



LOS ANGELES COUNTY
DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
RENT STABILIZATION PROGRAM
320 WEST TEMPLE STREET ROOM G-10, LOS ANGELES, CA 90012-2706
Phone Number: (800) 593-8222
Email: RSUEnforcement@dcba.lacounty.gov

TENANT BUYOUT AGREEMENT DISCLOSURE NOTICE

Pursuant to the Los Angeles County Rent Stabilization and Tenant Protections Ordinance (RSTPO) (Los Angeles County Code (LACC) Section 8.52.100), landlords may pay a tenant living in a fully or partially covered rental unit (rental unit) money or other consideration to voluntarily move out of a rental unit. Tenant Buyout Agreements are voluntary, and tenants can choose NOT to accept an offer and remain in their rental unit without threat of harassment and/or retaliation.

The following are the required steps to process a Tenant Buyout Agreement. While these steps provide general information about the RSTPO, landlords should review and understand their rights and responsibilities under all relevant laws, as well as consult with an attorney about their legal rights. For questions about the Tenant Buyout Agreement please call (800) 593-8222, Monday through Friday, 8:00AM to 4:30PM to speak with a counselor.

Instructions

- Step 1: Review and complete the Tenant Buyout Agreement Checklist.
- Step 2: Complete the Tenant Buyout Agreement Disclosure Notice (Disclosure Notice) (**form TBA**) in its entirety.
- Step 3: Attach supporting documents, if applicable.
- Step 4: Submit the Tenant Buyout Agreement, Disclosure Notice, and Proof of Service (POS) to DCBA:

- **Email:** RSUEnforcement@dcba.lacounty.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
Monday – Thursday 8:30am – 4:30pm



TENANT BUYOUT AGREEMENT CHECKLIST

STEPS	DIRECTIONS	CHECKLIST
<p>Step 1: Provide Tenant(s) with Disclosure Notice & Initial Offer</p>	<p>Provide this Disclosure Notice and the proposed Tenant Buyout Agreement to tenant(s) at least forty-five (45) calendar days before it is signed by all parties.</p> <p>NOTE: The Disclosure Notice and the Tenant Buyout Agreement must be in the tenant's primary language and translated at the landlord's expense.</p>	<p><input type="checkbox"/> Fill out Disclosure Notice form</p> <p><input type="checkbox"/> Determine if documents need to be translated</p> <p><input type="checkbox"/> Provide proposed Tenant Buyout Agreement to tenant(s)</p> <p><input type="checkbox"/> Tenant Buyout Agreement offer meets requirements set forth under LACC Section 8.52.100 (B)(3)</p>
<p>Step 2: Agreement Signed</p>	<p>If the landlord and tenant(s) agree to mutual terms, the parties will draft and sign a written Tenant Buyout Agreement that includes the required DCBA statements (See below).</p> <p>The landlord must provide a copy of the signed Tenant Buyout Agreement to the tenant(s) within ten (10) calendar days of signing it.</p>	<p><input type="checkbox"/> Copy of signed Tenant Buyout Agreement</p>
<p>Step 3: Provide DCBA with Required Documents</p>	<p>Within ten (10) calendar days of signing the Tenant Buyout Agreement, provide DCBA with a copy of the signed Tenant Buyout Agreement, completed Disclosure Notice, and POS.</p>	<p><input type="checkbox"/> Copy of signed Tenant Buyout Agreement</p> <p><input type="checkbox"/> Signed Disclosure Notice form</p> <p><input type="checkbox"/> POS</p>
<p>Step 4: Right to Rescind</p>	<p>After signing the Tenant Buyout Agreement, tenant(s) have up to forty-five (45) calendar days to rescind (cancel) the Tenant Buyout Agreement and remain in the rental unit.</p> <p>The landlord must provide written notice to DCBA within ten (10) calendar days if the tenant chooses to cancel the Tenant Buyout Agreement</p>	<p><input type="checkbox"/> Submit tenant's notice to cancel the Tenant Buyout Agreement to DCBA, if applicable</p>



Requirements for Tenant Buyout Agreements

All Tenant Buyout Agreements shall comply with the following:

- Must be in writing and in the primary language of the tenant(s).
- Each affected tenant must be provided a copy of the proposed agreement at least forty-five (45) calendar days before it is signed by all parties.
- Must include the following statements in bold letters in at least 12-point boldface type near the signature of the tenant:
 - **“You, the tenant, may cancel this buyout agreement in writing at any time on or before the forty-fifth (45th) day after all parties have signed this buyout agreement.”**
 - **“You have a right not to enter into a buyout agreement.”**
 - **“You may choose to consult with an attorney before signing this buyout agreement. The County of Los Angeles Department of Consumer and Business Affairs (DCBA) may also have information about other buyout agreements in your neighborhood.”**
- Must offer tenant(s) an amount equal to or greater than the relocation assistance payments which a tenant would be entitled to under LACC section 8.52.110. See chart below:

Permanent Relocation Assistance Amounts					
	Studio	1 Bedroom	2 Bedrooms	3 Bedrooms	4+ Bedrooms
Standard Tenant	\$7,654	\$8,662	\$10,797	\$13,115	\$14,759
Seniors, Households w/ Minors, Persons w/ Disabilities, or Terminal Illness*	\$9,272	\$10,675	\$13,359	\$16,043	\$17,995
Lower-Income Household*	\$10,980	\$12,688	\$15,921	\$18,971	\$21,411

*Tenants who are sixty-two (62) years of age or older, persons with disabilities, terminally ill, or households with children under the age of eighteen (18) are considered Qualified tenants. Lower-Income households are defined by the California Health and Safety Code Section 50079.5.

Tenant Buyout Agreements that do not satisfy all the requirements of the RSTPO shall be void and unenforceable against the tenant.



TENANT RIGHTS FOR TENANT BUYOUT AGREEMENT

Tenants have the right to:

- NOT enter into a Tenant Buyout Agreement and be protected from retaliation and/or harassment.
- Consult with an attorney before signing a Tenant Buyout Agreement.
- Receive the written Disclosure Notice and the proposed Tenant Buyout Agreement, translated in the tenant's primary language, at least forty-five (45) calendar days before signing.
- Contact the Department of Consumer and Business Affairs (DCBA) for information about other Tenant Buyout Agreements in the tenant's neighborhood and any other relevant information.
- Receive a copy of the signed Tenant Buyout Agreement from the landlord within ten (10) days of signing.
- Cancel the Tenant Buyout Agreement up to forty-five (45) calendar days after it is signed by all parties. To cancel a Tenant Buyout Agreement, the tenant must either hand-deliver, email, or send by certified mail return receipt requested, a statement to the landlord indicating that the tenant has rescinded the Tenant Buyout Agreement.

Note: Under the California Public Records Act (PRA), DCBA may be required to provide access to public records they maintain, including requests for assistance and supporting documents. This may include some or all written and electronic information obtained, except where exempt from disclosure by law. If you would like more information, see Government Code § 7921.000 – 7931.000.

Disclaimer: This document contains a summary of information related to the RSTPO and is not legal advice. Readers should consult with an attorney for advice on how the RSTPO may apply to rental units. Laws and guidelines are frequently amended, and it is the responsibility of the reader to verify the information contained in this document.



LOS ANGELES COUNTY RENT STABILIZATION PROGRAM
TENANT BUYOUT AGREEMENT DISCLOSURE NOTICE
LANDLORD ACKNOWLEDGEMENT

The address of the rental unit that is the subject of the Tenant Buyout Agreement is:

Street Address:		Rental Unit Number:
City:	State:	Zip Code:
# of Bedrooms:	Are there any Qualified Tenants/Low-income Household: <i>(mark all that apply)</i> <input type="checkbox"/> Qualified Tenant(s) <input type="checkbox"/> Low-income Household	

Contact information for landlord or their authorized representative*: (include name, email, phone number, and address where tenant(s) can provide cancellation/rescission notice)

***NOTE: A letter of authorization will be needed if the landlord has an authorized representative.**

Name:	
<input type="checkbox"/> Landlord <input type="checkbox"/> Authorized Representative	Preferred Language:
Phone Number:	
Email:	
Mailing Address:	

Name and contact information of each tenant who will vacate the rental unit as part of the Tenant Buyout Agreement: *(Please add additional pages if needed)*

	Name	Phone Number	Email Address
1.			
2.			
3.			
4.			

LANDLORD/AUTHORIZED REPRESENTATIVE DECLARATION:

By signing this document, I acknowledge that I have read LACC Section 8.52.100 along with this Disclosure Notice. I hereby declare, under penalty of perjury under the laws of the State of California, that the information provided in this form is true and correct to the best of my knowledge and belief. I certify that I have given a copy of this Disclosure Notice concerning the Agreement to the affected tenant(s).

 Landlord/Authorized Representative Name

 Signature

 Date



LOS ANGELES COUNTY RENT STABILIZATION PROGRAM
TENANT BUYOUT AGREEMENT DISCLOSURE NOTICE
TENANT ACKNOWLEDGEMENT

The address of the rental unit that is the subject of the Agreement is:

Street Address:		Rental Unit Number:
City:	State:	Zip Code:
# of Bedrooms:	Are there any Qualified Tenants/Low-income Household: <i>(mark all that apply)</i> <input type="checkbox"/> Qualified Tenant(s) <input type="checkbox"/> Low-Income Household	
Preferred Language:		

TENANT ACKNOWLEDGEMENT:

I (the tenant) verify that I have received a copy of all 5 pages of the Disclosure Notice as required by LACC Section 8.52.100.

_____	_____	_____
Tenant Name	Signature	Date
_____	_____	_____
Tenant Name	Signature	Date
_____	_____	_____
Tenant Name	Signature	Date
_____	_____	_____
Tenant Name	Signature	Date



LOS ANGELES COUNTY

CONSUMER & BUSINESS AFFAIRS

Housing & Tenant Protections

PROOF OF SERVICE

Complete and return this form to:

LOS ANGELES COUNTY
 DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS
RENT STABILIZATION PROGRAM
 320 WEST TEMPLE STREET ROOM G-10,
 LOS ANGELES, CA 90012-2706
 Email: RSUEnforcement@dcbalacounty.gov Fax: (213) 625-2031

This form must be completed and accompanied with any application or notice of termination of tenancy submitted to the Department of Consumer and Business Affairs (DCBA) Rent Stabilization Program. Service to the affected parties and DCBA must be completed within the timeframes indicated by Los Angeles County Rent Stabilization and Tenant Protections Ordinance (RSTPO) Chapter [8.52](#) of the County Code (LACC) and the Mobilehome Rent Stabilization and Mobilehome Owners Protection Ordinance (MRSMOPO) Chapter [8.57](#) LACC.

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

Section 1: Type of Document Served

- Document(s) served:
- Application for Rent Increase
 - Notice of Termination of Tenancy
 - Buyout Agreement
 - Capital Improvement or Primary Renovation
 - Other: _____

Section 2: Server's Information (Select ONE)

- Landlord Landlord's Agent

Name:			
Telephone #:			
Address:		Email:	

Section 3: Method of Service (Select either by mail or in person)

- Served by Mail: Certified Mail First Class Mail

Date mailed:		Tracking number # (if applicable):	
Mailing address:			
Person Served:			
Copy of return receipt attached (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No		

- Served in Person: Personal Service

Person Served:	
Date and Time of Service:	
Address (if different from property address):	



Section 4: 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

I, _____ (Name), declare under penalty of perjury, under the laws of the State of California that a copy of above-mentioned document(s) has/have been provided to all tenants/mobilehome owners who are named on the Proof of Service.

Print Name

Date

Signature