



EXEMPTION APPLICATION

REMOVE 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: _____

Remove an exemption: Unit #: _____ Exemption end date: _____

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 30th.

- The owner or their relative no longer occupies the unit as their principal residence
- Non-rental restored to residential rental use
- No longer occupied by tenant under a Section 8 contract
(Provide a copy of Termination Notice from L.A. County Housing Authority)

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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Received



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Who should use this exemption application?

Landlords wishing to remove an exemption status from a unit for any of the following purposes:

- The owner or their relative no longer occupies the unit as their principal residence
- Non-rental restored to residential rental use
- No longer occupied by tenant under a Section 8 contract

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)
- Owners of properties removed from the rental market in accord with Section 17.52.010(15) – Ellis Act
- Landlords wishing to add an exemption (please complete the 'Add 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.

Remove an exemption: You must complete this section if you are filing to remove an exemption from a property. Enter the unit number of the unit you wish to remove the exemption from. Enter 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 describing the change in conditions and attach any information/documentation requested.

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 removal is not effective until approved by the Division.

Exemption removals are *not* automatic. Landlords must apply and, if applicable, submit required proof to the Rent Stabilization Division in order to remove an exemption. Registration fees for rent stabilized units are due as described in the Rent Stabilization Ordinance after the Division has received, reviewed, and approved an exemption removal.