



LOS ANGELES COUNTY RENTAL HOUSING HABITABILITY

ENVIRONMENTAL HEALTH DIVISION | 5050 COMMERCE DRIVE, BALDWIN PARK, CA 91706-1423
1-888-700-9995 | DPH:RHHP@PH.LACOUNTY.GOV



June 4, 2024

DAVID,ILAN AND MIKA TRS DAVID FAMILY TRUST
6547 W 83RD ST
LOS ANGELES CA 90045-2847

Rental Property Address: 4326 W 105TH ST, INGLEWOOD CA 903041931
Assessor's Parcel Number: 4034-024-015

RE: RENTAL HOUSING HABITABILITY INSPECTION PROGRAM

Dear Rental Property Owner:

This letter is to introduce you to a new rental housing habitability inspection program in the unincorporated area of Los Angeles County that will be administrated by the Los Angeles County Department of Public Health (Public Health). This letter will provide a brief description of the new program, ask you to confirm or correct Public Health's information about your rental property, and, if you choose, to identify a person to Public Health as your designated local contact representative for your rental property.

NEW RENTAL HOUSING HABITABILITY PROGRAM ORDINANCE

On April 23, 2024, the Los Angeles County Board of Supervisors enacted two ordinances: Chapters 8.53 and 8.55 of the Los Angeles County Code, which establish a new proactive rental housing habitability inspection program in the unincorporated areas of Los Angeles County. Public Health will administer the new inspection program, called the Rental Housing Habitability Program (RHHP) and will conduct inspections of rental properties beginning in November 2024.

DESCRIPTION OF THE RENTAL HOUSING HABITABILITY PROGRAM

The RHHP applies to almost all rental housing units in the unincorporated areas of the County, including single-family homes that are rented. The RHHP has a proactive process for completing a prescheduled inspection of each rental housing unit once every 4 years. Public Health will also respond to housing habitability complaints made by tenants. The RHHP contains an administrative compliance process that provides landlords with a specified time period to correct habitability violations cited by Public Health.

For observed violations that remain uncorrected beyond the compliance date, the RHHP includes administrative actions to incentivize rapid correction of habitability violations, including rent reductions and the potential for the placement of the rental property or unit into the County's Rent Escrow Account Program (REAP) until all necessary repairs are made.

RHHP and REAP are operated on a cost-recovery basis. Every year, Rental property owners will be assessed an annual fee of \$86 per unit, to fund the operations of both programs. The annual fee will appear as a line item on the subject property's property tax bill issued for 2024-25 by the Los Angeles County Treasurer – Tax Collector. Rental property owners are authorized to pass on 50% of the per unit annual fee on a monthly basis to their tenants. Rental property owners may begin collecting the monthly fee of \$3.58 per unit starting July 2024.

CURRENT INFORMATION REGARDING YOUR RENTAL PROPERTY

Public Health has identified your property as being a property with two or more units that is subject to the ordinance, unless specific exemptions are met. Please use the attached Property Information Verification Form to correct information regarding your rental property information or visit the Rental Housing Habitability Program website <http://publichealth.lacounty.gov/eh/about/rental-housing-habitability-program.htm> to submit the information to Public Health electronically.

Please note that rental units occupied by the property owner or removed from the rental market are exempt from the Rental Housing Habitability ordinance and are not subject to the new annual \$86 per rental unit fee. It is important that you promptly provide the correct number of rental units at the rental property, so that the County can ensure that your property tax bill accurately reflects the correct information.

Additionally, it is vitally important that Public Health has a reliable way to contact rental property owners regarding both scheduled and complaint investigations, and to discuss repairs and corrective measures that may need to be made within the time prescribed by the ordinance. To allow for timely and reliable communication, when confirming the numbers of rental units at your rental property, please provide Public Health with the contact information, including cell phone number and email address, for you as the rental property owner, and/or a designated local contact representative or agent authorized by you, to resolve any issues and respond to any inquires, notices of inspection or notices of violation issued by Public Health, or any other governmental agency. Public Health requests that you or your designated local contact representative be easily accessible by phone and email and able to respond quickly to any urgent issue with the rental property that may arise.

If you have any additional questions, comments, or concerns, please contact the Rental Housing Habitability Program via email at DPH-RHHP@ph.lacounty.gov.

Interested in learning more about the Rental Housing Habitability Program?

Please visit <http://ph.lacounty.gov/eh/about/rental-housing-habitability-program.htm>



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RENTAL PROPERTY INFORMATION VERIFICATION AND EXEMPTION FORM

Please fill out each section completely by printing or click here to complete <https://forms.office.com/r/pvk33yhJpc>.
See page 3 for instructions

RENTAL PROPERTY OWNER INFORMATION

PROPERTY OWNER:

CARE OF:

E-MAIL:

PHONE #:

PROPERTY OWNER ADDRESS:

UNIT:

CITY:

STATE:

ZIP CODE:

RENTAL PROPERTY INFORMATION

PROPERTY NAME:

TOTAL # OF UNITS:

APN:

STREET ADDRESS:

UNIT:

CITY:

ZIP CODE:

ADDITIONAL ADDRESSES ON THE SAME PARCEL, IF APPLICABLE:

STREET ADDRESS:

UNIT:

STREET ADDRESS:

UNIT:

STREET ADDRESS:

UNIT:

STREET ADDRESS:

UNIT:

STREET ADDRESS:

UNIT:

STREET ADDRESS:

UNIT:

DESIGNATION OF A LOCAL CONTACT REPRESENTATIVE INFORMATION

If you have a property management company or a property manager who you would like to designate to also receive correspondence from the RHH Program, please provide all required contact information.

PROPERTY MANAGEMENT COMPANY:

PHONE #:

NAME & PHONE # OF REPRESENTATIVE:

E-MAIL:

MAILING ADDRESS:

UNIT:

CITY:

ZIP CODE:

ONSITE MANAGER

Apartment complexes with 16 or more units are required to have an onsite manager. Please provide the contact information below.

ONSITE MANAGER NAME:

E-MAIL:

PHONE #:

ADDRESS (IF DIFFERENT FROM ABOVE)

UNIT:

CITY:

ZIP CODE:

REQUEST FOR EXEMPTION FROM RENTAL HOUSING HABITABILITY PROGRAM

Properties or individual units at rental properties may be exempt from the RHH Program if they meet specific conditions identified in the ordinance. These include:

1. The unit is occupied by the property owner
2. The property has been removed from the rental housing market
3. The property is subject to routine inspections for habitability by another government agency.

Select the applicable exemption request below and attach all supporting documents/information. Forms filed without the applicable documentation will not be considered, and all fees will be applied to the owner's property tax.

- Property is a single-family dwelling occupied as primary residence by the property owner.

Date owner started occupancy: _____

- Property is a multiple-family dwelling, and one unit is occupied as primary residence by the property owner.

Unit # _____

- Property removed from market (will remain off the market).

Provide a copy of a filing with the Los Angeles County Assessor's Office indicating the property is removed from the rental market.

- Property is subject to routine inspections for rental housing habitability by another local, State, or federal government agency.

Identify the agency that completes the routine inspection and provide a copy of the last inspection report.

Comments:

I hereby declare under penalty of perjury that, to the best of my knowledge and belief, the foregoing is true and correct.

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Reviewed and verified by:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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INSTRUCTIONS

Rental Property Owner Information – Provide identifying and contact information, including an office phone, cell phone and active email address, for the property owner. Provide the name of the business if the property owner is not an individual person or multiple people. For a corporation, limited liability corporation, limited partnership, or trust, include in “Care of” the name of the individual who should be contacted along with the phone number and email for the individual.

Rental Property Information – For apartments, indicate if the property has a business name. When a property has multiple addresses, list the range of the street number (e.g., 1000 – 1048 S. Main St. Anytown). If the property has multiple streets, include additional streets on the additional address line. The Assessor’s Parcel Number or APN is available on your property tax bill. Please complete a separate form for each owned parcel.

Local Contact Representative Information – Indicate if you have a representative, such as a property manager or property management company, that you would like to designate as the Local Contact Representative (LCR) for the property and be contacted when the Department schedules inspections, sends inspection reports, or other sends other communications or notices. The RHH Program requires a property owner’s LCR to be an adult (18 years old or older). The authorized LCR must be present at the property for an inspection to take place and has the capacity to address questions the inspector may have about specific deficiencies and provide access to occupied units.

Onsite Manager – Indicate the name and contact information if the property has an onsite manager. An onsite manager is required by State law when a property has 16 or more rental units. If the property has multiple street addresses, provide the street address of the onsite manager.

Request for Exemption from Rental Housing Habitability Registry – Complete this section if you are claiming an exemption for the property or an individual unit. Exemptions include:

- a) The property is a single-family dwelling and is owner-occupied,
- b) The property has two or more units, and one unit is owner occupied. Only the owner-occupied unit is exempt. Units occupied by an onsite manager are not eligible for exemption.
- c) The property is subject to routine inspection by another local, State, or federal agency to determine compliance with health and habitability standards. If individual units are inspected as part of Section 8 housing but the entire building is not inspected, the individual units are not exempt. A copy of the last inspection report must be provided.
- d) The property or rental housing unit is no longer a part of the rental housing market and will remain off until further notice. This must be recorded with the Assessor’s Office, and a copy of the recording must be provided.

NOTE: You must register your rental property with the Department of Consumer and Business Affairs (DCBA) as soon as it becomes tenant occupied.

The completed form, along with all supporting documentation, may be either delivered to one of the Los Angeles County Department of Public Health, Environmental Health Division offices located at the address listed or mailed directly to:

Los Angeles County Department of Public Health, Environmental Health Division
Attn: County Housing Program Chief
5050 Commerce Drive
Baldwin Park, CA 91706-1423

Do not send the original paperwork. Please keep a copy of all documents for your records.

Visit the RHH Program website for more information:

<http://www.publichealth.lacounty.gov/eh/about/rental-housing-habitability-program.htm>.