



# EXEMPTION APPLICATION

## ADD AN EXEMPTION

This form must be completed and signed by the property owner

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

**Property address:** \_\_\_\_\_  
Street number Street name

**Property owner:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Add an exemption:** Unit #: \_\_\_\_\_ Exemption start date: \_\_\_\_\_

*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.**  
Occupant name: \_\_\_\_\_ Relation to owner: \_\_\_\_\_  
*(Submit a copy of utility bill or another document which demonstrates residency)*

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

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

**Declaration:**

I (the property owner) 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:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Office Use Only**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Notes:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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8300 Santa Monica Blvd., West Hollywood, CA 90069

Received

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## Who should use this exemption application?

Landlords wishing to exempt a unit 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
- Non-rental common-area purposes, such as storage areas, laundry rooms, or community rooms

## Who should not use this exemption application?

- 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)
- Landlords who wish to remove an exemption (please complete the 'Remove an Exemption' version of this form)

## 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.

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

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

**Declaration:** Read the declaration carefully and sign and date the form. Enter your name and email below the signature. This form will not be processed without the signature of the landlord or the landlord's agent.

## IMPORTANT INFORMATION FOR EXEMPTION APPLICANTS

### **The exemption is not effective until approved by the Division.**

Exemptions are *not* automatic. Landlords must apply and submit required proof to the Rent Stabilization Division in order to obtain an exemption. Registration fees for rent stabilized units are due as described in the Rent Stabilization Ordinance until the Division has received, reviewed, and approved an exemption application.

### **Changes in ownership**

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.

### **Revocation of exemption**

Per 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.

### **Required noticing**

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.

### **Vacant units**

Please be advised an individual unit does not qualify for an exemption if the landlord chooses to keep it vacant.