



# EXEMPTION APPLICATION

8300 Santa Monica Blvd., West Hollywood, CA 90069 p: (323) 848-6450 Email: rsh@weho.org

**Parcel Identification Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(Street Number) (Street Name)

**Property Owner(s) Information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

**Add an Exemption:** Unit No.: \_\_\_\_\_ Date the Exemption Started: \_\_\_\_\_

*(Please check one category, and provide additional documentation and information as requested)*

**The owner now occupies the unit as their principal residence.**  
(Submit a copy of utility bill or other document which demonstrates residency.)

**The owner's relative now occupies the unit.**

Name of occupant: \_\_\_\_\_

Relationship to owner: \_\_\_\_\_  
(Submit a copy of utility bill or other document which demonstrates residency.)

**Conversion of the unit to a non-rental use, as defined by §17.24.010(a)(10) of the Rent Stabilization Ordinance (RSO).**

Describe the use: \_\_\_\_\_

**Remove an Exemption:** Unit No.: \_\_\_\_\_ Date the Exemption Ended: \_\_\_\_\_

*(Please check the type of exemption that is being terminated. If no base rent has been established for this unit you must file the Base Rent Initialization form within thirty (30) days of renting the unit. Registration fees may be due on this unit from the date the exemption was terminated through the next June 30<sup>th</sup>).*

**The owner or their relative no longer occupies the unit.**

**Non-rental restored to residential rental use.**

**Returned to market after withdrawal of property.**

**No longer occupied by tenant under a Section 8 contract.** *(Provide copy of "Termination Notice" from L.A. County Housing Authority).*

**Declaration:**

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attached pages, including documentation, are true, correct and complete.

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

Print Name: \_\_\_\_\_

**Office Use Only**

APPROVED _____	DATE _____	COMMENTS: _____
DENIED _____	DATE _____	_____
ENTERED _____	DATE _____	_____

## **Instructions for Exemption Application**

Exemptions are **not** automatic. Landlords must apply and submit proof acceptable to the Rent Stabilization and Housing Division. The exemption is not effective until approved by the Division. Rent Stabilization Regulations Section 50003(a)(2), states that if the ownership of a property or unit which has been granted an exemption changes, the new owner shall be allowed a one-hundred eighty (180) day grace period in which to apply for an exemption. If the new owner fails to apply within that period, the exemption shall terminate automatically, effective with the date of ownership change. Consequently, landlords will be required to pay pro-rated registration fees from the date the exemption was terminated through the next June 30th. This section shall only apply to exemptions granted for uses pursuant to WHMC§ 17.24.010(a)(9) and (10). The grace period for probate properties shall begin when probate is settled.

According to Rent Stabilization Regulations Section 50003(b)(2), an exemption may be revoked if it is determined that the exemption was obtained through misrepresentation of the facts by the landlord, or if the use entitling a landlord to an exemption for a particular property or unit has changed. **A copy of this application must be served on the occupants of the rental unit for which the landlord is seeking an exemption, or posted in a conspicuous location on the property, within five (5) business days of filing.**

### **Who Should Use This Form?**

Landlords wishing to exempt a unit(s) for any of the following purposes:

- Units occupied by the landlord or the following relatives of the landlord: parent, grandparent, brother, sister, or child by blood or adoption.
- Units used for non-rental common-area purposes such as storage areas, laundry rooms, or community rooms.

### **Who Should Not Use This Form?**

- Landlords who wish to apply for a building-wide exemption such as Non-Profit use under Section 501(c)(3) of the Internal Revenue Code; institutional; or commercial use.
- Condominium or single family home owners requesting a permanent exemption under RSO §17.24.010(a)(11) or (12).
- Properties removed from the rental market in accordance with Section 17.52.010(15) – Ellis Act.

**Please be advised that an individual unit does not qualify for an exemption just because the landlord chooses to keep it vacant.**

## **How to Complete this Form**

### **Property Address:**

Print or type the address of the property in question. *You are required to file an exemption application for each unit that you wish to be considered.*

### **Landlord/Agent Information:**

Print or type the mailing address of the landlord, including a daytime phone number where the landlord or agent may be reached.

### **To Add an Exemption:**

You must complete this section if you are filing to add an exemption to a property. Type or print the unit number of the unit you wish to exempt. Type or print the date the landlord or landlord's relative first began occupying the rental unit, or the date the unit was first converted to a non-rental use. Then check the type of exemption you are applying for, and attach the information and documentation requested under that section.

### **To Remove An Exemption:**

Print or type the unit number of the unit you wish to remove the exemption. Print or type the date the unit lost its exempt status due to a change in conditions (the landlord or their relative moved out; the unit is being restored to a residential rental use, etc.). Check the box which describes the type of exemption you want to remove.

### **Signature:**

Read the declaration carefully, sign and date the form. Print or type your name below the signature. This form will not be processed without the signature of the landlord or the landlord's agent.