

Late Fee Amount: \_\_\_\_\_

Any changes to terms since tenancy began?  Yes  No

Was a new agreement signed? (Yes/No):  Yes  No

## 6. Rent Payment Details

Rent paid by (Mail / Direct Deposit / Zelle / Cash / Other):  
\_\_\_\_\_

If direct deposit – Bank Name:  
\_\_\_\_\_

Routing #:  
\_\_\_\_\_

Account #:  
\_\_\_\_\_

Nearest branch within 5 miles?  
\_\_\_\_\_

Does landlord give receipts?  Yes  No

Address where tenant pays rent:  
\_\_\_\_\_

## 7. Rent Breakdown (Non-Payment Cases Only)

JANUARY	FEBRUARY	MARCH
_____	_____	_____
APRIL	MAY	JUNE
_____	_____	_____
JULY	AUGUST	SEPTEMBER
_____	_____	_____
OCTOBER	NOVEMBER	DECEMBER
_____	_____	_____

Any prior rent increases?  Yes  No

Have tenants given any notices?  Yes  No

Have you served any prior notices?  Yes  No

#### **8. Notice Type Requested**

<input type="checkbox"/> 3 Day Pay	<input type="checkbox"/> 3 Day Cure
<input type="checkbox"/> 30 Day	<input type="checkbox"/> 60 Day
<input type="checkbox"/> Foreclosure Notice	<input type="checkbox"/> Other: _____

#### **9. Violations (For Cure/Quit)**

Details of violations:

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Police report numbers:

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Code enforcement involvement?  Yes  No

Habability complaints (last 6 months)?  Yes  No

COVID distress declaration received?  Yes  No

ERA Application? Outcome:

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#### **10. Foreclosure / Ownership Issues**

Property in foreclosure?  Yes  No

Notice of Default / Sale served?  Yes  No

Purchased via foreclosure sale?  Yes  No

Ownership changed since tenant moved in?  Yes  No

#### **11. Prior Legal History**

Prior eviction cases filed?  Yes  No

Accepted rent after notice expiration?  Yes  No

Unknown-occupant protection (Arietta)?  Yes  No

## **12. Final Declaration & Signature**

I declare under penalty of perjury that the information provided is true and correct.

**Client/Landlord Signature:** \_\_\_\_\_

**Client/Landlord name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Unlawful Detainer Attorney-Client Retainer Agreement & Credit Card Authorization

### Credit Card Authorization

I, \_\_\_\_\_ hereby authorize **Fast Eviction Service**, including its principal and associate attorneys ("Fast Eviction Service"), to charge the credit card listed below for any and all fees, costs, and expenses incurred in connection with my Civil, Small Claims, Unlawful Detainer, and/or Collection matter.

#### I understand and agree to the following terms:

##### 1. Voluntary Authorization

I am voluntarily authorizing all charges under this Agreement.

##### 2. Non-Refundability

No refunds will be issued once services begin, including but not limited to:

- a. review of documents
- b. preparation of notices
- c. drafting of pleadings
- d. filing of complaints
- e. case analysis

##### 3. Advance Notice

All charges will be preceded by notice via phone or email.

##### 4. Continuous Authorization

This authorization remains active until revoked **in writing**, with at least **15 days' notice**.

##### 5. Chargeback Prohibition

I am an authorized user of the card and will **not** initiate chargebacks for authorized charges.

##### 6. Chargeback Consequence Clause (Strengthened)

If I dispute an authorized charge:

- a. I agree to pay Fast Eviction Service **\$250/hr** for all time spent contesting the dispute,
- b. plus **all actual costs**,
- c. plus **10% annual interest** on unpaid amounts,
- d. plus **any attorney fees** Fast Eviction Service incurs to collect payment.

##### 7. Refund Processing Fees

Any approved refund is subject to:

- a. a **4% merchant processing deduction**, and
- b. a **\$75 administrative fee**.

Client/Landlord Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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1030 Nevada St, Suite 204, Redlands, CA 92374/PO Box 10909, San Bernardino, CA 92423  
[intake@fastevict.com](mailto:intake@fastevict.com) | (909)889-2000

## Cardholder Information

Cardholder Name \_\_\_\_\_

Relation to Matter \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Type  VISA  MASTERCARD  DISCOVER

Card Number \_\_\_\_\_

Expiration \_\_\_\_\_ CVV \_\_\_\_\_

Client Email \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Unlawful Detainer Attorney-Client Retainer Agreement

### 1. Scope of Representation

Client retains Fast Eviction Service solely for services related to the **uncontested** Unlawful Detainer and/or Collection matter identified below:

Owner/Landlord Name:

Representative (if applicable):

Eviction Property Address:

#### **This Agreement does NOT include, and expressly excludes:**

- obtaining waivers
- responding to counterclaims
- filing affirmative actions or cross-complaints
- civil litigation beyond eviction
- appeals
- anti-SLAPP issues
- bankruptcy representation
- habitability defense litigation
- defense of claims brought by tenants
- jury trials or extended bench trials
- travel time, waiting time, interpreter issues
- settlement negotiations and mandatory settlement conferences
- post-judgment collections or enforcement

A separate retainer agreement will be required for any of the above services.

#### **Third Party Payment of Legal Fees**

In the event that Client's legal fees and/or costs on this matter are paid by a Third Party, Attorney confirms that there will be no interference with Attorney's independent professional judgment toward Client or with the Attorney-Client relationship and that all Client information will be protected as required by California Business and Professions Code §6068(e)(1). Pursuant to California Rule of Professional Conduct 1.8.6, Client confirms that they have been advised of the right to seek the advice of independent counsel regarding this disclosure.

Client agrees that Fast Eviction Service may communicate directly with the Third Party paying Client's legal fees and/or costs on this matter when reasonably necessary.

### 2. Mandatory Flat Fee Terms and Conditions

Client agrees to the attached **Fee Schedule**, incorporated fully into this Agreement. **Client understands and agrees that:**

- All fees and advance costs become **non-refundable** immediately upon completion of services, including:
  - document review
  - notice preparation
  - legal drafting
  - filing
  - case strategy

- If any defendant files a **responsive pleading** (Answer, Motion, Demurrer, Claim of Right to Possession, etc.), Client must immediately pay all contested-case fees listed in the Fee Schedule.
- Fast Eviction Service may **cease work** if required fees are unpaid.
- **Authorization for Direct Deposit of Legal Fees Into Attorney's Operating Account.** Client has been advised pursuant to California Rule of Professional Conduct 1.15(b), that Client (1) has the right to require that the flat fee payment set forth above is to be deposited in Attorney's trust account until the fee is earned, and (2) is entitled to a refund of any amount of the fee that has not been earned in the event the representation is terminated or the services for which the fee has been paid are not completed. Client hereby waives the requirements of California Rule of Professional Conduct 1.15(b) as set forth above.

Client Initial

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- No comment or statement from Fast Eviction staff shall be interpreted as a guarantee of any outcome. All discussions of expected results are opinions only.

### 3. Truthfulness, Accuracy & Client Responsibilities

Client represents and agrees:

- The New Case Information Sheet (“Take Sheet”) is complete, accurate, and truthful.
- Fast Eviction Service relies entirely on this information.
- Concealment or omission of any material fact—including rent acceptance, habitability issues, unauthorized occupants, prior notices, or ownership issues—may result in adverse outcomes for which Fast Eviction Service is not liable.
- Client may be required to testify in court.
- Client must provide requested documentation promptly and fully.
- Client must update Fast Eviction Service **immediately** with any change in:
  - phone number
  - email
  - mailing address
  - management/ownership
  - method of payment

**Failure to cooperate constitutes grounds for immediate suspension of services.**

### 4. Civil Code §1954 Access Requirement

Client affirms that pursuant to California Civil Code §1954, they have attempted entry **within the past six (6) months**.

Client must notify Fast Eviction Service immediately if:

- rent is accepted after service of any notice,
- tenant provides new documents, notices, or information,
- habitability complaints are received,
- ownership or management changes,
- a subsidy program intervenes.

Process server fees are billed at \$150 per hour.

### 5. Extraordinary Costs & Additional Services

Client acknowledges responsibility for all extraordinary costs, including:

- additional process server attempts
- skip tracing
- advanced court filing fees
- sheriff re-posting fees
- writ of possession
- writ of execution
- abstract of judgment
- satisfaction of judgment
- postage, mailing, and messenger service

**Billing Rates:**

- Staff time: **\$175/hr**
- Attorney time: **Minimum \$100 (15 minutes), then \$400/hr thereafter**

- Time waiting in court, extended hearings, settlement discussions, depositions, or responding to discovery is billable as extraordinary legal services.

Staff may provide procedural guidance only—not legal advice.

## 6. Attorney Fee Policy & Associated Counsel

- The initial attorney fee of **\$400** becomes **earned in full** once the Summons & Complaint are prepared.
- Fast Eviction Service may assign or delegate tasks to associated or affiliated attorneys, including:
  - research
  - discovery
  - court appearances
  - trial preparation
  - bankruptcy-related issues
  - federal matters
- Client expressly authorizes such delegation.
- Certain matters may require a separate retainer agreement.

## 7. Habitability Compliance

Client acknowledges they are solely responsible for compliance with California habitability laws. Fast Eviction Service is not liable for:

- delays,
- defenses,
- offsets,
- case dismissals

arising from habitability issues.

## 8. File Retention Policy

- Files are retained for **seven (7) years**.
- Requests for duplicate copies incur a **\$50 retrieval fee**.
- **Our Fees may adjust pursuant to governmental changes (e.g., SB 564)**.

## 9. Chargebacks, Disputes & Fee Liability

If Client initiates a dispute for authorized charges:

- They must reimburse Fast Eviction Service for all time spent (billed at **\$250/hr**).
- They must reimburse all actual costs, including court fees and merchant penalties.
- Interest accrues at **10% per annum**.
- Fast Eviction Service may pursue collection or legal action.

## 10. Los Angeles County Disclosure

Client understands and accepts:

Evictions within the **City or County of Los Angeles** may be subject to:

- extended timelines
- mandatory settlement events
- enhanced just-cause requirements
- eviction moratorium effects
- tenant protections

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**[intake@fastevict.com](mailto:intake@fastevict.com) | (909)889-2000**

- rental registration requirements

These may result in delays or unfavorable results.

## **11. Electronic Communication Consent**

Client authorizes communication via:

- email
- text
- phone
- voicemail
- fax

## **12. Final Acknowledgment & Signature**

I declare under penalty of perjury that all information provided is true and correct.

I acknowledge that I have read, understand, and accept all terms of this Retainer Agreement.

**Client/Landlord Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Best contact phone number:** \_\_\_\_\_

**FAST EVICTION SERVICE**  
**Item Listing**  
**January 20, 2026**

Item	Description	Type	Price
\$ JMT	PREPARATION OF \$ JUDGMENT	Service	250.00
3 DAY COMM NOTICE	PREPARATION OF 3 DAY COMMERCIAL NOTICE	Service	350.00
3 DAY COV NOTICE	PREPARATION OF 3 DAY COVENANT NOTICE	Service	175.00
3 DAY COV NOTICE W/Q	PREPARATION OF 3 DAY COVENANT NOTICE W...	Service	425.00
3 DAY PAY NOTICE	PREPARATION OF 3 DAY NOTICE TO PAY OR Q...	Service	175.00
3 DAY QUIT NOTICE	PREPARATION OF 3 DAY TO QUIT NOTICE	Service	350.00
3/30 DAY NOTICE	PREPARATION OF 3/30 DAY NOTICE	Service	175.00
3/90 DAY NOTICE	PREPARATION OF FORECLOSURE NOTICE	Service	250.00
30 DAY NOTICE	PREPARATION OF 30 DAY NOTICE	Service	175.00
30 DAY NOTICE/ESCROW	PREPARATION OF 30 DAY NOTICE/ESCROW	Service	250.00
30 DAY TENANCY AT WILL	PREPARATION OF 30 DAY TENANCY AT WILL	Service	250.00
5 DAY FORCIBLE DETAINER ...	PREPARATION OF 5 DAY FORCIBLE DETAINER ...	Service	250.00
60 DAY NOTICE	PREPARATION OF 60 DAY NOTICE	Service	175.00
60 DAY NOTICE-AB EXEMPT	PREPARATION OF 60 DAY NOTICE-AB EXEMPT	Service	400.00
7&14 DAY NOTICE	PREPARATION OF 7&14 DAY NOTICE	Service	175.00
90 DAY NOTICE	PREPARATION OF 90 DAY NOTICE	Service	175.00
90 DAY SECTION 8 NOTICE	PREPARATION OF 90 DAY SECTION 8 NOTICE	Service	250.00
ABSTRACT	ISSUANCE AND RECORDING	Service	142.50
ATTORNEY DISCOUNT	DISCOUNT APPROVED BY ATTORNEY	Service	0.00
ATTORNEY LETTER	PREPARATION OF ATTORNEY LETTER	Service	350.00
B K RELIEF	BANKRUPTCY RELIEF	Service	1,500.00
CASH CREDIT	\$\$ RCVD FROM CREDIT CARDS	Service	0.00
CIVIL	CIVIL CASE	Service	0.00
CONSULTATION	CONSULTING	Service	0.00
CONT TRIAL	TRIAL CONTINUANCE (FIRST HOUR)	Service	495.00
COURIER	DOCUMENT RETRIEVAL FEE/COURIER FEE FOR	Service	75.00
DEBTOR SEARCH	SEARCH FOR DEBTORS INFORMATION	Service	100.00
DEC OF NON COMPLIANCE	DECLARATION OF NON COMPLIANCE	Service	575.00
DEPOSITION APPEARANCE	ATTORNEY APPEARANCE AT DEPOSITION	Service	795.00
DEPOSITION RESPONSES	PREPARATION OF DEPOSITION RESPONSES	Service	750.00
DISCOVERY	PROPOUND DISCOVERY	Service	750.00
GLS	CALIFORNIA OVERNIGHT FEE	Service	15.00
JURY DEMAND	PREPARATION OF JURY TRIAL	Service	2,500.00
JURY TRIAL RETAINER	JURY TRIAL RETAINER	Service	7,500.00
JURY TRIAL RETAINER:JURY...	JURY TRIAL APPEARANCE- ALL DAY FROM RET...	Service	1,750.00
MOTION FOR REMAND	PREPARATION OF MOTION FOR REMAND	Service	1,500.00
MOTION FOR SUMMARY JUD...	PREPARATION OF NOTION FOR SUMMARY JUD...	Service	1,500.00
NOTICE OF CHANGE OF TER...	PREPARATION OF NOTICE OF CHANGE OF TER...	Service	250.00
NOTICE TO ENTER	24 HOUR NOTICE TO ENTER	Service	95.00
OPPOSITION TO MOTION	PREPARATION OF OPPOSITION TO DEFENDAN...	Service	450.00
PJC	PRE-JUDGEMENT CLAIM (DELAYS EVICTION 5 ...	Service	50.00
POSTING ORDER	PREPARATION AND SERVICE OF POSTING ORD...	Service	150.00
PROCESS SERVER	PROCESS SERVER FEE	Service	130.00
RENEWAL COSTS	RENEWAL COSTS	Service	175.00
REPOSTING	REPOSTING FOR LOCK OUT	Service	350.00
RESPONSES	RESPOND TO DISCOVERY PROPOUNDED ON P...	Service	450.00
SALE	WAREHOUSEMAN SALE	Service	1,185.00
SHERIFF	SHERIFF FEE	Service	215.00
SMALL CLAIMS	SMALL CLAIMS SERVICE	Service	350.00
SMALL CLAIMS DEMAND	PREPARATION OF SMALL CLAIMS DEMAND LET...	Service	75.00
STIPULATION	PREPARATION OF STIPULATION	Service	375.00
SUB IN @ TRIAL	SUB IN AT TRIAL	Service	795.00
SUB IN FOR COLLECTIONS	SUB IN FOR COLLECTIONS WITH JUDGMENT E...	Service	250.00
TRIAL/ BLYTHE	BLYTHE TRIAL APPEARANCE (FIRST HOUR)	Service	795.00
TRIAL/ JOSUA TREE	JOSHUA TREE TRIAL APPEARANCE (FIRST HOU...	Service	795.00
TRIAL/ KERN COUNTY	KERN COUNTY- TRIAL APPEARANCE (FIRST HO...	Service	795.00
TRIAL/ LOS ANGELES COUNTY	LOS ANGELES COUNTY TRIAL APPEARANCE (FI...	Service	595.00
TRIAL/ NEEDLES	NEEDLES TRIAL APPEARANCE (FIRST HOUR)	Service	795.00
TRIAL/ ORANGE COUNTY	ORANGE COUNTY TRIAL APPEARANCE (FIRST ...	Service	595.00
TRIAL/ RIVERSIDE COUNTY	RIVERSIDE COUNTY TRIAL APPEARANCE (FIRS...	Service	495.00
TRIAL/ SAN BERNARDINO CO...	SAN BERNARDINO TRIAL APPEARANCE (FIRST ...	Service	495.00
TRIAL/ SAN DIEGO COUNTY	SAN DIEGO COUNTY TRIAL APPEARANCE (FIRS...	Service	795.00
TRIAL/ VENTURA COUNTY	VENTURA COUNTY TRIAL APPEARANCE (FIRST...	Service	695.00
UD COMMERCIAL OVER 10K	COMMERCIAL UNCONTESTED EVICTION OVER ...	Service	200.00
UD COMMERCIAL OVER 25K	COMMERCIAL UNCONTESTED EVICTION OVER ...	Service	300.00
UD COMMERCIAL OVER 35K	COMMERCIAL UNCONTESTED EVICTION OVER ...	Service	400.00
UD COMMERCIAL/ BLYTHE	COMMERCIAL UNCONTESTED EVICTION BLYTHE	Service	1,795.00
UD COMMERCIAL/ JOSHUA T...	COMMERCIAL UNCONTESTED EVICTION JOSH...	Service	1,795.00
UD COMMERCIAL/ KERN CO...	COMMERCIAL UNCONTESTED EVICTION KERN ...	Service	1,595.00
UD COMMERCIAL/ LOS ANGE...	COMMERCIAL UNCONTESTED EVICTION LA CO...	Service	1,595.00
UD COMMERCIAL/ ORANGE ...	COMMERCIAL UNCONTESTED EVICTION ORAN...	Service	1,595.00
UD COMMERCIAL/ RIVERSIDE	COMMERCIAL UNCONTESTED EVICTION RIVER...	Service	1,395.00

**FAST EVICTION SERVICE**  
**Item Listing**  
**January 20, 2026**

Item	Description	Type	Price
UD COMMERCIAL/ SAN DIEG...	COMMERCIAL UNCONTESTED EVICTION SAN DI...	Service	1,795.00
UD COMMERCIAL/NEEDLES	COMMERCIAL UNCONTESTED EVICTION NEEDL...	Service	1,595.00
UD COMMERCIAL/SAN BERN...	COMMERCIAL UNCONTESTED EVICTION SAN B...	Service	1,395.00
UD COMMERCIAL/VENTURA ...	COMMERCIAL UNCONTESTED EVICTION VENT...	Service	1,795.00
UD OVER 10K	UNCONTESTED OVER10K/ ADDITIONAL FEE	Service	200.00
UD OVER 25K	UNCONTESTED OVER 25K ADDITIONAL FEE	Service	300.00
UD OVER 35 K	UNCONTESTED OVER 35 K ADDITIONAL FEE	Service	400.00
UD/BLYTHE	BLYTHE UNCONTESTED EVICTION	Service	1,595.00
UD/JOSHUA TREE	JOSHUA TREE UNCONTESTED EVICTION	Service	1,395.00
UD/KERN COUNTY	KERN COUNTY UNCONTESTED EVICTION	Service	1,395.00
UD/LOS ANGELES COUNTY	LOS ANGELES COUNTY UNCONTESTED EVICTI...	Service	1,395.00
UD/NEEDLES	NEEDLES UNCONTESTED EVICTION	Service	1,595.00
UD/ORANGE COUNTY	ORANGE COUNTY UNCONTESTED EVICTION	Service	1,395.00
UD/RIVERSIDE COUNTY	RIVERSIDE COUNTY UNCONTESTED EVICTION	Service	1,195.00
UD/SAN BERNARDINO COUN...	SAN BERNARDINO COUNTY UNCONTESTED EV...	Service	1,195.00
UD/SAN DIEGO COUNTY	SAN DIEGO COUNTY UNCONTESTED EVICTION	Service	1,595.00
UD/VENTURA COUNTY	VENTURA COUNTY UNCONTESTED EVICTION	Service	1,595.00
XPARTE TRIAL /ORANGE CO...	ORANGE COUNTY/XPARTE HEARING (FIRST HO...	Service	595.00
XPARTE TRIAL/ JOSHUA TREE	JOSHUA TREE/ TRIAL APPEARANCE (FIRST HOU...	Service	795.00
XPARTE TRIAL/KERN COUNTY	KERN COUNTY/ TRIAL APPEARANCE (FIRST HO...	Service	795.00
XPARTE TRIAL/LOS ANGELE...	LOS ANGELES COUNTY/XPARTE HEARING (FIR...	Service	595.00
XPARTE TRIAL/RIVERSIDE C...	RIVERSIDE COUNTY/XPARTE HEARING (FIRST ...	Service	495.00
XPARTE TRIAL/SAN BERNAR...	SAN BERNARDINO COUNTY/ TRIAL APPEARAN...	Service	495.00
XPARTE TRIAL/SAN DIEGO C...	SAN DIEGO COUNTY/X PARTE HEARING (FIRST ...	Service	795.00
XPARTE TRIAL/VENTURA CO...	VENTURA COUNTY/XPARTE HEARING	Service	695.00

## 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



## **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](mailto:Rent@dcba.lacounty.gov)
- Online: [rent.lacounty.gov](http://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 RSPTO, 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](#)).

## **EVICTIONS, 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](mailto:rent@dcba.lacounty.gov)



LOS ANGELES COUNTY

# CONSUMER & BUSINESS AFFAIRS

Housing & Tenant Protections

## 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/](http://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 30<sup>th</sup> 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 30<sup>th</sup>**.

### 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 30<sup>th</sup> 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](mailto:rentregistry@dcba.lacounty.gov), or visit our website for more information at [dcba.lacounty.gov/rentregistry/](http://dcba.lacounty.gov/rentregistry/).



COUNTY OF LOS ANGELES

# RENT REGISTRY

## User Guide

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



LOS ANGELES COUNTY  
**CONSUMER &  
BUSINESS AFFAIRS**



## 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/](http://dcba.lacounty.gov/rentregistry/).

## Table of Contents

<b>I. Registry Checklist .....</b>	<b>2</b>
<b>II. Accessing the Rent Registry .....</b>	<b>3</b>
Step 1: Visit the Registry Website .....	3
Step 2: Log In .....	3
Step 2a: Confirm Initial Login and Landlord Information.....	4
<b>III. Adding a Property.....</b>	<b>5</b>
Step 1: Add your Rental Property.....	5
Step 1a: Enter APN and PIN Information .....	5
<b>IV. Registering Your Property .....</b>	<b>6</b>
Step 1: Update Primary Owner and Property Manager Information .....	7
Step 2: Add Unit Information .....	10
Step 3: Request Unit Exemptions (if applicable).....	11
Step 4: Prepare for Submission .....	12
Step 5: Submit Registration.....	13
<b>V. Paying Registration Fees.....</b>	<b>14</b>
Review and Submit Payment.....	14

# 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:

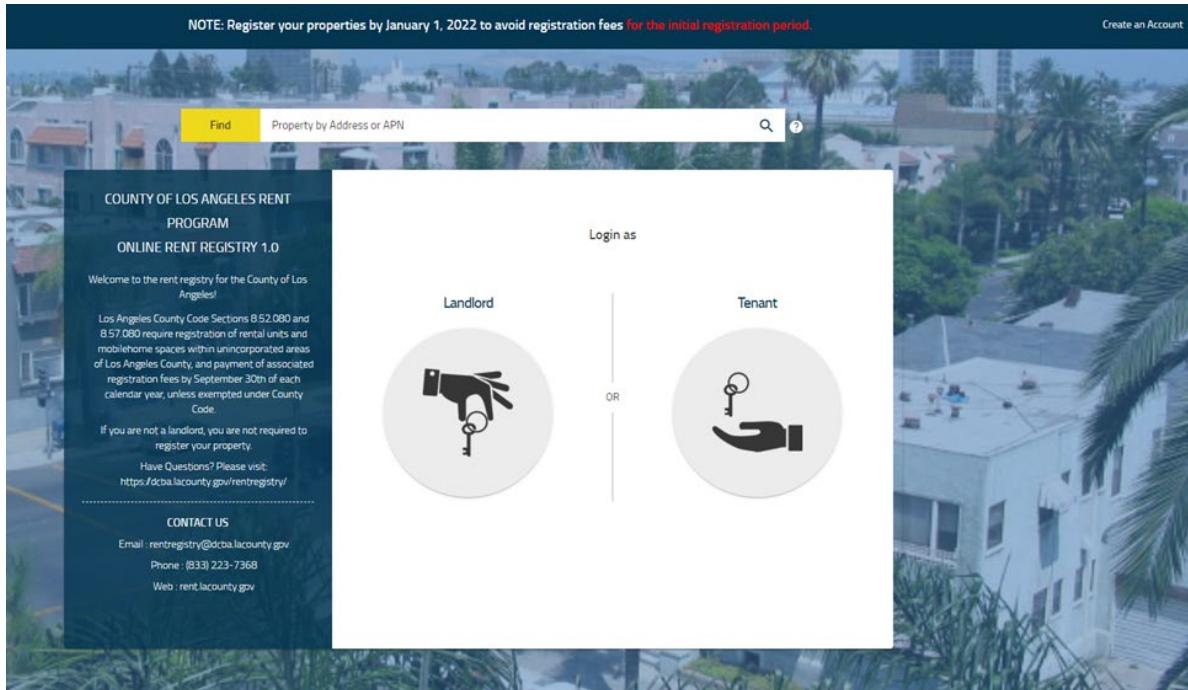
- Register on the Rent Registration Portal**
  - Visit the Rent Registry website at [www.rentregistry.dcba.lacounty.gov](http://www.rentregistry.dcba.lacounty.gov)
  - Enter your email and create a password
  - Check your email for confirmation and to verify your username and password
- Add your Rental 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](mailto:RentRegistry@dcba.lacounty.gov).

## II. Accessing the Rent Registry

### Step 1: Visit the Registry Website

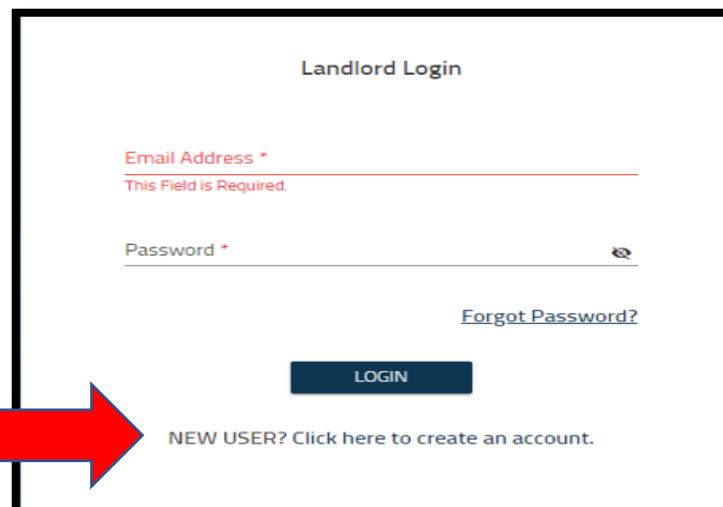
Visit the Los Angeles County Rent Registry website at [www.rentregistry.dcba.lacounty.gov](http://www.rentregistry.dcba.lacounty.gov) and click the icon located under “Landlord”.



### 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. \*



Landlord Login

Email Address \* This Field is Required.

Password \* Click to toggle visibility

[Forgot Password?](#)

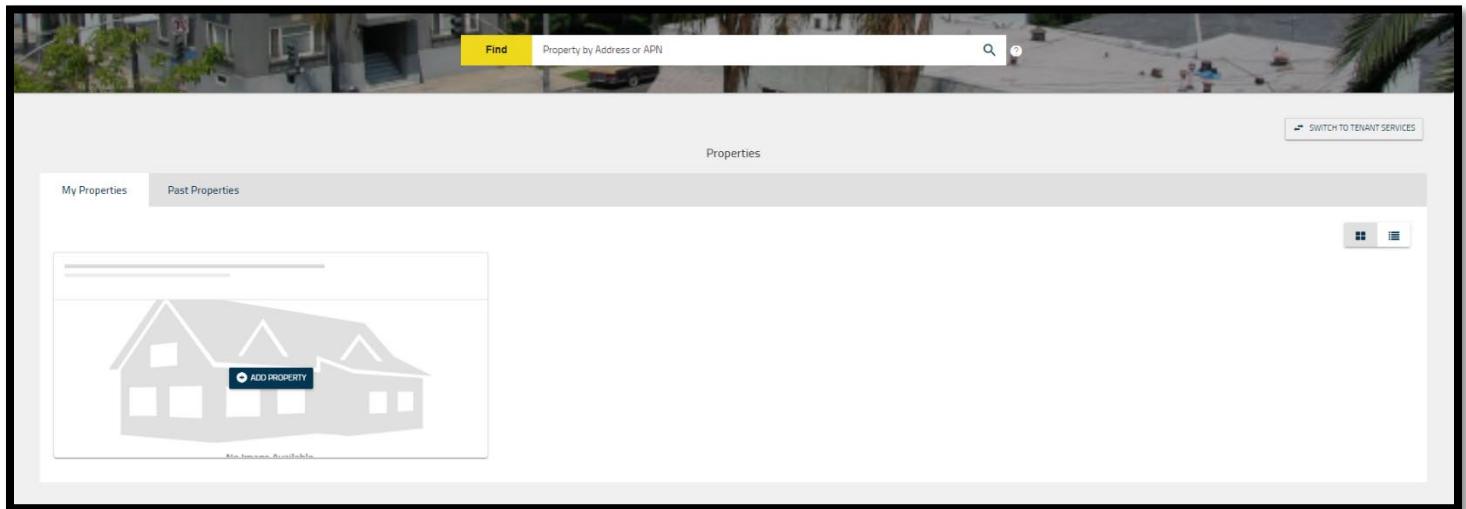
[LOGIN](#)

NEW USER? [Click here to create an account.](#)

\*Please note: You will receive a confirmation email from [rentregistry@dcba.lacounty.gov](mailto:rentregistry@dcba.lacounty.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”.



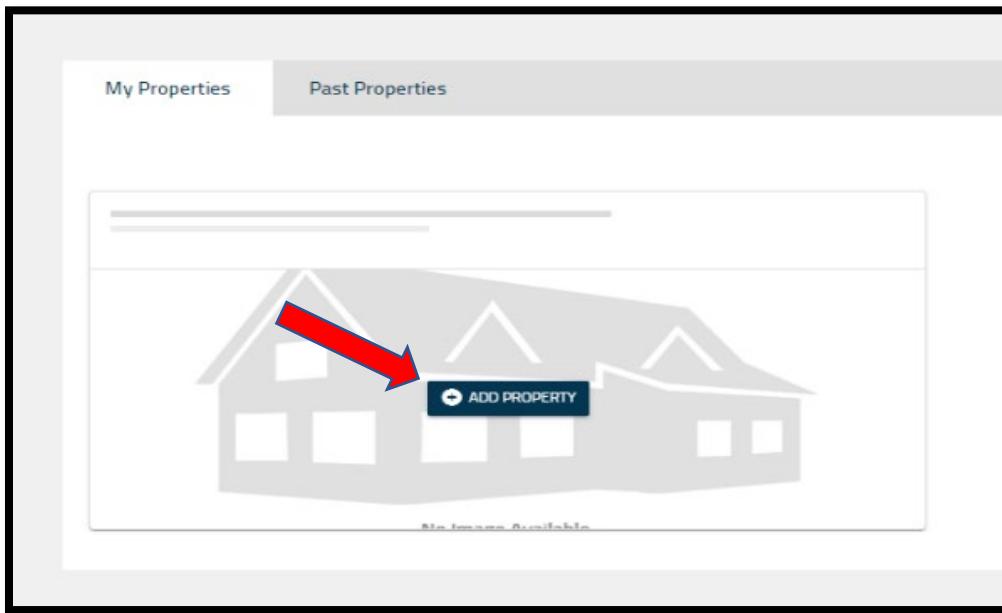
If this is your first time accessing the system, your dashboard will be empty as shown above.

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

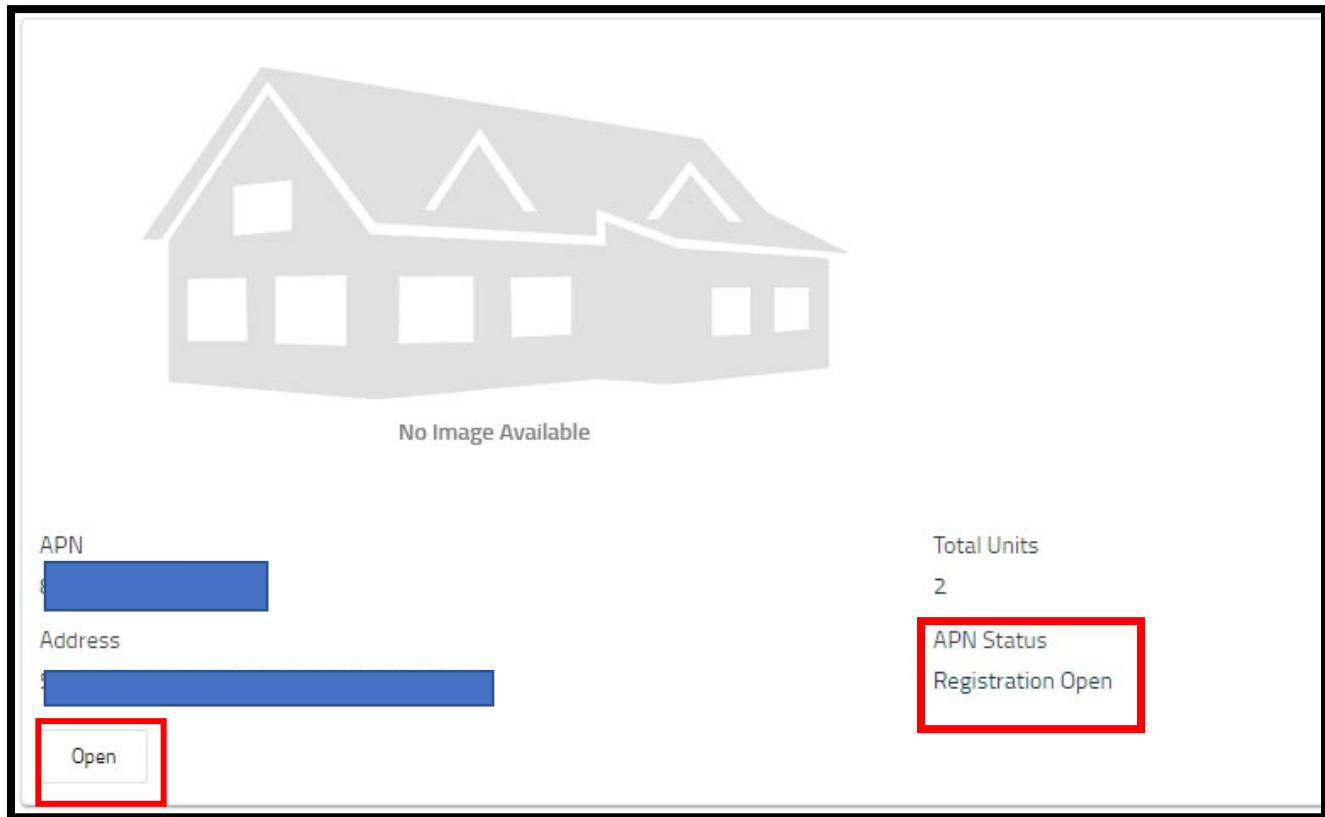
Once you click the “Add Property” button, you will see a pop-up asking you to input the Assessor’s Parcel Number (APN) and PIN associated with your rental property. Letters containing the PINs have been mailed to the Mailing Address the County has on file for each property. If you did not receive a letter,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

A screenshot of a 'Add Property' form. The form has a light grey header bar with the text 'Add Property'. Below this is a 'Find APN' section containing a text input field labeled 'APN \*' with a placeholder 'Enter APN' and a 'VERIFY' button. To the right of this is a 'Help' section with a 'How do I find the unique PIN?' link. The main body of the form contains a text input field for 'PIN Number \*' with a placeholder 'Enter PIN Number' and a small 'i' icon. Below this are two buttons: 'RESET' (in a black box) and 'VERIFY' (in a grey box). To the right of the PIN input field is a 'Help' section with the text: '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](mailto:rentregistry@dcba.lacounty.gov).'. At the bottom right are 'CANCEL' and 'SUBMIT' buttons.

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

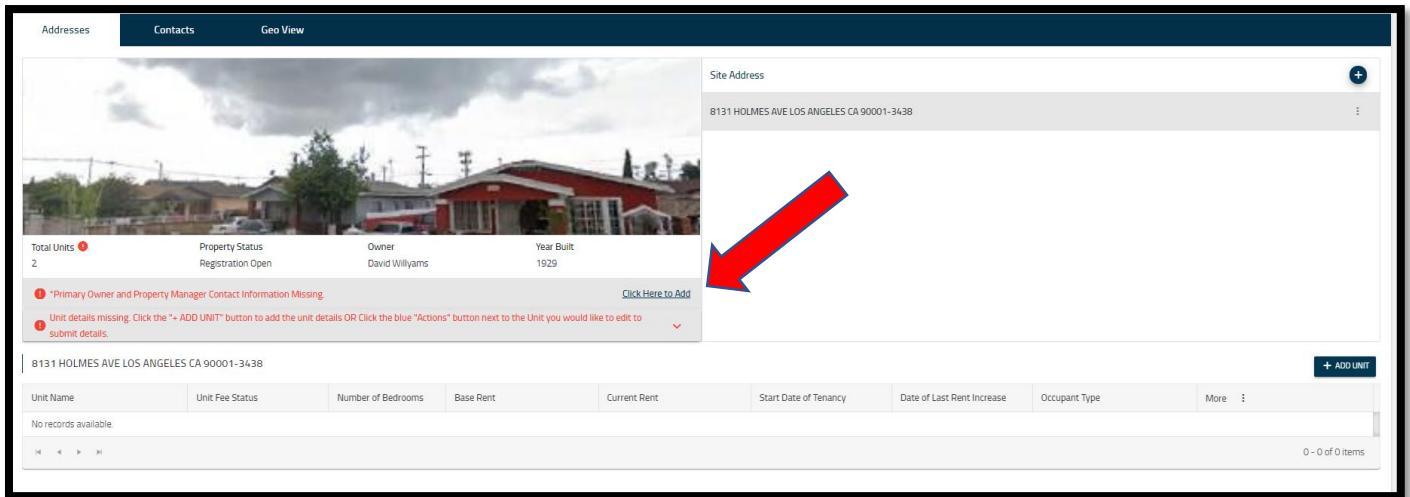
Landlords are required to register their properties annually. The Dashboard will identify if your property is ready for registration. If the property is ready to be registered, the APN status will say “Registration Open” (see below).



Click “Open” to continue.

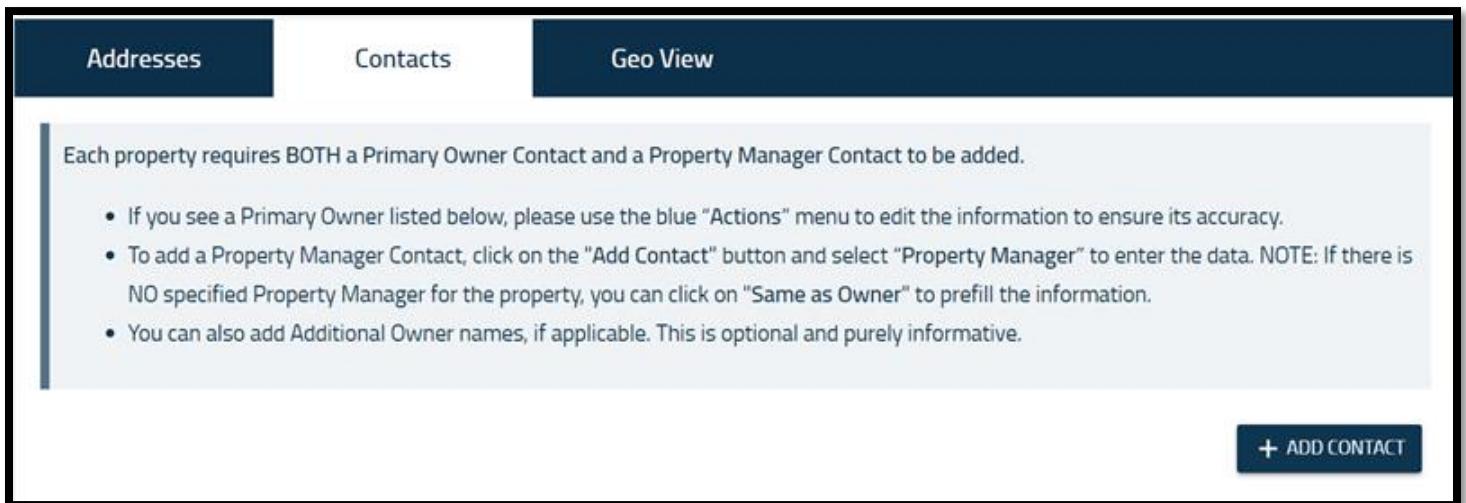
## Step 1: Update Primary Owner and Property Manager Information

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).



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

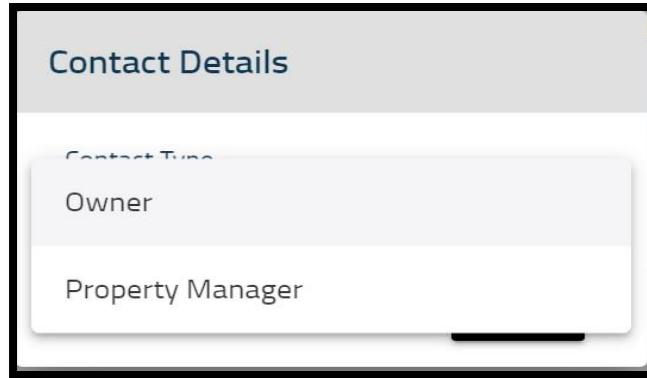


Both types of Contacts **must** be added to the APN to submit Exemptions, Amendments, and Registration. The Property Manager's information can be the same as the Owner's, if you choose.

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.



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 "Contact Type" field is set to "Owner". To the right of the form, there is a "Is Primary" checkbox which is currently unchecked. A red rectangular box highlights this checkbox. The form includes fields for "Organization name", "Owner Type", "First Name", "Last Name", "Preferred Language", "Telephone Number", "Email", "Would you like to receive e-statements in place of mailed notices?", "Would you like to sign-up for program e-newsletters?", "When was the property purchased? (Month/Year)", "Mailing Address", "Street Address", "Apt/Unit Name", and "ADD" and "CANCEL" buttons at the bottom.

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

## 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  [?](#)

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 13<sup>th</sup>, 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/](http://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	Tenants	<b>ACTIONS</b> <span>▼</span>
2	Non-Exempt	2	-	-	-	-	Owner	

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.

Registration Open							
G And D Chasworth Lic							
<a href="#">Click Here to Complete Registration</a>							
19202 1/4 NE MALIBU AVE, LOS ANGELES, CA 90503							
<a href="#">+ ADD UNIT</a>							
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	<a href="#">ACTIONS</a> <a href="#">O</a>
1 - 1 of 1 items							
Case History							
<a href="#">5</a> <a href="#">Search</a>							
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	<a href="#">O</a>	
1 - 1 of 1 items							
<a href="#">REVIEW AND SUBMIT</a>							

## 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.

The screenshot shows a registration submission interface. At the top, there are tabs for '2', 'Registration Open', 'G And D Chasworth Lic', and 'G And D Chasworth Lic'. A red box highlights the 'Click Here to Complete Registration' button. Below this, there is a table with a single row for a unit. The table columns are: Unit Name, Unit Fee Status, Number of Bedrooms, Current Rent, Start Date of Tenancy, Date of Last Rent Increase, Occupant Type, and More. The unit details are: A, Non-Exempt, 2, \$1,000.00, 07/31/20, 07/31/20, Tenant. An 'ACTIONS' button is also present. At the bottom of the table, it says '1 - 1 of 1 items'. Below the table is a 'Case History' section with a table showing one entry. The table columns are: Case Id, Created on Entity, Case Type, Created Date, Last Modified, Case Status, and Action. The entry is: RR2020-21-66393, APN: 2006003001, Rent Registry, 07/06/2020, 07/31/2020, Registration Open. An 'ACTIONS' button is also present. At the bottom of the 'Case History' section, it says '1 - 1 of 1 items'. A red box highlights the 'REVIEW AND SUBMIT' button at the bottom right of the page.

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.

The pop-up window is titled 'Submit Registration'. It contains a note: '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.' Below this is a section titled 'Submitted Exemption Requests' with a checkbox: 'By checking this box, I understand that all unit exemption(s) and property exemption requests must be submitted prior to completing registration.' A note 'This Field is Required.' is shown in red. Below the checkbox are two buttons: '1 Unit Exemption(s)' and '1 Property Exemption(s)'. A link '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.' is provided. The next section is 'Declaration Statement' with a checkbox: '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.' A note 'This Field is Required.' is shown in red. At the bottom, there are fields for 'Enter Full Name \*' and 'Select Title \*'. The bottom right of the pop-up has 'CANCEL' and 'SUBMIT' buttons.

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.**

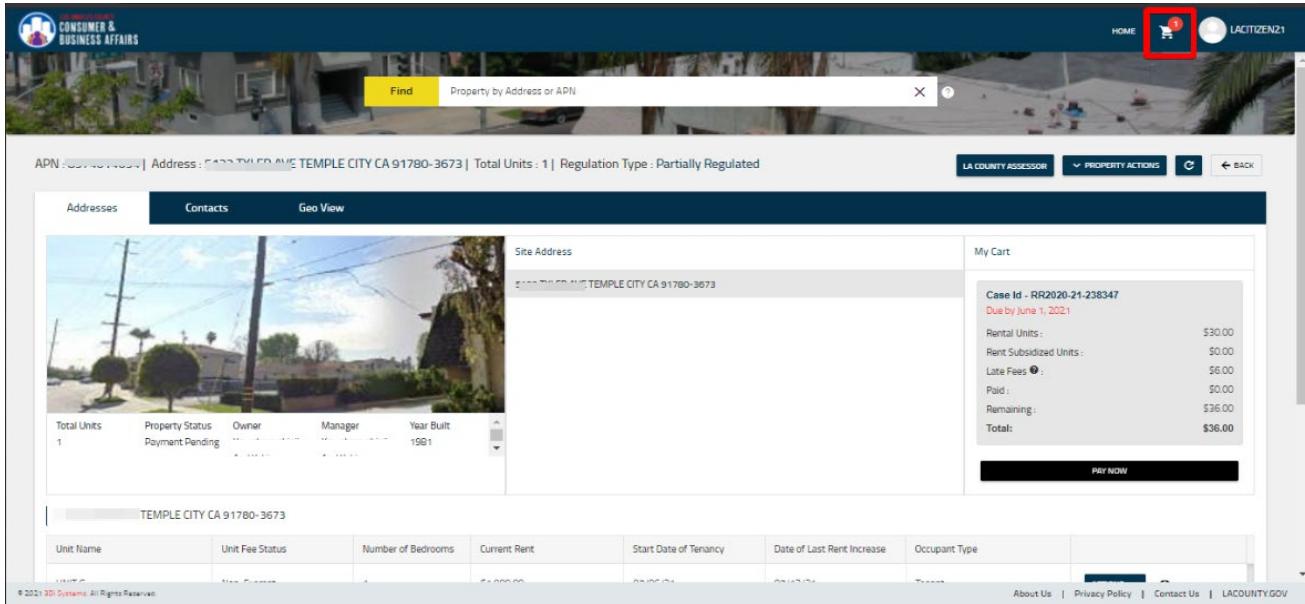
## V. Paying Registration Fees

### Review Your Cart and Submit Payment

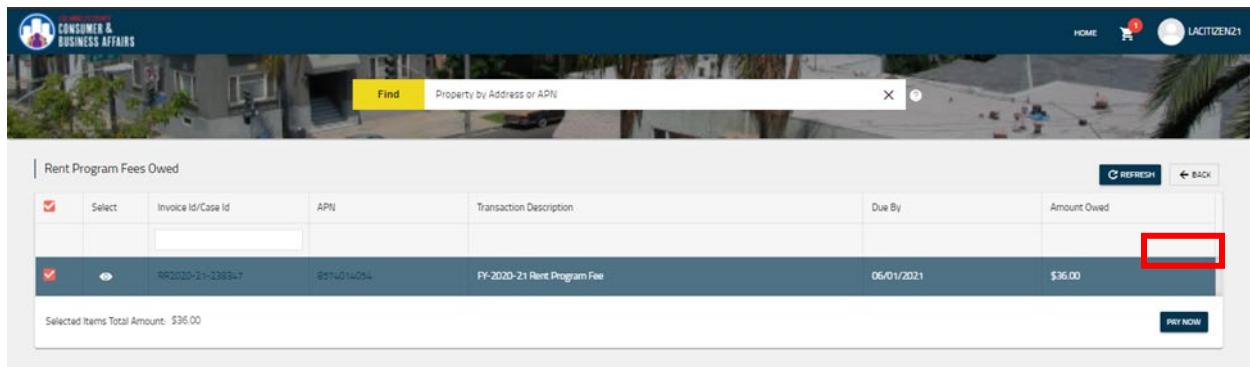
**Please note that registration fees are waived for properties registered by April 30, 2022 for the initial registration period.**

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.



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.

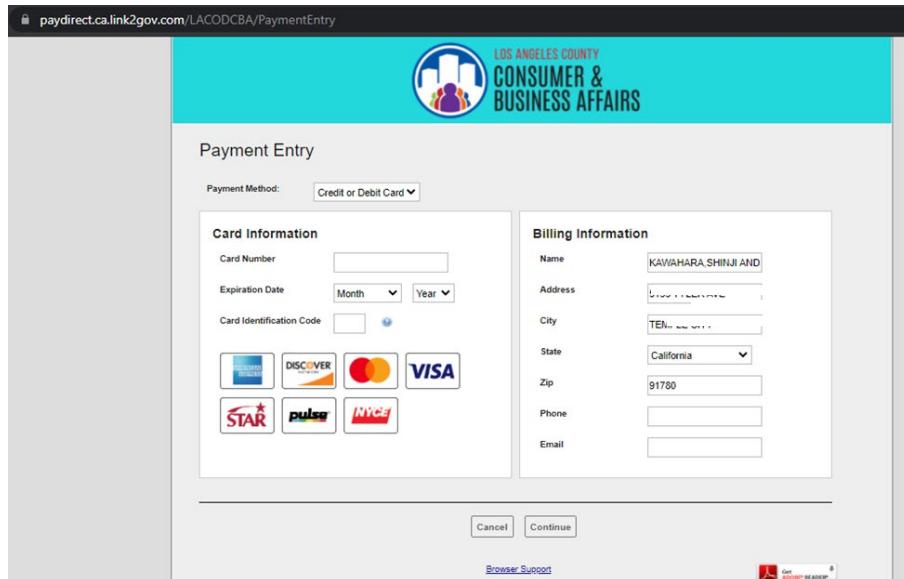


The screenshot shows a table titled "Rent Program Fees Owed" with the following data:

Select	Invoice Id/Case Id	APN	Transaction Description	Due By	Amount Owed
<input checked="" type="checkbox"/>	RR2020-21-238347	8574014054	FY-2020-21 Rent Program Fee	06/01/2021	\$36.00

Below the table, it says "Selected Items Total Amount: \$36.00" and there is a "PAY NOW" button.

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



The screenshot shows the "Payment Entry" page with the following fields:

**Card Information:**  
Card Number: [input field]  
Expiration Date: [Month] [Year]  
Card Identification Code: [input field]  
Card logos: American Express, Discover, MasterCard, VISA, STAR, pulse, NYCE

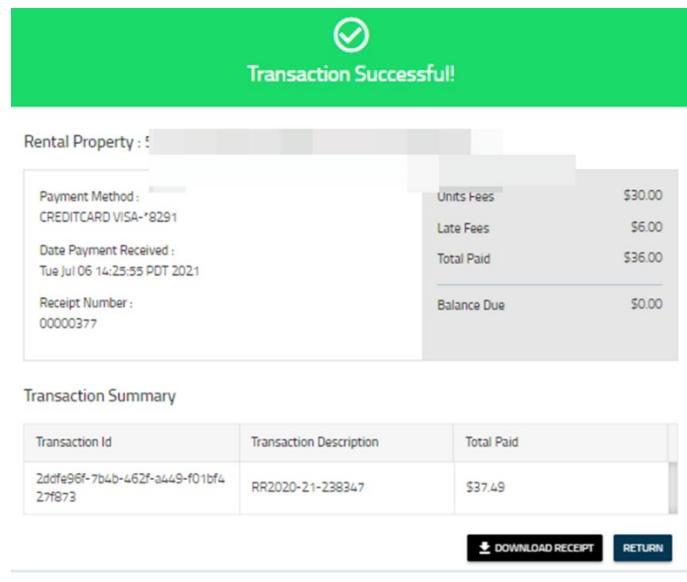
**Billing Information:**  
Name: KAWAHARA, SHINJI AND  
Address: 12345 W. BURBANK BLVD.  
City: TEL-URG  
State: California  
Zip: 91780  
Phone: [input field]  
Email: [input field]

Buttons: Cancel, Continue

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.



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](mailto:RentRegistry@dcba.lacounty.gov)

