

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.

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

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:

- 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**

This is our staff's contact information for assistance:

intake@fastevict.com

The intake department handles all "in-take" information and paperwork for the lawsuit to be filed.

status@fastevict.com

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.

lit@fastevict.com

Trial Secretary handles all the trial cases.

FAST **EVICTIION** **SERVICE**

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

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:

City: _____ State: _____ Zip code: _____

Property Description:

Gate/Passcode (if required): _____

Residential or **Commercial** or **Mobilehome** property? (*circle one*) space or unit number _____

Business license required? Yes No

Rent control? Yes No

Last inspection date: _____

Any habitability complaints? Yes No

If yes, when and what?

4. Tenant & Occupant Information

All Tenant Names over the age of 18:

(Provide copies of IDs)

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):

Military Status Yes No

Section 8 / Assistance? Yes No

Voucher Portion: _____

Tenant Portion: _____

(REV. 2/9/2025)

5. Lease & Terms

Has there ever been a Written rental agreement? Yes No
(If so a copy is required as well as a copy of the deed prior to filing)

Current Monthly Rent: _____

Due Date: _____

Any changes to terms since tenancy began? Yes No
(must provide copies of written changes before filing)

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

6. Rent Payment Details

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

If direct deposit – Bank Name:

Routing #:

Account #:

Does landlord give receipts? Yes No

Address where tenant pays rent to if different:

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
(Copies will be required for filing)

Have tenants given any notices? Yes No

Have you served any prior notices? Yes No

8. Notice Type Requested

3 Day Pay

3 Day Cure

30 Day

60 Day

Foreclosure Notice

Other: _____

9. Violations (For Cure/Quit)

Details of violations:

Police report numbers:

Code enforcement involvement? Yes No

Habitability complaints (last 6 months)? Yes No

10. Foreclosure / Ownership Issues

(Be aware prior owners get 3 days to vacate and tenants get 90 days)

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.

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

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.
for property address : _____

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: _____

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 Unlawful Detainer 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.

- 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
- jury trial,
- 585/money judgment

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
- 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.

Date _____

(Print)

(Signature)

FAST EVICTION SERVICE

Item Price List

April 20, 2026

Item	Description	Price
\$ JMT	PREPARATION OF \$ JUDGMENT	350.00
3 DAY COMM NOTICE	PREPARATION OF 3 DAY COMMERCIAL NOTICE	350.00
3 DAY COV NOTICE	PREPARATION OF 3 DAY COVENANT NOTICE	175.00
3 DAY COV NOTICE W/Q	PREPARATION OF 3 DAY COVENANT NOTICE W...	425.00
3 DAY PAY NOTICE	PREPARATION OF 3 DAY NOTICE TO PAY OR Q...	175.00
3 DAY QUIT NOTICE	PREPARATION OF 3 DAY TO QUIT NOTICE	350.00
3/3/60 DAY NOTICE	PREPARATION OF 3/3/60 DAY NOTICE	175.00
3/90 DAY NOTICE	PREPARATION OF FORECLOSURE NOTICE	250.00
30 DAY NOTICE	PREPARATION OF 30 DAY NOTICE	175.00
30 DAY NOTICE/ESCROW	PREPARATION OF 30 DAY NOTICE/ESCROW	250.00
30 DAY TENANCY AT WILL	PREPARATION OF 30 DAY TENANCY AT WILL	250.00
5 DAY FORCIBLE DETAINER ...	PREPARATION OF 5 DAY FORCIBLE DETAINER ...	250.00
60 DAY NOTICE	PREPARATION OF 60 DAY NOTICE	175.00
60 DAY NOTICE-AB EXEMPT	PREPARATION OF 60 DAY NOTICE-AB EXEMPT	400.00
7&14 DAY NOTICE	PREPARATION OF 7&14 DAY NOTICE	175.00
90 DAY NOTICE	PREPARATION OF 90 DAY NOTICE	175.00
90 DAY SECTION 8 NOTICE	PREPARATION OF 90 DAY SECTION 8 NOTICE	250.00
ABSTRACT	ISSUANCE AND RECORDING	150.00
ATTORNEY LETTER	PREPARATION OF ATTORNEY LETTER	350.00
B K RELIEF	BANKRUPTCY RELIEF	1,500.00
CONT TRIAL	TRIAL CONTINUANCE (FIRST HOUR)	495.00
COURIER	DOCUMENT RETRIEVAL FEE/COURIER FEE FOR	75.00
DEBTOR SEARCH	SEARCH FOR DEBTORS INFORMATION	150.00
DEC OF NON COMPLIANCE	DECLARATION OF NON COMPLIANCE	575.00
DEED-RETRIEVAL	RETRIEVAL OF PROPERTY DEED	50.00
DEPOSITION APPEARANCE	ATTORNEY APPEARANCE AT DEPOSITION	795.00
DEPOSITION RESPONSES	PREPARATION OF DEPOSITION RESPONSES	750.00
DISCOVERY	PROPOUND DISCOVERY	750.00
GLS	OVERNIGHT FEE	30.00
INSPECTIONS	INSPECTION OF RENTAL UNIT	200.00
JURY DEMAND	PREPARATION OF JURY TRIAL-NON REFUNDAB...	2,500.00
JURY TRIAL-POST TRIAL	JURY TRIAL POST TRIAL MOTIONS-NON REFUN...	1,500.00
JURY TRIAL RETAINER	JURY TRIAL RETAINER	13,500.00
JURY TRIAL RETAINER:JURY...	JURY TRIAL APPEARANCE- ALL DAY DEplete ...	1,750.00
MOTION -MOTION	OPPOSE AND APPEAR	945.00
MOTION FOR REMAND	PREPARATION OF MOTION FOR REMAND	1,500.00
MOTION FOR SUMMARY JUD...	PREPARATION OF MOTION FOR SUMMARY JUD...	1,500.00
NOTICE OF CHANGE OF TER...	PREPARATION OF NOTICE OF CHANGE OF TER...	250.00
NOTICE TO ENTER	24 HOUR NOTICE TO ENTER	95.00
OPPOSITION TO MOTION	PREPARATION OF OPPOSITION TO DEFENDAN...	450.00
PJC	PRE-JUDGEMENT CLAIM (DELAYS EVICTION 5 ...	50.00
POSTING ORDER	PREPARATION AND SERVICE OF POSTING ORD...	150.00
PROCESS SERVER	PROCESS SERVER FEE	130.00
RENEWAL COSTS	RENEWAL COSTS	250.00
REPOSTING	REPOSTING FOR LOCK OUT	350.00
RESPONSES	RESPOND TO DISCOVERY PROPOUNDED ON P...	450.00
SALE	WAREHOUSEMAN SALE	1,185.00
SHERIFF	SHERIFF FEE	215.00
SMALL CLAIMS	SMALL CLAIMS SERVICE	350.00
SMALL CLAIMS DEMAND	PREPARATION OF SMALL CLAIMS DEMAND LET...	150.00
STIPULATION	PREPARATION OF STIPULATION	375.00
SUB IN @ TRIAL	SUB IN AT TRIAL	795.00
SUB IN FOR COLLECTIONS	SUB IN FOR COLLECTIONS WITH JUDGMENT E...	250.00

FAST EVICTION SERVICE

Item Price List

April 20, 2026

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

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES	FOR COURT USE ONLY
COURTHOUSE ADDRESS:	
PLAINTIFF(S):	
DEFENDANT(S):	
Unlawful Detainer Cellular Telephone Information	CASE NUMBER:
<i>All plaintiffs who file a limited jurisdiction unlawful detainer complaint must submit all cellular numbers(s) for defendants(s) using this form. Filing this form complies with the requirement of the General Order in re: Providing the Court Cellular Telephone Numbers for Text Reminders in Limited Jurisdiction Unlawful Detainer Cases.</i>	

Defendant Name: _____ Cellular Telephone: _____

Defendant Name: _____ Cellular Telephone: _____

Defendant Name: _____ Cellular Telephone: _____

Defendant Name: _____ Cellular Telephone: _____

Defendant Name: _____ Cellular Telephone: _____

If cellular phone number(s) are unknown, check the box.

A plaintiff who wants to receive text reminders from the Court related to their case may provide the Court their cellular telephone numbers.

Plaintiff Name: _____ Cellular Telephone: _____

Plaintiff Name: _____ Cellular Telephone: _____

I am the plaintiff in this proceeding and have read the General Order in re: Providing the Court Cellular Telephone Numbers for Text Reminders in Limited Jurisdiction Unlawful Detainer Cases. I declare under penalty of perjury under the law of the State of California that the foregoing is true and correct.

Date: _____

Print Name: _____ Signature: _____

Unlawful Detainer Cellular Telephone Information



LOS ANGELES COUNTY

CONSUMER & BUSINESS AFFAIRS

NOTICE OF TENANT RIGHTS

IMPORTANT- PLEASE READ INSTRUCTIONS BELOW BEFORE POSTING

Board of Supervisors

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Lindsey P. Horvath
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

Director
Rafael Carbajal

Chief Deputy Director
Joel Ayala

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](#).
 - Required Small Property Landlord Annual Self-Certification (LACC §8.52.050(D)(1)(a)).
 - Small Property Landlord and Luxury Unit Notice Requirements to Tenants with rent increase notice (LACC §8.52.050(D)(1)(b)), (LACC §8.52.050(E)).
- Annual rent increases will be limited to sixty percent (60%) of the percent change in the average consumer price index (CPI), not to exceed a maximum rent increase of three percent (3%), qualifying Small Property Landlords by an additional one percent (1%), not to exceed four percent (4%), and luxury units by an additional two percent (2%) above the maximum allowable rent increase of three percent (3%), not to exceed five percent (5%).
- 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, ACCOMODATIONS 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](#)).
- Landlords are required to relocate tenants residing in fully covered rental units with permanent physical disabilities to an available Accessible Rental Unit on the property upon request, if certain conditions are met ([LACC §8.52.095](#)).

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@dcbalacounty.gov



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/.



2024



LOS ANGELES COUNTY
**CONSUMER &
BUSINESS AFFAIRS**




LA COUNTY RENT REGISTRY USER GUIDE

PRESENTED BY

LOS ANGELES COUNTY DEPARTMENT OF
CONSUMER AND BUSINESS AFFAIRS
HOUSING AND TENANT PROTECTIONS BUREAU



 800.593.8222

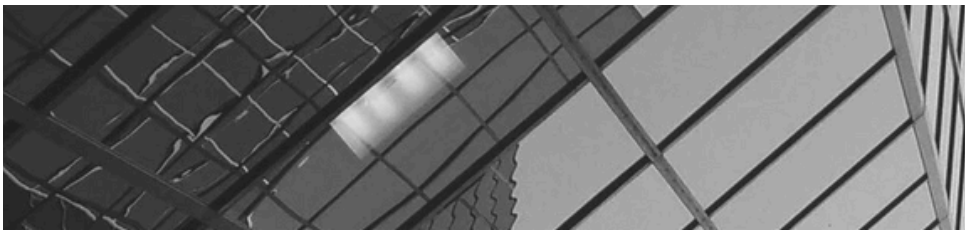
 rentregistry@dcba.lacounty.gov

 DCBA.LACOUNTY.GOV/RENTREGISTRY

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2

ABOUT THE LA COUNTY RENT REGISTRY USER GUIDE

The Los Angeles County Department of Consumer and Business Affairs (DCBA) launched the LA County 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. Rent Registry allows landlords and mobilehome park owners to provide required rental housing information in compliance with the County ordinances, report changes in tenancy, rental rates, and amenities, and pay annual registration fees for the administration and enforcement of the Rent Stabilization Program.

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

To learn more about the County's Rent Registry, visit <https://dcba.lacounty.gov/rentregistry>.

To register rental properties, please visit <https://www.rentregistry.dcba.lacounty.gov>.

For any questions or assistance, contact DCBA's Rent Stabilization Program:

Phone: (800) 593-8222

Email: rentregistry@dcba.lacounty.gov

In-person or Mail: Attn: Rent Stabilization Program

320 West Temple Street, Room G-10

Los Angeles, CA 90012

RENT REGISTRY CHECKLIST FOR FIRST TIME USERS

3

What You Need to Create Your Account:

- ✓ An active email account
- ✓ Your property's Assessor Parcel Number (APN)*
- ✓ Your property's Personal Identification Number (PIN)*
- ✓ Tenant rental records

*Your property's APN and PIN can be found in the notification letter mailed to you. If you did not receive the letter, please contact DCBA for assistance.

Steps to Register Your Property:

- **Create a Rent Registry Account**
 - Visit the Rent Registry website at www.rentregistry.dcba.lacounty.gov.
 - Enter your email and create a password.
 - Check your email for account confirmation and verify your username and password.
- **Add your Rental Property**
 - Claim your rental property in the Rent Registry by entering your APN and PIN.
 - Update your contact information.
 - Name, phone number, email, and mailing address of property owner (required) and property manager (if you do not have a property manager, check the "Same as Owner" box)
- **Enter Unit Information for Each Unit located on the Property**
 - Enter the property's unit information.
 - Unit number, type of occupant in the unit, amenities included with rent, rent amounts, date of occupancy, and dates and amounts of past rent increases.
 - Enter your tenant's information.
 - Contact information, if the tenant is a qualified tenant, and preferred language
- **Request an Exemption (if applicable)**
 - Request an exemption for each applicable unit.
- **Submit your Registration**
 - Ensure all information is correct before submitting. Once submitted, DCBA staff will review and approve or deny the registration.
- **Pay Annual Registration Fees**
 - Once your registration is approved, you will be notified of a pending payment status. Access the system to start the payment process.

RENT REGISTRY CHECKLIST FOR RETURNING USERS

4

What You Need to Log In to Your Account:

- Your user name and password
- Tenant rental records

Steps to Register Your Property:

Log In to the Rent Registry

- Visit the Rent Registry website at www.rentregistry.dcba.lacounty.gov.
- Enter your email and password to log in.
- Check your email for account confirmation and verify your username and password.

Report changes

- Report changes to your property such as vacancies or new tenants.
- Update tenant information such as rent increases, changes in amenities contact information, if the tenant is a qualified tenant, and preferred language.
- Please add any new units on your rental property, if applicable.

Please note: If there are no changes to be reported, skip this step and proceed to "Submit Your Registration."

Request an Exemption (if applicable)

- Request an exemption for each applicable unit. Make sure to request required exemption before submitting registration.

Submit your Registration

- Ensure all information is correct before submitting. Once submitted, DCBA staff will review and approve or deny the Registration.

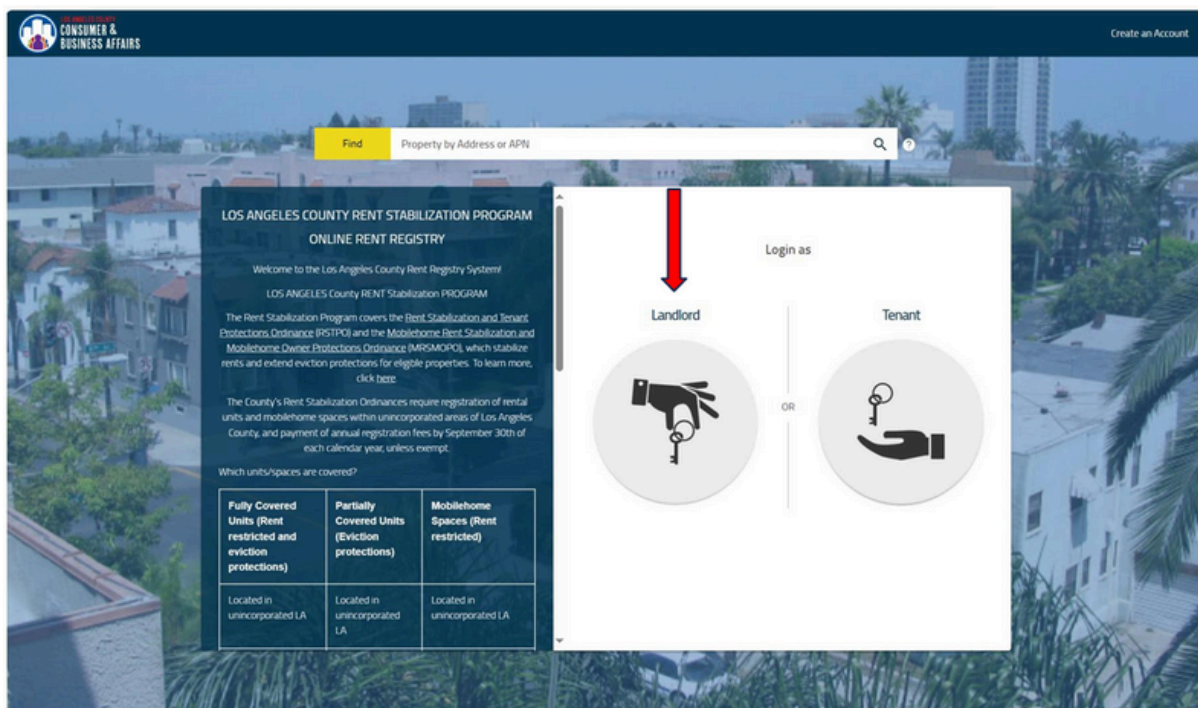
Pay Annual Registration Fees

- Once your registration is approved, you will be notified of a pending payment status. Enter the system to start the payment process.

ACCESSING THE RENT REGISTRY

STEP 1: VISIT THE REGISTRY WEBSITE

Visit the LA County Rent Registry website at www.rentregistry.dcba.lacounty.gov and click the icon under "Landlord."

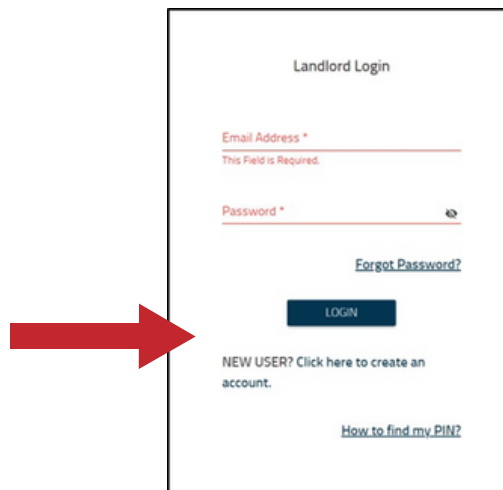


Rent Registry Website

STEP 2: LOG IN

Returning Landlords: Enter your login information to access the registry.

First-Time Users: Landlords registering rental properties for the first time may proceed by clicking "NEW USER? Click here to create an account" below the LOGIN button. (see image below) *



Landlord Login

Email Address *

This Field is Required.

Password *

[Forgot Password?](#)

LOGIN

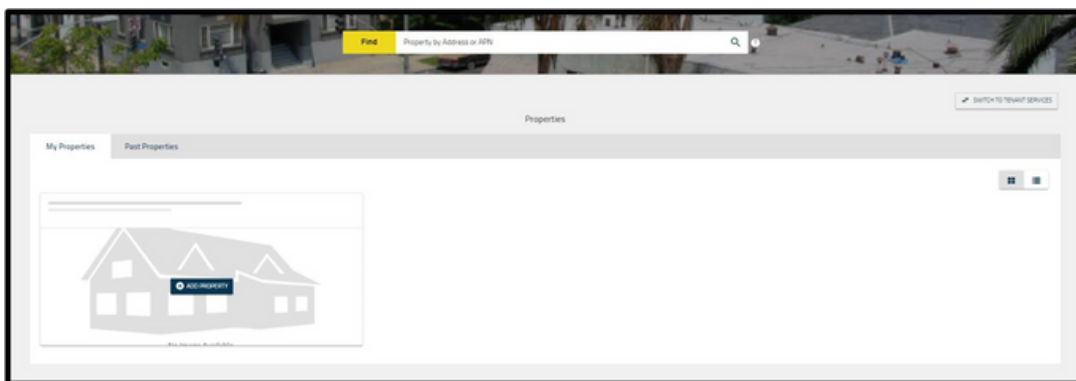
NEW USER? Click here to create an account.

[How to find my PIN?](#)

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

STEP 3: CONFIRM LOGIN AND LANDLORD INFORMATION

Once you are logged into the system, you will see the "Dashboard."



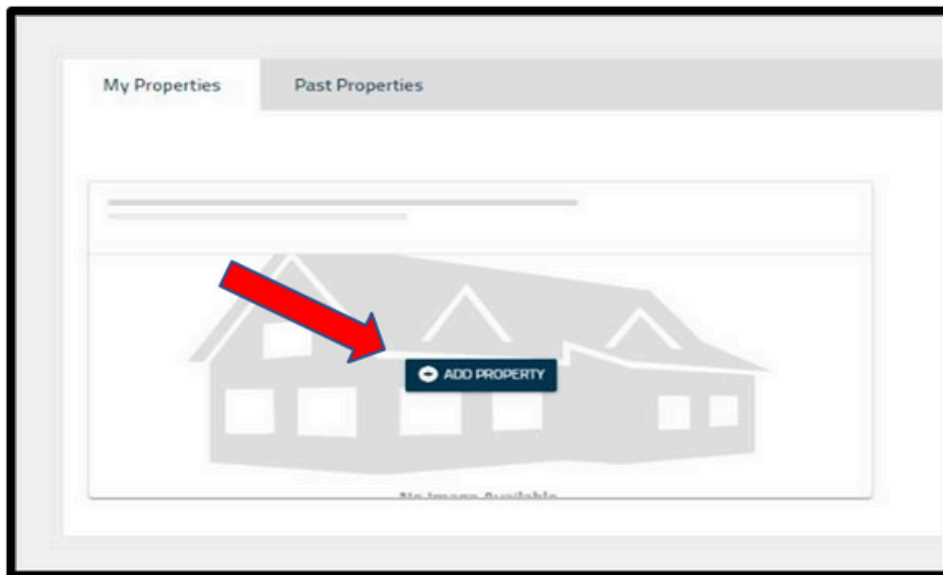
Returning Landlords: All properties that have been successfully added to your account will appear in the dashboard. You may add additional properties by following the instructions included in the following section, "Adding a Property."

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

ADDING A PROPERTY

STEP 1: ADD YOUR PROPERTY

To add a property, click the "ADD PROPERTY" button on your dashboard.



STEP 2: ENTER APN AND PIN

After clicking the "ADD PROPERTY" button, a pop-up window will ask you to enter the Assessor Parcel Number (APN) and Personal Identification Number (PIN) associated with your property. Can't find your PIN? Email us at rentregistry@dcba.lacounty.gov. Use the subject line "Need My PIN" and include your name and property address in the email. Our team will send you your PIN so you can complete the registration process. Be prepared to verify your property address and confirm ownership information.

A screenshot of a web form titled 'Add Property'. The form is divided into two columns. The left column has a heading 'Find APN' and contains two input fields: 'APN *' and 'PIN Number *'. Below these fields are two buttons: 'RESET' and 'VERIFY'. The 'VERIFY' button is highlighted with a red box. The right column has a heading 'Help' and contains a paragraph of 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 (800) 593-8222 or email rentregistry@dcba.lacounty.gov.' Below the text is a link: 'How do I find the unique PIN?'. At the bottom right of the form are two buttons: 'CANCEL' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

After entering the required information, click "VERIFY" to confirm the APN and PIN are correct for the property address. If they are correct, click "SUBMIT."

To add additional properties, repeat these steps beginning with clicking the "ADD PROPERTY" button.

REGISTERING YOUR PROPERTY

Landlords are required to register rental properties beginning July 1 of every year. To avoid late fees, annual registration should be completed by September 30. The dashboard will indicate if your property is ready for registration. If it is ready, the APN status will read "Registration Open" (see below).



No Image Available

APN
[Redacted]

Address
[Redacted]

Total Units
2

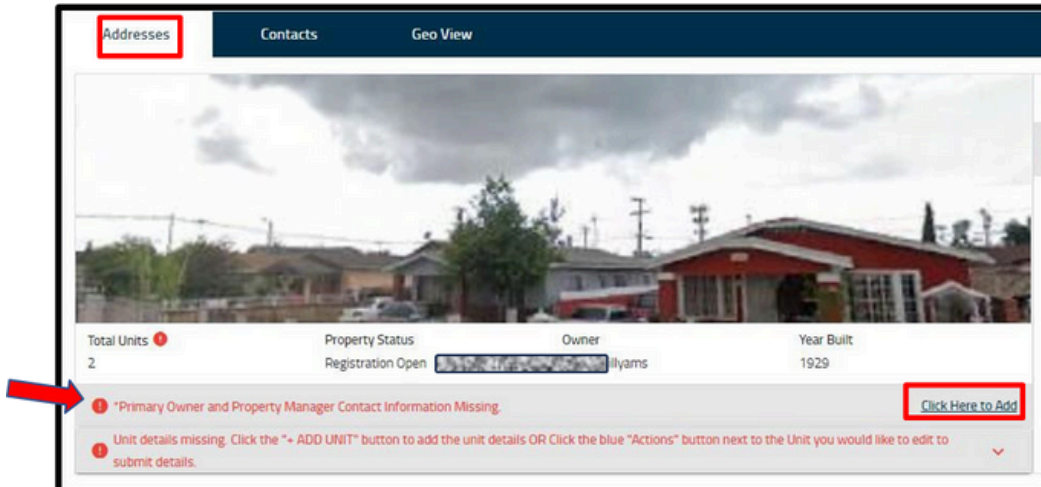
APN Status
Registration Open

Open

Click "Open" to continue.

STEP 1: UPDATE PRIMARY OWNER AND PROPERTY MANAGER INFORMATION

If property owner information is missing, update it by clicking "Click Here to Add" or by selecting the "Contacts" tab (see below).



Addresses Contacts Geo View

Total Units 2

Property Status Registration Open

Owner [Redacted] Ilyams

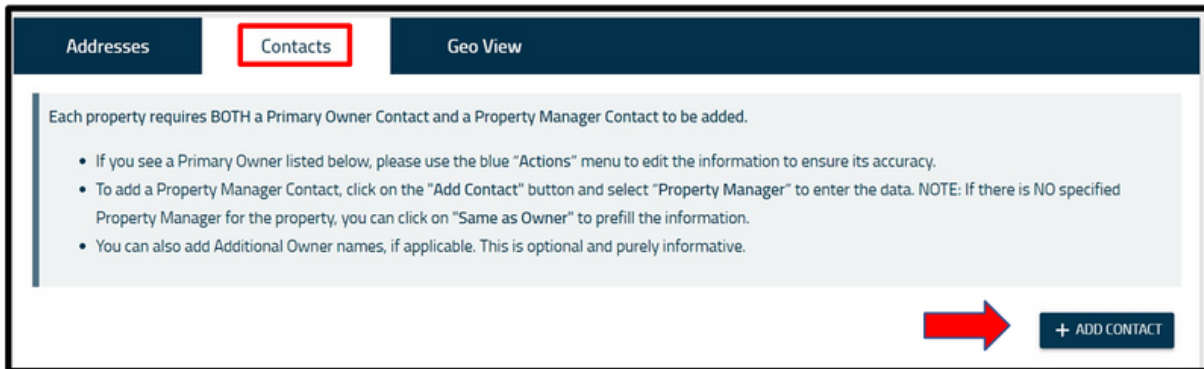
Year Built 1929

*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.

Click "+ADD CONTACT" on the new page that appears and add the required information. You can also edit the existing contact by clicking "ACTIONS" and then "Edit." Each property is required to have **BOTH** of the following contact types:

- Owner Contact Information
- Property Manager Contact Information

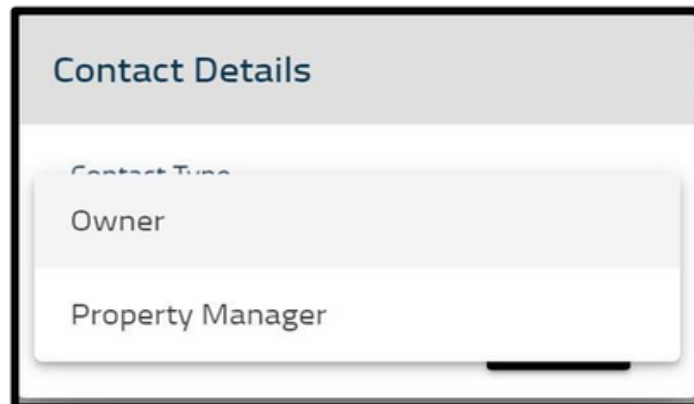


Both types of contacts **must** be added to the APN to submit exemptions, amendments, and registration. The property manager information can be the same as the owner.

To add additional owner contact details, click the "+ ADD CONTACT" button.

A pop-up window labeled "Contact Details" will open (shown below). From there, you can select from the available contact types.

Select "Owner" from the dropdown list to add an additional owner or select "Property Manager" to add the property manager contact details.



To make the owner a primary contact, select the "Is Primary" checkbox. Fill out all required fields in the "Contact Details" form and click "ADD."

Contact Details

Contact Type: Owner Is Primary

Profile

Organization name * Owner Type *

Please provide the new Owner's Name. If the owner is a Trust, LLC, Corporation or Partnership, provide name(s) of Trustee(s)/CEO/Managing Partner

First Name * Last Name *

Preferred Language * Telephone Number *

Email *

Would you like to receive e-statements in place of mailed notices? *
 Yes No

Would you like to sign-up for program e-newsletters? *
 Yes No

When was the property purchased? (Month/Year) *
Month * Year *
01 2021

Mailing Address

Street Address * Apt/Unit Name *

CANCEL ADD

After entering the owner information, 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 *

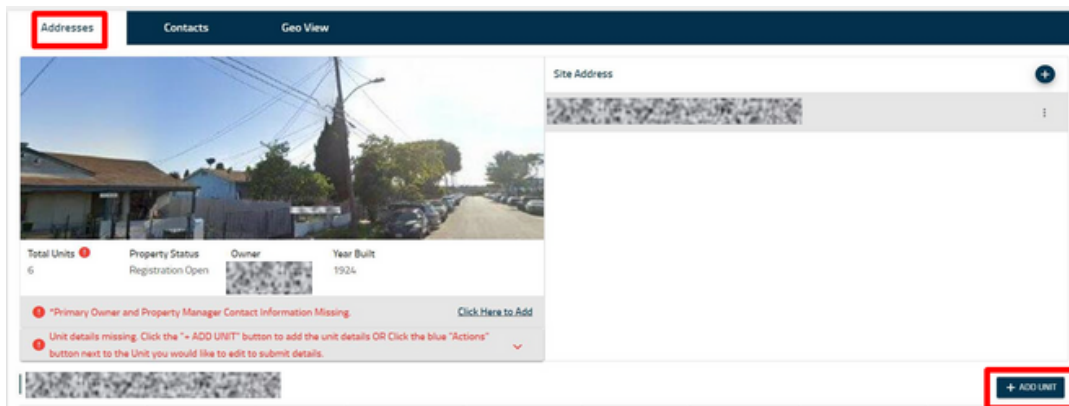
Zip Code *

CANCEL ADD

STEP 2: ADD UNIT INFORMATION

In this section, you will add the rental information for the property, this includes rental information for single family homes, apartments, multi-family units, condos, and rented rooms.

On the "Addresses" tab, click the "+ ADD UNIT" button.



The following pop-up window will appear for fully regulated properties; please enter the required information. Additional options may appear depending on the selected occupant type. For partially regulated properties, a similar version of the window will appear.

Tenant-occupied fully regulated unit example

Tenant-occupied partially regulated example

You will need to ensure all information entered is true and correct - including the base rent* amount.

***PLEASE NOTE:** Base Rent for a fully covered rental unit is rent charged on September 11, 2018, or start of tenancy, whichever is later. Base Rent for rent stabilized mobilehome spaces is rent charged on February 13, 2018, or start of tenancy, whichever is later.

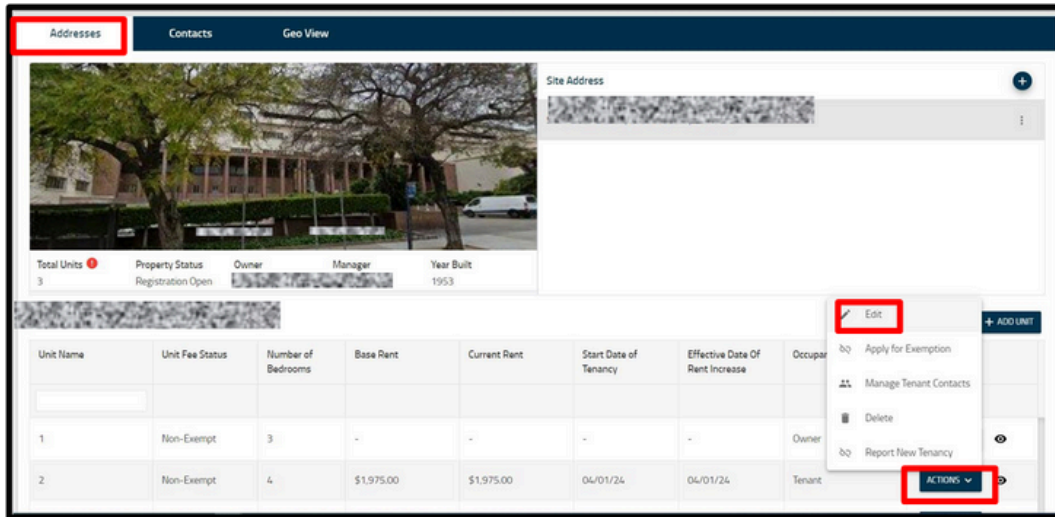
The chart below explains which units/spaces are subject to the County's protections and the coverage type:

Fully Covered Units (Rent restricted and eviction protections)	Partially Covered Units (Eviction protections only)	Mobilehome Spaces (Rent restricted)
Located in unincorporated LA County	Located in unincorporated LA County	Located in unincorporated LA County
Certificate of Occupancy (or its equivalent) issued on or before February 1, 1995	Most rental units, including Single Family Homes (SFH) & Condos, unless exempt	Constructed on or before January 1, 1990
Residential unit on a property with two (2) or more units		Containing recreation vehicles, in which the owners of such recreational vehicles have been residing on the mobilehome space for nine (9) or more consecutive months
Mobilehomes offered for rent by the owner of the mobilehome regardless of the date of the certificate of occupancy or equivalent permit		Month-to-month, short-term leases, or long-term leases entered into after February 13, 2020

STEP 3: EDIT UNIT INFORMATION FOR AN ONGOING TENANCY

If reporting a new tenancy or a vacancy, please go to Step 4: Report New Tenancy or Vacancy.

To update a unit, on the “Addresses” tab click the “ACTIONS” button, then select “Edit.”



After updating the unit information, click the “Update” button.

Edit Unit

Unit Name (e.g. UNIT # 1,A-101 or APT 22 etc.) *
2 No Unit Name

Number of Bedrooms *
4

Current Rent *
1975

Effective Date Of Rent Increase
4/1/2024

Occupant type *
Tenant

Base Rent *
1975

Start Date of Tenancy *
4/1/2024

Was there a Rent Increase imposed in the 07/01/2023-06/30/2024?
 Yes No

Was there a Rent Increase imposed in the 07/01/2024-06/30/2025?
 Yes No

Security Deposit *
2500

Occupants Include *:

Terminal Illness Person With a Disability Unsure/Unknown
 None / Not Applicable At least 62 years of age Low Income
 Children under 18

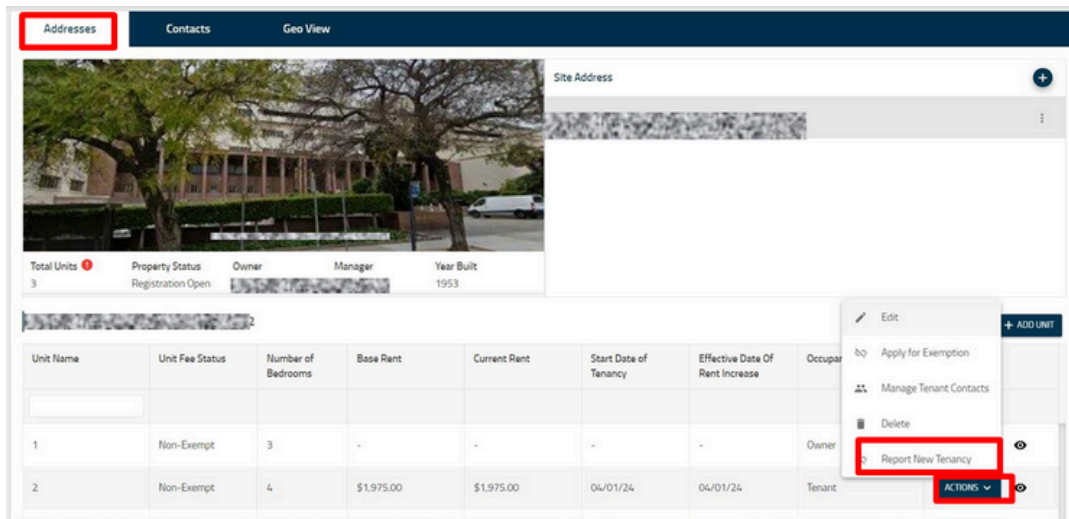
Housing Services Included in the Base Rent *:

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.

CANCEL **UPDATE**

STEP 4: REPORT A NEW TENANCY OR VACANCY

On the “Addresses” tab click the “ACTIONS” button for the specific unit then click “Report New Tenancy.”



Click “Reason of Change.”

Report New Tenancy

APN: [REDACTED]
UNIT NAME: 5

What is the reason for the change in tenancy?
Reason of Change *
This Field is Required.

What is the new tenant occupant type?
 Occupant Type *

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.

Submitter's Information

Enter Full Name * Select Title *

CANCEL
SUBMIT

Select a reason for the change in tenancy.

The screenshot shows the 'Report New Tenancy' form. At the top, there is a header 'Report New Tenancy'. Below it, there is a grey box containing 'APN : [REDACTED]' and 'UNIT NAME : 5'. A red box highlights a dropdown menu titled 'What is the reason for the change in tenancy?'. The dropdown options are: 'Tenant voluntarily vacated', 'Tenant vacated after receiving a For Cause termination notice', 'Tenant vacated after receiving a Eviction Request notice', 'Tenant vacated after agreeing to a Buyout Offer', and 'Unit was not previously occupied by Tenant'. Below the dropdown, there is a text area with the placeholder 'correct copies of the original documents.'. Underneath is the 'Submitter's Information' section with two input fields: 'Enter Full Name *' and 'Select Title *'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

Click "Occupant Type."

The screenshot shows the 'Report New Tenancy' form with more details. The header is 'Report New Tenancy'. The grey box now contains 'APN : ABCD | 101 AVE BLVD, LOS ANGELES, CA 94043' and 'UNIT NAME : C'. The 'Reason of Change' dropdown is now set to 'Reason of Change *' with a red error message 'This Field is Required.' below it. The 'What is the new tenant occupant type?' dropdown is highlighted with a red box and set to 'Occupant Type *'. Below this is the 'Declaration Statement' section with a checkbox and the text: '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.'. The 'Submitter's Information' section and 'CANCEL'/'SUBMIT' buttons are also visible.

Select an occupant type.

Manager
Tenant
Non-Residential Commercial
Vacant
Owner

Complete the remaining required sections then click "Submit."

STEP 5: REQUESTING UNIT EXEMPTIONS

Not all rental units and mobilehome spaces are subject to the RSTPO and MRSMOPO registration fee requirements. To see if your unit or mobile home space may be exempt, you may refer to the [RSTPO](#) or the [MRSMOPO](#), respectively.

Exemption requests can only be made BEFORE submitting your registration. If exemptions do not apply to your property, skip to step 6.

Below are some examples of qualifying exemptions:

- Unit is vacant and will remain vacant during the whole of the upcoming registration period of October 1 through September 30.
- 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.
- Unit has a certificate of occupancy or equivalent permit issued after February 1, 1995.

Unit exemptions cannot be requested AFTER registration is completed. Unit exemptions MUST be requested each year during the registration period. Please note: **You must submit a separate exemption request for each unit.** Supporting documents will be required and must be accompanied with your request for an exemption.

To apply for an exemption, go to the "Addresses" tab. Then, click the "ACTIONS" button next to the unit you believe qualifies for an exemption and select the option "Apply for Exemption" from the dropdown menu.

The screenshot shows a software interface with tabs for 'Addresses', 'Contacts', and 'Geo View'. Below the tabs is a photo of a building and a 'Site Address' field. A summary bar shows 'Total Units: 3', 'Property Status: Registration Open', 'Owner', 'Manager', and 'Year Built: 1953'. Below this is a table with columns: Unit Name, Unit Fee Status, Number of Bedrooms, Base Rent, Current Rent, Start Date of Tenancy, Effective Date of Rent Increase, and Occupancy. A context menu is open over the table, listing options: Edit, Apply for Exemption (highlighted with a red box), Manage Tenant Contacts, Delete, and Report New Tenancy. An 'ACTIONS' dropdown menu is also visible at the bottom right of the table.

Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Effective Date of Rent Increase	Occupancy
1	Non-Exempt	3	-	-	-	-	Owner
2	Non-Exempt	4	\$1,975.00	\$1,975.00	04/01/24	04/01/24	Tenant

Select the appropriate unit exemption reason from the list provided, upload any supporting documentation, acknowledge the declaration statement, and provide the Submitter's Information. Once all required information is entered, click "SUBMIT."

Apply for Unit Exemption

**Instructions :*
 Certain units may be exempt from registration fees. Please complete the information below if you believe this unit qualifies for an exemption for this registration period and select the reason for the request from the list below. You must submit documentation supporting your exemption claim along with this form. DCBA staff will review the request and any required supporting documentation before making a determination.

Select Reason for Unit Exemption*

- Unit is occupied by Property Owner, no Tenant in Dwelling Unit.
- Unit is vacant and will remain vacant for the registration period (October 1 to September 30).
- Unit is occupied by a property manager and there is a written agreement with the landlord under which 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 has a commercial use and is not used for residential purposes.
- Unit is an accommodation which the County or another public agency or authority owns or operates, or which is specifically exempted under the State or federal law or administrative regulation.
- Unit is an accommodation in a hospital, convent, monastery, asylum, facility managed by bona fide educational institution for student occupancy, or a facility licensed by the state to provide medical care.
- Unit is occupied by Transient Guests for which the County's Treasurer and Tax Collector has received or is entitled to receive payment of transient occupancy tax pursuant to County Code, Chapter 4.72.
- Unit is a mobilehome space that meets the exemption requirements of the mobilehome Residency Law, or is otherwise expressly exempt under State or federal law.
- Unit is a mobilehome space owned, managed, or operated by a government agency.
- Unit is a newly constructed mobilehome space which was initially held out for rent on or after January 1, 1990.
- Unit is a room in a single-family residence, condominium, or stock cooperative where the Landlord owns the residence and shares kitchen or bath facilities with the Tenant and where the Landlord or Landlord's Family Member also occupies a Dwelling Unit in the residence as his or her principal residence.
- Unit has certificate of occupancy or equivalent permit issued after February 1, 1995.
- Unit is alienable and separate from the title of any other dwelling unit, including single family residences and condominiums.
- Unit is an Accessory Dwelling Units (ADU) built/occupied after February 1, 1995.

Upload Document Document upload will begin when the user clicks the SUBMIT button below.

📁 Browse for File

During the review of your request, a Unit Exemption (UE) case will be created. The UE can be found in the “Case History” section at the bottom of the page. While DCBA staff is reviewing your request, you will be able to view the status. During this time, you also have the option to submit additional documentation to support your unit exemption request(s) by mail, email, fax, or by dropping it off in person.

Case History		
Case Id	Created on Entity	Case Type
UE2020-21-245	Unit: Unit A, LOS ANGELES CA 90001-1405	Unit Exemption

Applying for a Unit Exemption does not guarantee approval. Once submitted, DCBA staff will review each UE request and either approve or deny your request.

STEP 5: SUBMIT REGISTRATION

Once the APN meets all necessary requirements to be submitted for registration, a "Review and Submit" button will appear at the bottom of the "Addresses" tab.

Unit Name	Unit Fee Status	Number of Bedrooms	Current Rent	Start Date of Tenancy	Effective Date Of Rent Increase	Occupant Type	More
	Non-Exempt	3	\$2,200.00	06/01/24	06/01/24	Tenant	ACTIONS

Case History							
Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action	
RR2024-25	APN	Rent Registry	06/14/2024	07/18/2024	Registration Open		

REVIEW AND SUBMIT

A new page will be displayed for review. This page includes the entered APN details , along with contact information for the owner and property manager, unit details, and case history. Before officially submitting the information, you will have the opportunity to review all the details. After clicking “Submit,” a final pop-up will appear allowing you to review one last time and complete the submission process.

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 acknowledge and agree to the “Declaration Statement” and provide your name and title.

After clicking "SUBMIT," a window will appear confirming that your registration has been successfully submitted.

DCBA staff will review your submission for any discrepancies. If none are found, your registration status will change from “Pending Staff Review” to "Payment Pending." Once this status appears, you can pay your registration fees through the system.

If the status has changed to “Registration Denied” or “Unit Discrepancy,” corrections or edits are required to complete registration.

- **Registration Open** – This property has not been submitted for registration.
- **Pending Staff Review** – Property has been submitted for registration and is not yet complete. DCBA staff must review reported information.
- **Payment Pending** – Registration fees can now be paid online, by mail, or in person.
- **Payment Received/Registration Completed** – This is the final step for the registration cycle. No further action is required for the current registration.
- **Unit Discrepancy** – This status appears when the number of units submitted for registration does not match Los Angeles County property records. For example, County records reflect the property has 4-units, but the registration information entered reflects 5-units. Please contact DCBA for assistance to resolve this issue.
- **Registration Denied** – Registration may be denied for several reasons including missing exemptions, units, or unit information, among other discrepancies.

To stay informed about your registration status and ensure you make the required payment or corrections BEFORE the registration deadline, regularly check your email and the rent registry for updates.

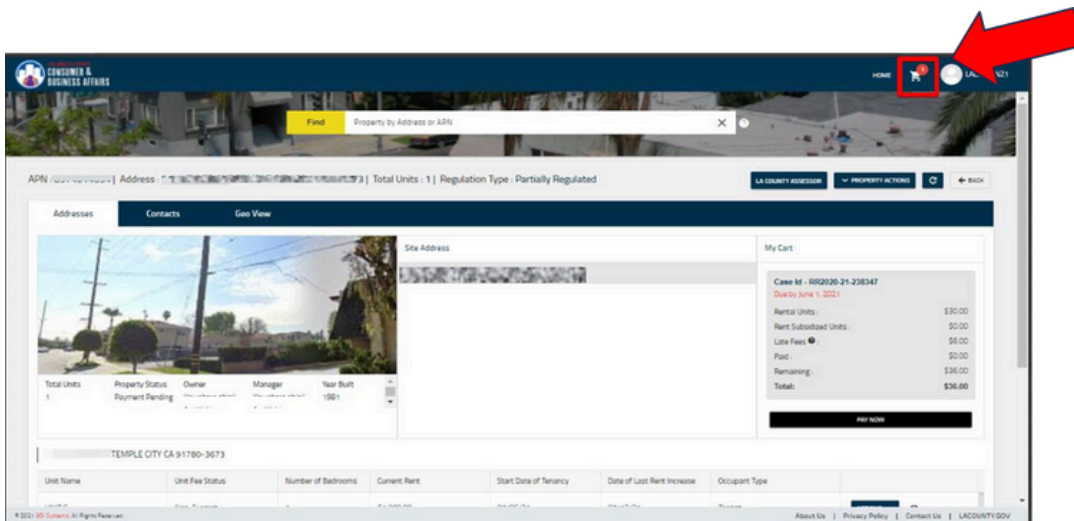
PAYING REGISTRATION FEES

REVIEW YOUR CART AND SUBMIT PAYMENT

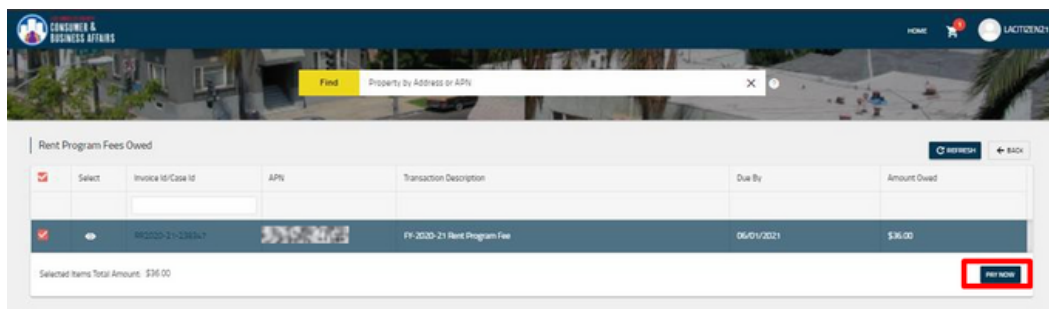
The deadline for annual registration and payment of registration fees is **September 30**. Registration or registration payments submitted after this date may be subject to a **10% late fee**.

Once staff has approved the registration, the status of the APN will change to "Payment Pending." If you are viewing property details through the "Addresses" tab 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 for online payment, click the shopping cart icon in the top right corner of the page (see image below).



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, a combination, or all your properties at once by selecting or unselecting the checkbox to the left of each property.



Click the "Return" button when you are finished. You will be redirected to your dashboard. If you have paid for all the properties, the shopping cart icon will disappear.

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

TROUBLESHOOTING GUIDE

UNABLE TO ACCESS THE RENT REGISTRY

- Make sure the website address is complete: <https://www.rentregistry.dcba.lacounty.gov/>
- Try different browsers
- Clear out your internet cookies and cache

UNABLE TO LOG IN

- User account has not been verified
 - Check your email inbox and junk mail folders for the verification email.
- Forgot password
 - Click on icon below Landlord on the homepage, then click “Forgot Password?”

UNABLE TO CLAIM PROPERTY

- Please check the Los Angeles County Annual Rental Registration Notice sent by DCBA to verify that the APN and PIN entered in the Rent Registry match.
- Property does not need to be claimed every year.
- A property can only be added to one account at a time.
 - We recommend checking your records or contacting your property management company to verify if this property has already been added to a user account.
 - If you are a new owner and the property was previously claimed by a previous owner, please contact DCBA for assistance.

UNABLE TO SUBMIT PROPERTY FOR REGISTRATION

- Please make sure that all required contact information for the property owner and property manager has been added.
- Please make sure that all required tenant information has been added.

UNABLE TO COMPLETE PAYMENT ONLINE

- Please make sure that the name and billing address are accurate.
- If a payment attempt fails, please try again after waiting at least 10 - 15 minutes.

Still Need Help? Please contact DCBA's Rent Stabilization Program:

Phone: (800) 593-8222

Email: rentregistry@dcba.lacounty.gov

In-person or Mail: Attn: Rent Stabilization Program

320 West Temple Street, Room G-10

Los Angeles, CA 90012

In-Person Office Hours: Monday through Thursday 8:30 a.m. to 4:30 p.m.

Phone Hours: Monday through Friday 8:30 a.m. to 4:30 p.m.

CONTACT DCBA

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



800.593.8222



rentregistry@dcba.lacounty.gov



DCBA.LACOUNTY.GOV/RENTREGISTRY



LOS ANGELES COUNTY
**CONSUMER &
BUSINESS AFFAIRS**