



**PROPERTY OWNER APPLICATION FOR RENT ADJUSTMENT  
INSTRUCTIONS FOR COMPLETION**

COUNTY OF LOS ANGELES  
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS  
**RENT STABILIZATION PROGRAM**  
320 WEST TEMPLE STREET ROOM G-10, LOS ANGELES, CA 90012-2706  
Email: [rent@dcbalacounty.gov](mailto:rent@dcbalacounty.gov)

**Pursuant to Section 8.52.060(C) of the Los Angeles County Code**, an Application for Rent Adjustment must be submitted to the Department of Consumer and Business Affairs (DCBA) on the form below. Please note that if any of the following requirements are not completed, your application may be rejected or denied, and a new application will need to be submitted.

**Step 1-** This application must be filled out completely, with all supporting documents attached, and submitted to DCBA by:

- Email: [rent@dcbalacounty.gov](mailto:rent@dcbalacounty.gov)
- Mail: Rent Stabilization Program  
320 West Temple Street, Room G-10  
Los Angeles, CA 90012
- In Person: 320 West Temple Street, Room G-10  
Los Angeles, CA 90012

*\*Note: Any documentation you provide must substantiate your claim. All personally identifiable information should be redacted as any submitted documentation is subject to the Public Records Act.*

**Step 2 -** Within five (5) calendar days after submitting this application to DCBA, you must serve your tenant(s)/mobilehome owners a notice of this Application for Rent Adjustment via personal service or certified mail, return receipt requested.

**Step 3 -** Within ten (10) calendar days after serving your tenant(s), you must return the Proof of Service (included in this application for your convenience), signed under penalty of perjury, stating that a copy of the notice of Application for Rent Adjustment was served to your tenant(s)/mobilehome owners.



APPLICATION FOR RENT ADJUSTMENT FOR FAIR RETURN

Complete and return this form to:

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS

RENT STABILIZATION PROGRAM

320 WEST TEMPLE STREET ROOM G-10, LOS ANGELES, CA 90012-2706

Email: rent@dcbalacounty.gov

Applicant Information

Name:
Phone #: Alt. Phone #:
Mailing Address:
Email: DCBA Case #:

Authorized Representative Information (if applicable)

First Name: Phone #
Last Name: Email:
Mailing Address:

Subject Property Information

Address: # of Unit(s)/Spaces:
City: State: ZIP:
Is the property properly registered as required by Chapters 8.52 and Chapter 8.57? Yes No

Applicant Claim (choose one)

Landlord: The limitations on the Rent increases as set forth in the Rent Stabilization Ordinance will prevent the applicant (Landlord) from receiving a fair and reasonable return on the residential rental property.
Mobilehome Park Owner: The limitations on the space rent increases as set forth in Mobilehome Rent Stabilization Ordinance will prevent the Applicant (Mobilehome Park Owner) from receiving a fair and reasonable return with respect to the operations of the Mobilehome Park.

Explanation of Claim (if you believe the property or a unit is exempt from the RSO or MRSO explain here)

Blank lines for explanation of claim





Complete respondent information for each residential unit or mobilehome space which may be affected by the requested rent adjustment or submit a rent roll for each affected unit with which includes information requested here.

| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
|--|------------------------|----------------|--|
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |
| Respondent Information (Tenant/Mobilehome Owner) |                        |                |  |
| Name:  |                        | Phone:         |  |
| Address:   |                        | Unit or Space: |  |
| City:  | State:                 | ZIP:           |  |
| Current Rent:                                    | Date of Last Increase: |                |  |



You must submit the following documentation to substantiate your claim:

|  |   |
|--|---|
| <input type="checkbox"/> Certificate of Occupancy or Final Building Permit for the Subject Property  |   |
| <b><u>RSO: Base Year (September 2017- August 2018)</u></b>   | <b><u>Application Year (12 Months Prior to Filing Date)</u></b>   |
| <b><u>MRSO: Base Year (February 2017- January 2018)</u></b>  | <input type="checkbox"/> <b><u>ALL</u></b> Rental agreements/Leases demonstrating current rents paid, if different from rents paid in base year   |
| <input type="checkbox"/> <b><u>ALL</u></b> Rental agreements/Leases demonstrating: <ul style="list-style-type: none"> <li>• Landlords: Rents paid as of September 11, 2018</li> <li>• Park Owners: Space Rents paid as of February 13, 2018</li> </ul>   |   |
| <input type="checkbox"/> Spreadsheet demonstrating actual: <ul style="list-style-type: none"> <li>• Income: <ul style="list-style-type: none"> <li>○ Rents received (Rent Roll)</li> <li>○ Ancillary Services (i.e., income from laundry, vending machines, etc.)</li> </ul> </li> <li>• Expenses such as: <ul style="list-style-type: none"> <li>○ Ongoing Maintenance</li> <li>○ Repairs</li> <li>○ Property Taxes</li> <li>○ Property Insurance</li> <li>○ Utility Payments</li> </ul> </li> </ul>  | <input type="checkbox"/> Spreadsheet demonstrating actual: <ul style="list-style-type: none"> <li>• Income: <ul style="list-style-type: none"> <li>○ Rents received (Rent Roll)</li> <li>○ Ancillary Services (i.e., income from laundry, vending machines, etc.)</li> </ul> </li> <li>• Expenses such as: <ul style="list-style-type: none"> <li>○ Ongoing Maintenance</li> <li>○ Repairs</li> <li>○ Property Taxes</li> <li>○ Property Insurance</li> <li>○ Utility Payments</li> </ul> </li> </ul> |
| <input type="checkbox"/> Documentation to substantiate claimed expenses (must demonstrate <b>payment and relationship to the subject property</b> ) such as: <ul style="list-style-type: none"> <li>• Bank Statements</li> <li>• Property Tax Statements</li> <li>• Property Insurance Statement</li> <li>• Utility Bills/Payment Summary</li> <li>• Paid Invoices</li> <li>• Cancelled Checks</li> </ul>  | <input type="checkbox"/> Documentation to substantiate claimed expenses (must demonstrate <b>payment and relationship to the subject property</b> ) such as: <ul style="list-style-type: none"> <li>• Bank Statements</li> <li>• Property Tax Statements</li> <li>• Property Insurance Statement</li> <li>• Utility Bills/Payment Summary</li> <li>• Paid Invoices</li> <li>• Cancelled Checks</li> </ul>   |
| <b><i>NOTE: Please redact any personally identifiable information as documents are subject to Public Records Act requests</i></b>  |   |
| <p><b>Fees and costs</b> incurred by a Property Owner, for making an application for Rent Adjustment for Fair Return <b>may not</b> be passed on to a respondent Tenant. Such fees and costs include, but are not limited to, attorney fees, accountant fees, and other similar professional services costs.</p> <p><b>Fees and costs</b> incurred by a Property Owner, for making an application for Rent Adjustment for Fair Return <b>may not</b> be passed on to a respondent Tenant. Such fees and costs include, but are not limited to, attorney fees, accountant fees, and other similar professional services costs.</p> <p>The Department of Consumer and Business Affairs will review a Property Owner's application submitted to determine whether a Rent adjustment is necessary and appropriate to:</p> <ol style="list-style-type: none"> <li>Ensure the Landlord Property Owner receives a fair return on the investment; and</li> <li>Not cause an undue financial burden on the affected Tenant respondent.</li> </ol> |   |



**Proof of Service (Required)**

I agree to provide notice of this application to my tenant(s)/mobilehome owner(s) via personal service or by certified mail, return receipt requested within 5 days of submission to DCBA:

Initials

I agree to provide a Proof of Service to DCBA within 10 days of submitting this application:

Initials

**Signature**

I declare, under penalty of perjury, that the above information is true and correct to the best of my knowledge. I understand if I do not meet the requirements of this application, it may be denied.

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Failure to submit required documentation may result in delays a decision on your application. Additionally, please redact any personally identifiable information as documents are subject to Public Records Act requests.



PROOF OF SERVICE

Complete and return this form to:

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
RENT STABILIZATION PROGRAM
320 WEST TEMPLE STREET ROOM G-10, LOS ANGELES, CA 90012-2706
Email: rent@dcbalacounty.gov

This form must be completed and provided to the Department of Consumer and Business Affairs (DCBA), whenever an application or notice is submitted to the department. Please fill this form out completely and attach any supporting documents. Service must be completed within the timeframe indicated by Los Angeles County Code Chapters 8.52 and 8.57.

You may submit this Proof of Service and all supporting documents that demonstrate service was completed to the department in person, via mail, or email.

Check box for applicable document served: Application for Rent Adjustment Notice of Termination of Tenancy Buyout Agreement Other:

Section I: Server's Information (Select ONE)

Landlord/ Mobilehome Park Owner(s) Third Party

Form with fields for Name, Telephone Number, Address, and Email.

Section III: Method of Service (Select ONE)

Certified Mail First Class Mail

Form with fields for Date mailed, Tracking number #, To the following address, Postage prepaid to the, and Copy of return receipt attached.

Personal Service

Form with fields for Date and Time of Service and Address (if different from property address).



**Section IV: Affected Parties**

List the names of each recipient that is subject to this form and has received a copy of the application and/or notice selected above

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Section V: Disclosure and Signature**

**Landlord or Mobilehome Park Owner(s):**

I, \_\_\_\_\_ (Name), declare under penalty of perjury, under the laws of the State of California that a copy of above-mentioned documents have been provided to all tenants/mobilehome owners who are named in this document.

**Third Party:**

I, \_\_\_\_\_ (Name), declare under penalty of perjury, under the laws of the State of California that a copy of above-mentioned documents have been provided to all tenants/mobilehome owners who are named in this document.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**