



ELLIS EXEMPTION

Parcel Identification Number: _____ - _____ - _____

Property Address: _____

(Street Number)

(Street Name)

Landlord/Agent Information

Name: _____ Phone: (_____) _____

Name: _____ Date of Ownership: _____

Mailing Address: _____

City, State, & Zip Code: _____

To Add an Exemption

Date that all units on the property were vacated: _____

The property has been completely removed from the rental market in accordance with WHMC 17.52.010(15).

To Return Units to Market

Date the property will return to market: _____

The City must be notified that the landlord is returning the property to the rental market thirty (30) days prior to re-renting any unit on the property. If one unit is re-rented, all units are returned to the rental market. The exemption for the complete property is removed and registration fees will be due for all units prorated to the next June 30th. Landlords must make a good-faith effort to notify all tenants with right-of-first refusal that their unit is going back onto the rental market and allow them to return to their units if they choose to do so.

Declaration

I (we) 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 Applications Regarding Ellis Exemptions

Ellis Exemptions are not automatic. Landlords must apply and submit proof acceptable to the Rent Stabilization Division. The Ellis Exemption is not effective until approved by the Division. According to Regulation 50003, an Ellis 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.


Who should use this Form?

1. Landlords who wish to establish an exemption for units removed from the rental market where the noticing period (120-days or more) has expired and **ALL** the tenants have vacated the units. This may be up to 1 year after the notices were given for those senior or disabled persons who qualify for an extension. If the Division does not receive the exemption form for the entire property by June 30th, the annual rent registration fees will be billed.

OR

2. Landlords who wish to begin the process of returning units to the rental market, thirty (30) days prior to the date that you plan to re-rent the units. Remember that you must make a good-faith effort to contact any tenants with the right-of-first refusal prior to putting the property back onto the market. The rents will not be decontrolled for 5 years from the date the property was vacated.

Who should **NOT** use this Form?

-  Landlords applying for exemptions for individual units (owner/relative occupancy, non-rental use, etc.)
 - For individual unit exemptions: submit a standard Exemption Application

How to Complete this Form:

- Property Address:**
 - Print or type the address and total number of units on the property in question.
- Landlord/Agent Information:**
 - Print or type the mailing address of the landlord or agent, including a daytime phone number where the landlord or agent may be reached and date of ownership.
- To Add an Exemption:**
 - Print or type the date all the units on the property were vacated.
- To Return Units to Market:**
 - Print or type the date on which you are planning to return the property to the rental market.
- Declaration:**

Read the declaration carefully, and 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 designated agent.

If you have any questions, please contact the Rent Stabilization Division at (323) 848-6450 during normal business hours: Monday through Thursday, 8 a.m. to 5 pm; Fridays 8 a.m. to 4:30 p.m or visit the City's website at www.weho.org.