LOS ANGELES COUNTY
# CONSUMER & BUSINESS AFFAIRS

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| Los Angeles County<br>**RENT ESCROW ACCOUNT PROGRAM** | **County REAP Administrator**<br>Department of Consumer and Business Affairs<br>320 W. Temple St. Room G-10,<br>Los Angeles, CA 90012 |

## APPLICATION FOR THE RELEASE OF ESCROW ACCOUNT FUNDS

This application allows Landlords, Tenants, Enforcement Agencies, and Landlord creditors to request a hearing with the County REAP Administrator to release escrow funds.

| **APPLICANT INFORMATION** | | | |
|---|---|---|---|
| First Name: | Last Name: | Type of Applicant<br>☐ Owner/Landlord<br>☐ Management Company | ☐ Tenant(s)<br>☐ Creditor<br>☐ Authorized Rep. |
| Applicant Mailing Address: | | Phone Number:<br>Email: | |

| **REAP PROPERTY INFORMATION** | |
|---|---|
| Property Address: | Associated REAP Case Number:<br>Asset Parcel Number (APN): |

| **TYPE OF REQUEST** | **AMOUNT** | **Verification(s) Attached** |
|---|---|---|
| ☐ Scheduled Repairs | $ | ☐ Yes<br>☐ No |
| ☐ Completed Repairs | $ | |
| ☐ Essential Services (e.g., Utilities, Trash Services) | $ | |
| ☐ Tenant Relocation Costs | $ | |
| ☐ Expenses sustained due to existing code violations | $ | |
| ☐ Other: | $ | |
| **Total Amount:** | $ | |

| | | |
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| **Pay to the Order Of:**<br>*Person or Company* | The release of funds is necessary to address an **imminent threat**. | |
| | ☐ **Yes** | ☐ **No** |

| **SIGNATURE** | |
|---|---|
| **Signature:** | **Date:** |

| **Office Only** | |
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| **Eligibility screening outcome:**<br>☐ Application Rejected ☐ Hearing Requested | **Reason for outcome:** |
| **Reviewed and verified by:**<br>*Print name* | **Date:** |

## THE APPLICATION PROCESS

The County REAP Administrator will perform an eligibility screening to assess whether the application meets the necessary basic requirements. If the application is found to be complete and meets these criteria, a hearing will be scheduled, during which the Hearing Officer may decide to approve or deny the request, either in whole or part. In urgent cases threatening health, safety, welfare, or utility service, funds may be released without hearing or with shortened notice.

| **ELIGIBILITY CRITERIA** | **MANDATORY SUPPORTING DOCUMENTS** |
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| Under Los Angeles County Code (LACC) Section 8.55.090(B)(1), escrow funds may be withdrawn for:<br>1. Essential building services, including utilities<br>2. Repairs to property, building, or units<br>3. Tenant relocation expenses<br>4. Out-of-pocket costs due to uninhabitable conditions<br><br>For amounts over $1,000, 50% of funds are withheld until verified work completion by the County Housing Program Chief (CHPC) of the Rental Housing Habitability Program (RHHP). If not verified within one year of approval, withheld funds are released for other withdrawals. | Submit supporting documents such as receipts, invoices, court orders, judgment executions, cancelled checks, and photo/video evidence with your application. Failure to do so may result in rejection or denial.<br><br>For tenant repair requests over $500, provide a licensed contractor's estimate or invoice covering labor, materials, and permits. Payments must go directly to the contractor. |

## WHERE TO SUBMIT

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| **ONLINE** | **Mail to**: REAP@dcba.lacounty.gov<br>*Subject Line: AR Designation Form* |
| **IN PERSON** | **In-person at:**<br>✓ DCBA Headquarters (320 West Temple Street, Room G-10, Los Angeles, CA 90012) Monday through Thursday 8:30 a.m. to 4:30 p.m.* |
| **MAIL** | **Send to:**<br>✓ DCBA<br>320 West Temple St., Room G-10<br>Los Angeles, CA 90012<br>ATTN: Rent Escrow Account Program |

## CONTACT US

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| | **Visit** | dcba.lacounty.gov/reap |
| | **Email** | reap@dcba.lacounty.gov |
| | **Call** | 1-800-593-8222<br>(Monday – Friday, 8:00 a.m.-4:30 p.m.) |

Thank you,

**County REAP Administrator**