



PROPERTY INFORMATION UPDATE

Complete online: <https://go.citygrows.com/rsd/piu>

I am the: Owner Agent/representative (**attach your contract with the owner**)

Update: New ownership Same owner, new address New onsite manager
 New agent Same agent, new address New onsite manager unit

Parcel Identification Number: _____ (XXXX - XXX - XXX)

Property address: _____
Street number Street name Unit Zip

Property owner information (not agent information) - owner should match LA County Assessor records

Date of ownership: _____

Name: _____ Address: _____

% owned: _____ Phone: _____ Email: _____

Name: _____ Address: _____

% owned: _____ Phone: _____ Email: _____

Agent/representative information (to whom billing and correspondence will be sent)

Name: _____ Phone: _____

Mailing address: _____

Email: _____ Company: _____

Onsite/Resident Manager (occupies a unit at the property) information

Name: _____ Unit: _____ Phone: _____

Email: _____

Declaration:

I declare under penalty of perjury under the laws of the State of California that I have served all affected parties with copies of this records update and that all the information submitted is true, correct, and complete.

Owner/agent/representative signature: _____

Print name: _____ Date: _____

Office Use Only	Received
Approved: _____	Date: _____
Comments: _____	

Tips for completing this form

Who should use this form?

Landlords of residential rental property in West Hollywood who need to update their property file and the City's records due to:

- Change of ownership
- Change of mailing address of the landlord or agent
- Change of the designated agent/representative
- Change of resident manager

Agents/representatives can fill in this form. If you're an agent, representative, or resident manager, please provide us with a copy of the contract granting you authority to manage the property.

Who should not use this form?

Landlords who are reporting a change in ownership for a property that has not been properly registered. The landlord must first register the property through the Rent Stabilization Division's online portal. If you have not yet registered your property, please contact the Division at the phone number or email address listed below for information on how to do so.

When should I file?

Within thirty (30) days after a change in ownership of the property (we consider ownership final after the close of escrow), designated agent/representative, resident manager, and/or any contact information.

How to complete this form

Parcel Identification Number: Fill in the applicable parcel number assigned to the property. You can confirm your parcel ID (Assessor Identification Number) via the Assessor property search at lacounty.gov.

Property address: Please complete the site address information on your property. You do not need to list apartment or individual unit numbers unless the property is a condominium.

Property ownership information: Fill in the date of ownership and each owner's name (should match current LA County Assessor information) and the percent of the property to which each holds title.

Agent/representative information: Fill in all applicable information concerning the designated agent or management company for this property. This section does not need to be completed unless an agent or company is authorized to act on behalf of the owner and receive correspondence from the Rent Stabilization Division.

Onsite manager: Fill in all applicable information concerning the onsite resident manager's name, unit number, daytime phone number, and email address.

Declaration: You must sign and date this form. Please type or print the name of the signing party below the signature. Without a signature, this form is not valid.