



RESIDENTIAL RENTAL LISTING REQUEST

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

NEITHER THE RENT STABILIZATION & HOUSING DIVISION NOR THE CITY OF WEST HOLLYWOOD MAKES ANY REPRESENTATION WHATSOEVER ABOUT THE UNITS, THEIR CONDITION, STATUS AND THE TERMS OF ANY RENTAL AGREEMENT.

The Rent Stabilization & Housing Division publishes a list of available rentals every Thursday. **This list is only for units located in the City of West Hollywood.** It is comprised of listings submitted to the Division by landlords, owners or management companies. It is available in our lobby every Thursday after 8:00 a.m. or you can look it up on the internet at www.weho.org. In the "Most Popular" column, click on the "Residential Referral List." Follow the instructions on the web site page to receive regular updates via E-mail.

To place an ad, you may do so in any of the following methods:

In Person: Rent Stabilization & Housing Division

Internet: [www.weho.org/Residential Referral List](http://www.weho.org/ResidentialReferralList)

Fax: (323) 848-6567

24-HR Voicemail: (323) 848-6419

If you decide to list your unit by telephone, we kindly ask that when leaving your message you **PLEASE SPEAK SLOWLY**. State the address, unit number, number of bedrooms, number of bathrooms, rent amount, what housing services are being provided, plus the name and phone number of the contact person, and whether or not you accept pets. We also ask that you let us know if the building and/or unit have any available handicap accessibility enhancements.

The **deadline** to submit your listing by internet, phone, fax or in person is every Wednesday by 4:00 p.m. Any submissions received after this deadline will not appear until the following week's list.

Your vacancy will be listed for six weeks, unless you request that it be removed earlier, or continued for an additional period. Unfortunately, we cannot fax listing but we will gladly mail you one upon your request. In order to add you to our mailing list, please call us at (323) 848-6419 and leave your name and address.

Please be aware rentals for 30 calendar days or less (short term vacation rentals) are prohibited in the City of West Hollywood.

**RENT STABILIZATION & HOUSING DIVISION HOURS ARE
8:00 AM – 6:00 PM MONDAY THROUGH THURSDAY AND
8:00 AM – 5:00 PM EVERY FRIDAY**

To list a unit, please complete the following information and return it to the Rent Stabilization & Housing Division by printing the form and then faxing it to (323) 848-6567. You may also call the Residential Referral Service Hotline at (323) 848-6419 and leave us the requested information.

PLEASE REMEMBER TO CHECK OFF ALL THE APPLICABLE HOUSING SERVICES PROVIDED IN THE LISTED UNIT.

Address:		Unit No.:
No. of Bedrooms:	No. of Bathrooms:	Rent Amount:
Contact Person:		Amenities Please check off <u>only</u> those that apply.
Phone Number:		
E-mail Address:		
Additional Comments:	<input type="checkbox"/>	A/C
	<input type="checkbox"/>	Pets
	<input type="checkbox"/>	Elevator
	<input type="checkbox"/>	Wheelchair Accessible
	<input type="checkbox"/>	Parking
	<input type="checkbox"/>	Hardwood Floors
	<input type="checkbox"/>	Pool
Indicate any available handicap accessibility enhancements such as elevator, ramps, handicap parking, etc.:	<input type="checkbox"/>	Rent Control
	<input type="checkbox"/>	Laundry