



# LOS ANGELES COUNTY RENTAL HOUSING HABITABILITY

ENVIRONMENTAL HEALTH DIVISION | 5050 COMMERCE DRIVE, BALDWIN PARK, CA 91706-1423  
1-888-700-9995 | DPH-RHHP@PH.LACOUNTY.GOV



## RENTAL PROPERTY INFORMATION VERIFICATION AND EXEMPTION FORM

Please fill out each section completely. See page 3 for instructions

RENTAL PROPERTY OWNER INFORMATION				
PROPERTY OWNER:				
CARE OF:	E-MAIL:		PHONE #:	
PROPERTY OWNER ADDRESS:	UNIT:	CITY:	STATE:	ZIP CODE:
RENTAL PROPERTY INFORMATION				
PROPERTY NAME:		TOTAL # OF UNITS:	APN:	
STREET ADDRESS:	UNIT:	CITY:	ZIP CODE:	
ADDITIONAL ADDRESSES ON THE SAME PARCEL, IF APPLICABLE:				
STREET ADDRESS:	UNIT:	STREET ADDRESS:	UNIT:	
STREET ADDRESS:	UNIT:	STREET ADDRESS:	UNIT:	
STREET ADDRESS:	UNIT:	STREET ADDRESS:	UNIT:	
DESIGNATION OF A LOCAL CONTACT REPRESENTATIVE INFORMATION				
If you have a property management company or a property manager who you would like to designate to also receive correspondence from the RHH Program, please provide all required contact information.				
PROPERTY MANAGEMENT COMPANY:			PHONE #:	
NAME & PHONE # OF REPRESENTATIVE:			E-MAIL:	
MAILING ADDRESS:	UNIT:	CITY:	ZIP CODE:	
ONSITE MANAGER				
Apartment complexes with 16 or more units are required to have an onsite manager. Please provide the contact information below.				
ONSITE MANAGER NAME:		E-MAIL:		PHONE #:
ADDRESS (IF DIFFERENT FROM ABOVE)	UNIT:	CITY:	ZIP CODE:	

**REQUEST FOR EXEMPTION FROM RENTAL HOUSING HABITABILITY PROGRAM**

Properties or individual units at rental properties may be exempt from the RHH Program if they meet specific conditions identified in the ordinance. These include:

1. Units occupied by the property owner
2. Properties that have been removed from the rental housing market
3. Properties subjected to routine inspections for habitability by another government agency.
4. Properties that are short-term rentals (ex. VRBO, Airbnb)
5. Mobile Homes or Recreational Vehicles
6. The property is vacant without intent to rent.

Select the applicable exemption request below and attach all supporting documents/information. Forms filed without the applicable documentation will not be considered, and all fees will be applied to the owner's property tax.

- Property is a single-family dwelling occupied as primary residence by the property owner.  
Date owner started occupancy: \_\_\_\_\_
- Property is a multiple-family dwelling, and one unit is occupied as primary residence by the property owner.  
Unit # \_\_\_\_\_
- Property removed from market (will remain off the market).
- Property is subject to routine inspections for rental housing habitability by another local, State, or federal government agency.  
Identify the agency that completes the routine inspection and email a copy of the last inspection report to [DHP-RHHP@ph.lacounty.gov](mailto:DHP-RHHP@ph.lacounty.gov)

**Comments:**

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I hereby declare under penalty of perjury that the foregoing is true and correct.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed and verified by:

Date:

Approved  Denied

## INSTRUCTIONS

**Rental Property Owner Information** – Provide identifying and contact information, including an office phone, cell phone and active email address, for the property owner. Provide the name of the business if the property owner is not an individual person or multiple people. For a corporation, limited liability corporation, limited partnership, or trust, include in “Care of” the name of the individual who should be contacted along with the phone number and email for the individual.

**Rental Property Information** – For apartments, indicate if the property has a business name. When a property has multiple addresses, list the range of the street number (e.g., 1000 – 1048 S. Main St. Anytown). If the property has multiple streets, include additional streets on the additional address line. The Assessor’s Parcel Number or APN is available on your property tax bill. Please complete a separate form for each owned parcel.

**Local Contact Representative Information** – Indicate if you have a representative, such as a property manager or property management company, that you would like to designate as the Local Contact Representative (LCR) for the property and be contacted when the Department schedules inspections, sends inspection reports, or other sends other communications or notices. The RHH Program requires a property owner’s LCR to be an adult (18 years old or older). The authorized LCR must be present at the property for an inspection to take place and has the capacity to address questions the inspector may have about specific deficiencies and provide access to occupied units.

**Onsite Manager** – Indicate the name and contact information if the property has an onsite manager. An onsite manager is required by State law when a property has 16 or more rental units. If the property has multiple street addresses, provide the street address of the onsite manager.

Request for Exemption from **Rental Housing Habitability Program**-Complete this section if you are claiming an exemption for the property or an individual unit. Exemptions include:

- a) The property is a single-family dwelling and is owner-occupied,
- b) The property has two or more units, and one unit is owner-occupied. Only the owner-occupied unit is exempt. Units occupied by an onsite manager are not eligible for exemption.
- c) The property is subject to routine inspection by another local, State, or federal agency to determine compliance with health and habitability standards. If individual units are inspected as part of Section 8 housing but the entire building is not inspected, the individual units are not exempt. A copy of the last inspection report must be provided via email to [DPH-RHHP@ph.lacounty.gov](mailto:DPH-RHHP@ph.lacounty.gov)
- d) The property or rental housing unit is no longer a part of the rental housing market and will remain off until further notice.
- e) The property is a Short-term rental (ex. VRBO or Airbnb).
- f) The property is vacant without intent to rent.
- g) Mobile Homes or Recreational Vehicles.

The completed form, along with all supporting documentation, may be emailed to [DPH-RHHP@ph.lacounty.gov](mailto:DPH-RHHP@ph.lacounty.gov) or delivered or mailed to:

Los Angeles County Department of Public Health, Environmental Health Division  
Attn: County Housing Program Chief  
5050 Commerce Drive  
Baldwin Park, CA 91706-1423

**Do not send the original paperwork. Please keep a copy of all documents for your records.**

Visit the RHH Program website for more information

