City of West Hollywood · Rent Stabilization Division

RELOCATION COUNSELING ASSISTANCE

Parcel ID Number: _____

Property address: _____

Landlord Information

Name: _____ **Phone:** _____

Address: _____

Email: _____

Purpose of Eviction(s)

☐ Owner/Relative occupancy ☐ Ellis Act ☐ Correction of Violation(s) ☐ Foreclosure

☐ Other: _____

Tenant Information (use page 2 to enter additional tenants if necessary)

** Qualified tenants: Older adults (62 years or older), disabled, terminally ill, and/or living with one or more minor dependents*

Name: _____ **Phone:** _____

Unit address: _____

Email: _____

☐ Low-Income ☐ Moderate-Income ☐ Qualified*: _____

Calculation of Fees Owed

Total units with qualified*, Low/Moderate-Income tenant(s) being evicted: _____ X $800 = $ _____

Total units with standard tenant(s) being evicted: _____ X $500 = $ _____

Total amount of relocation counseling fees owed to the City of West Hollywood: $ _____

Declaration

I 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: _____

Name: _____

OFFICE USE ONLY

Approved: _____ Date: _____

Denied: _____ Date: _____

Note: _____ TR#: _____

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RELOCATION COUNSELING ASSISTANCE

Tenant Information (additional entries)

** Qualified tenants: Older adults (62 years or older), disabled, terminally ill, and/or living with one or more minor dependents*

Name: _____ **Phone:** _____

Address: _____

Email: _____

☐ Low-income ☐ Moderate-income ☐ Qualified*: _____

Name: _____ **Phone:** _____

Address: _____

Email: _____

☐ Low-income ☐ Moderate-income ☐ Qualified*: _____

Name: _____ **Phone:** _____

Address: _____

Email: _____

☐ Low-income ☐ Moderate-income ☐ Qualified*: _____

Name: _____ **Phone:** _____

Address: _____

Email: _____

☐ Low-income ☐ Moderate-income ☐ Qualified*: _____

Compliance with Relocation Fee Requirements

Although you may have paid an initial relocation counseling fee, please be advised that if the City receives confirmation from its contracted relocation agency that any of the listed tenants are identified as older adults, disabled, and/or otherwise qualified, you will be required to pay additional relocation counseling fees in strict accordance with Rent Stabilization Ordinance Section 17.52.080. Failure to timely remit the required additional relocation counseling fees may result in a modification of the date by which the tenants are required to vacate the unit and/or referral of the matter for further enforcement action.