



LOS ANGELES COUNTY

CONSUMER & BUSINESS AFFAIRS

Housing & Tenant Protections

TENANT 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

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 either:

- Email: 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

**Prior to submitting an Application for Rent Adjustment due to Habitability Issues (tenants) or a Reduction in Housing Services, you must provide written notice to your landlord/mobilehome park owner identifying the issue and provide your landlord/mobilehome park owner a reasonable opportunity to correct the issue.*

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



TENANT/MOBILEHOME OWNER APPLICATION FOR RENT ADJUSTMENT

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 (Tenant/Mobilehome Owner)			
Name:			
Phone #:		Alt. Phone #:	
Property Address:			Space #:
Mailing Address: <i>(if applicable)</i>			
Email:			
Authorized Representative Information <i>(if applicable)</i>			
Name:			
Phone #:		Alt. Phone #:	
Email:			
Mailing Address:			
Landlord/Mobilehome Park Owner/Property Manager Information			
Name:		Alt. Contact Name:	
Phone #:		Alt. Phone #:	
Mailing Address:			
Email:			
Applicant Claim (choose all that apply)			
<input type="checkbox"/> A proposed or actual rent increase is not in compliance with the RSO (Section 8.52.060(B)(1)) or MRSO (Section 8.57.060(B)(1))			
<input type="checkbox"/> A proposed or actual reduction of service is not in compliance with the RSO (Section 8.52.060(B)(3)) or MRSO (Section 8.57.060(B)(2))			
<input type="checkbox"/> The landlord has failed to maintain the habitability of the rental unit as required by RSO (Section 8.52.060(B)(2))			
Rent Information (please provide supporting documents)			
Current Rent:		Proposed Rent:	
Date of Proposed Increase: MM / DD / YYYY			
Rent on September 11, 2018: <i>(Rental Units)</i>		Rent on February 13, 2018: <i>(Mobilehomes)</i>	





Claim Details *(explain the reason for your selection(s) above)*

Have you provided written notice to the landlord/mobilehome park owner identifying the reduction of services or habitability issues (tenants)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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When did you provide notice? <i>(please provide a copy of the notice)</i>	MM / DD / YYYY
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Acknowledgement

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

Sign Name: _____ Date: _____

Please submit any of the following documentation to help substantiate your claim:

- Building Documentation: Certificate of Occupancy/Final Building Permit
- Notice(s) of Rent Increase/Decrease in Housing Service(s)
- Rent Receipts
 - RSO from September 2018 - Present
 - MRSO from February 2018 - Present
- Most Recent Rental Agreement/Lease
- Proof of habitability violation from a public entity (Public Health, Building & Safety, Etc.)
- Written notice to landlord of violation of habitability
- Written notice to landlord/mobilehome park owner of reduction of service(s)
- Other supporting documents such as utility bills and receipts demonstrating payment of housing service(s)

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

