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201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

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OSAMA YOUNAN, P.E.
EXECUTIVE OFFICER

September 22, 2016

City Council
200 N. Spring Street, Room 340
Los Angeles, CA 90012

COUNCIL FILE NO. 16-0233

Attention: Sharon Dickinson, Legislative Assistant

BUILDING AND SAFETY LIEN PROCESS REFORM

SUMMARY

This report is in response to a February 26, 2016 City Council Motion (CF 16-0233) presented by Council members Wesson and Bonin, seconded by Council members Blumenfield and Ryu, instructing the Los Angeles Department of Building and Safety (LADBS) to report back relative to steps that can be taken to improve the current process for nuisance abatement and code enforcement non-compliance liens. The Motion, as well as further discussion with Council District staff, has identified the following steps for LADBS to take:

- Strengthen departmental processes to better identify internal errors prior to requesting Council confirmation;
- Assign the appropriate staff to Council meetings to address the specifics of the original code violations;
- Improve mechanisms to properly notify property owners of violations and liens, including the use of services such as certified mail;
- Establish hearing mechanisms in which constituents will be able to appeal staff recommendations to record proposed liens against their properties prior to referral to City Council for final approval;
- Create a database to track all correspondence with constituents, especially undelivered mail; and,
- Go “an extra step” to ensure constituents receive Code Violation citations, and the associated invoices through certified mail.

LADBS has also conducted a study on alternative methods that may be used to ensure a higher level of collection on delinquent accounts. The result of this study shows that there are alternative methods available that could improve the current LADBS lien process. However, additional procedures, costs and increased use of resources may be necessary to support any change in the lien process. These additional procedures, costs and resources are discussed in this report.

In order to better streamline the lien process, LADBS proposes to implement a lien hearing program similar to the program employed by the City of Covina (Covina). Covina's enforcement code section 1.28.040 titled 'Uniform Lien Procedures' states: "Where the city council designates another hearing body should the property owner(s) exercise his/her/their right to be heard, the hearing body shall make a written recommendation to the city council that shall include factual findings based on evidence introduced at the hearing. The city council may adopt the recommendation without further notice of hearing, or may set the matter for a de novo hearing before the city council. Notice in writing of the de novo hearing shall be provided to the property owner(s) at least 10 calendar days in advance of the scheduled hearing." LADBS proposes a similar type of procedure where City Council designates a hearing body to satisfy the public hearing requirement. After the public hearing, the hearing board would submit a written report with recommendations to Council for final approval.

RECOMMENDATION

If the Council and Mayor find that it is in the best interest of the City to implement changes to the code enforcement lien process as part of the Los Angeles Department of Building and Safety billing and collection program, LADBS recommends that the Council, subject to the approval of the Mayor:

1. Approve, in concept, the establishment of a new lien public hearing process for nuisance abatement and code enforcement activities provided by LADBS;
2. Request the City Attorney to prepare and present ordinances to amend pertinent sections of the Los Angeles Municipal Code to transfer the public hearing requirement from the City Council to the Los Angeles Board of Building and Safety Commissioners;
3. Instruct the LADBS, with the assistance of the City Attorney, to prepare policies and procedures for conducting public hearings under the new lien hearing process;
4. Instruct the LADBS, with the assistance of the City Administrative Officer (CAO), to prepare a budget proposal reflecting anticipated costs to be incurred by LADBS under the new process; and,
5. Authorize LADBS to prepare Controller instructions for any technical adjustments, subject to the approval of the CAO, and authorize and instruct the Controller to implement these instructions.

FISCAL IMPACT

If the City Council approves the new lien procedures as discussed in this report, including the use of certified mail for all lien correspondence, the annual impact to the General Fund would be approximately \$1.4 million. Additional impact relative to the hearing process will be addressed through the regular budget process.

BACKGROUND

LADBS Code Enforcement Program

Pursuant to the Los Angeles Municipal Code (LAMC), LADBS is responsible for enforcement of the City's building and zoning codes (Code). Under the existing code enforcement process, the bulk of the Department's code enforcement is performed on a complaint basis. If LADBS receives a complaint that a property is out of compliance with the Code, a Code Enforcement Bureau (CEB) Inspector responds to the complaint and conducts an inspection of the property. If the Inspector determines the property is in violation of the Code, an Order is issued directing the property owner to comply with the Code by a specified date. The Inspector then completes a second inspection after the specified compliance date, in order to determine if the violation has been corrected.

Types of Fees and Costs Leading to Potential Property Liens

- A) **Code Violation Inspection Fee (CVIF):** A \$356.16 fee that is charged when an Inspector issues an initial Order to Comply (Order) after verification of a code violation on a property. This fee must be paid even if the owner is in compliance before the specified compliance date.
- B) **Vacant Building Abatement (VBA) Work Order:** A work order issued by LADBS, typically with a 40% administrative fee charged to the property owner, when the owner fails to comply with Orders to clean, secure, rehabilitate, or demolish a building or structure (that has been declared a "nuisance" or "hazardous" at a public hearing).
- C) **Annual Inspection and Monitoring (AIM) Fee:** A \$484.42 fee that is charged for annual inspections of all auto repair garages, used vehicle sales areas, auto dismantling yards, junk yards, and recycling collection for violations of both building and land use ordinances.
- D) **Non-Compliance Fee (NCF):** A \$660 fee that may be billed to the person cited with an initial Order if the underlying violation has not been corrected upon second inspection.

Process to Collect Outstanding Fees

- When a code violation is determined to exist on a property, an Order is issued, and a corresponding CVIF invoice in the amount of \$356.16 is generated.
- If the initial invoice is not paid within 30 days of the CVIF invoice date, the account becomes delinquent and a late fee of \$890.40 is added for a total amount of \$1,246.56 as authorized by the LAMC.
 - 14 days after the CVIF issuance date, the owner receives a statement of all outstanding balances and every two weeks thereafter.
- If a violation has not been corrected within 15 days of the compliance date, the owner may be charged a NCF of \$660.
 - If the NCF is not paid within 30 days of the NCF invoice date, the invoice becomes delinquent and a late fee of \$1,650 is added for a total amount of \$2,310 as authorized by the LAMC.
- All delinquent accounts are referred to one of two collection processes depending on the balance amount:
 - Total balance < \$5,000: A primary collection agency that has 9 months to collect;

- Total balance > \$5,000: Citywide Collection Unit (Office of Finance [OOF]) that has 15 months to collect.
- All accounts not collected by the primary collection agency after 9 months are subsequently referred to a secondary collection agency which has 6 months to collect.
- Accounts not collected by the primary collection agency and the secondary collection agency, or the OOF after 15 months are referred back to LADBS for lien processing.

The separate tracks taken in the collection process are shown in greater detail on the form titled “LADBS Collection Process Flowchart” (Attachment A).

California Government Code Sections 38773.1 *et seq.* and 54988 and Los Angeles Administrative Code (LAAC) Sections 7.35.1 *et seq.* allow the City to impose liens against real property to “collect any fee, costs, or charge incurred in” the enforcement of certain housing, building, and zoning laws and ordinances (i.e., general code enforcement), as well as those incurred in the abatement of nuisances (e.g., vacant building abatement; demolition, etc.). The collectible amount includes costs the City incurred performing inspections and enforcement activities, as well as permit fees, fines, late charges, and interest. LADBS may also collect an administrative fee equal to 40% of the cost expended by the City to perform the nuisance abatement or code enforcement work, which is intended to cover the City’s cost of administering contracts and supervision of the required work. Accordingly, fees, including but not limited to those charged under LAMC Sections 91.8906 Repair and Demolition, 98.0411 Non Compliance, and 98.0421 Code Violations Inspection Fees, are subject to collection by lien if owners fail to timely pay them.

LAAC 7.35.1 *et seq.* also sets forth the procedures the City must follow to collect unpaid costs through the lien procedure. Before imposing a lien, the City must give the property owner proper notice of the City’s intention to impose a lien, provide the full amount of the proposed lien, and provide an opportunity to be heard at a public hearing. Other administrative steps include the following:

- For unpaid accounts that have completed the 15-month collection process, LADBS transmits the accounts to the City Clerk for public hearing to occur roughly 45-60 days from the date of transmittal.
- LADBS notifies the owner of the hearing date a minimum of 45 days prior to the hearing.
- Prior to the hearing, LADBS informs the City Clerk of the status of the delinquent account, including: (i) paid in full, (ii) receive and file, (iii) change of ownership, or (iv) owner-occupied.

The process of placing liens on properties is the final step by which LADBS recovers delinquent invoices. LADBS and the other agencies involved take many steps to avoid the lien process and to ensure that property owners are constantly updated. If at any time LADBS receives full payment of an invoice the lien process is discontinued.

It should be noted that in Fiscal Year 2015-16, using primary/secondary collection agencies, LADBS collected \$53,000 (17%) of all dues referred. During the same period, LADBS has collected about \$1 million (50%) of all dues recommended to the lien process.

CHALLENGES AND SOLUTIONS

LADBS processes approximately 100 to 150 liens and related public hearings monthly. The Department's biggest challenge is getting property owners to respond before the public hearing date. In many cases, LADBS does not hear from the property owner until the day of the public hearing thereby creating a difficult situation for both LADBS and the Council. The remaining challenges addressed by Council in the motion and at follow-up meetings with the motion makers' offices are referenced and discussed below.

1. Reduce Internal Errors

Strengthen departmental processes to better identify internal errors prior to requesting Council confirmation

a) Owner-occupied properties

California Government Code Section 54988(a)(3) exempts owner-occupied residential dwelling units from lien recordation to the extent the lien is imposed to recover *code enforcement costs*. Under Government Code Sections 38773.1(a) and 54988(a)(1), and Los Angeles Administrative Code (LAAC) Section 7.35.5.1, this exemption does not apply to the recovery of *nuisance abatement costs*. In order for LADBS to exempt a property from the recordation of a code enforcement lien, the Department must establish ownership and the occupancy of the property in question. It is sometimes challenging for LADBS to determine owner occupancy prior to the hearing date because most owners with a code violation on their property do not make contact with the Department until a lien hearing is scheduled for City Council. Nevertheless, LADBS researches title information through our current contractor CoreLogic®, a property database subscription service, which provides current ownership information.

If the owner refutes the information, LADBS requires property owners to provide a notarized letter attesting to their ownership and residence on the property. Along with the attestation, proof of ownership and residence must include a copy of official government issued picture identification showing the situs address. Owners may show copies of DMV certificates, utility bills, mortgage receipts, or deeds of trust to prove owner occupancy. If the owner cannot prove the property is owner-occupied or refuses to do so, LADBS will recommend a lien be recorded on the property.

The Department is proposing a public hearing process for liens prior to Council hearing (as stated in "The Proposed New Public Hearing") in order to reduce the need for constituents to prove residency during Council. This process will give the delinquent cases a sense of final urgency that Council hearings often invoke and provide the interested parties enough time to present their cases and appeals against lien recordation on their property.

b) Duplicate Lien Recording Proposals

While proven cases of such errors are rare, the Department realizes that one duplicate invoice or lien recordation is one too many. The Department has a database where staff can research properties prior to beginning the lien process. The database enables staff to filter accounts (property addresses) where an action has already taken place relative to the same violation. The application eliminates the incidence of duplicate lien recommendations for the same violation on the same property. In the unforeseen event where a lien is incorrectly placed, the form titled "Claim of LADBS Lien Processing Error"

(Attachment B) will allow owners to present their claims in writing, submit evidence showing the error, and provide the correct information so that liens can be properly assessed before submittal to Council.

LADBS has also created a form titled "Lien Hearing Data Summary" (Attachment C). This form will track all information that relates to the lien hearing including: hearing date, amount owed, address, invoice number, ownership and other relevant information.

c) Properties where the owner is deceased

Although the death of a property owner does not automatically forgive delinquent invoices incurred during the owner's lifetime, when the death of the owner occurs before the lien confirmation hearing, the Department proposes discontinuing the lien process against the subject property. This practice will ensure that parties with interests in the deceased's real property are afforded notice of the proposed lien and underlying delinquent invoices in accordance with due process. By terminating the lien confirmation process, however, the Department is not waiving its right to pursue a claim for unpaid debts against the property owner's estate, and may do so according to the remedies permitted by law.

2. Assign Appropriate Staff to Council Meetings:

Assign the appropriate staff to Council meetings to address the specifics of the original code violations

LADBS will have appropriate staff as instructed by the motion for every council meeting, an Accountant and a representative from code enforcement. LADBS staff will provide detailed information to property owners at the Council hearings, including technical details about the relevant codes and the violations at issue, the relevant compliance dates, violation remedies to bring property into compliances, etc.

3. Improved Notification Process:

Improve mechanisms to properly notify property owners of violations and liens, including the use of services such as certified mail

LAMC Sections 98.0402(e), 98.0421(b), 98.0411(c) and 91.8903.1.7 require proper mailing notice for AIM, CVIF, NCF and VBA invoices respectively. LADBS sends (notification by regular US Postal services) invoices and code violation orders to relevant property addresses found on title reports. Additionally, the Department makes several attempts to identify the property owner's primary address through secondary research tools of CoreLogic® and LexisNexis subscription databases.

For liens, LADBS uses certified mail to ensure owners are notified of the commencement of the process to place a lien on their property. All tax assessor items are sent through certified mail. If the mail is returned and the owner cannot be found, a copy of the notice is posted on the property in a clearly visible location. Photos of the posting are taken and saved into the Code Enforcement Information System (CEIS). To ensure that constituents are aware of their code violation citations, LADBS now includes a copy of the invoice together with the tax assessor letter sent to the property owner via certified mail. This change provides both the tenant and the landlord (owner) a copy of the invoice.

In addition, on August 2, 2016, Council approved an ordinance adding Section 7.35.10 to the LAAC that clarifies the City's authority to record notices or instruments related to proceedings for the collection of nuisance abatement or code enforcement costs, including notices of pending lien. See CF 14-1585.

The table below is a cost analysis of the current amount spent on certified mail versus the amount it would cost to certify all mail sent to the property resident/owner:

Type of Mail	Sent Annually	Postage Rate (\$)	Labor (hours)	Staffing* (FTE)	Total Cost (Staff + Mail)
Current – Certified Mail					
Tax Assessor Initial Letters (Owner)	20,800	\$11.14	0.04	-	-
Current Certified Mail Subtotal	20,800	\$231,712	832	.4	\$252,787.60
Proposed – Certified Mail					
AIM invoices (Tenant)	10,400	\$11.14	0.04	-	-
CVIF invoices (Owner)	7,800	\$11.14	0.04	-	-
Non-Comp invoices (Owner)	5,200	\$11.14	0.04	-	-
All other invoices (Tenant/Owner)	2,600	\$11.14	0.04	-	-
Initial Collection Letters (Tenant/Owner)	10,400	\$11.14	0.04	-	-
All Statements (Tenant/Owner)	52,000	\$11.14	0.04	-	-
Proposed Certified Mail Subtotal	88,400	\$984,776	3,536	1.7	\$1,189,946.65
Total Annual (Current + Proposed)	109,200	\$1,216,488	4,368	2.1	\$1,442,734.25

* NOTE: Staffing/salary figures based on 2,080 hrs./yr. The Total Annual assumes funding for two regular/resolution Administrative Clerk positions at a cost of \$107,736 (Salary: \$51,251 & Related Costs: \$56,485).

The estimates provided in the table above assume that customers who receive multiple invoices/letters must be sent certified mail each time. However, it can be instructed by Council that only the original invoice/letter is to be sent via certified mail and any subsequent mail would be sent via regular mail.

LADBS currently sends out 20,800 tax assessor letters via certified mail each year. The labor rate of .04 hours is based on staff ability to complete twenty-five certified mailings in one hour. The process of certifying 20,800 letters requires less than half of a full time equivalent. The proposed 88,400 letters to be certified represents the mail LADBS currently sends via regular mail. If this plan to certify all mail sent to tenants and owners is adopted, it would require 4,368 hours of work per year, or just over two full time equivalents.

The total current cost to LADBS is approximately \$253,000 annually, including postage and staff time. Should LADBS implement the proposed plan for the certification of all mail, the total cost would be over \$1.4 million.

4. The Proposed New Public Hearing Process

Establish hearing mechanisms in which constituents will be able to appeal staff recommendations to record proposed liens against their properties prior to referral to City Council for final approval

The number of liens and amount of time dedicated to Council's consideration of these liens can be disconcerting. Some protestors are disputing the lien for the first time standing in front of Council in spite of numerous LADBS' notices and warnings previously sent to them. LADBS understands that this burdens Council and is not an effective or efficient way to conduct business. LADBS proposes to help lessen the time-consuming nature of these liens on Council by holding the required public hearing through a designated hearing board as permitted by Government Code Section 54988 sub division (b)(1). **LADBS proposes that City council designate the Board of Building and Safety Commissioners (BBSC) as the board to hold public hearings** on proposals to record liens on properties associated with delinquent accounts. This designation will require an amendment to the lien confirmation procedures set forth in LAAC Section 7.35.3. Amendments to other LAMC sections may be necessary as well, depending on the designated hearing board.

The BBSC will provide constituents with the opportunity to contest any proposed liens on their property. The BBSC could be designated by the City Council as the public hearing board to hear the proposed lien and make the required findings by submitting a written recommendation to City Council for adoption. If BBSC is approved and designated as the hearing board, the public hearings will be held at 201 North Figueroa Street, Suite 900.

This process of delegating the right to public hearing to a designated hearing board is not unprecedented. Other local governments in California have designated similar boards to provide the public hearing for liens prior to Council consideration. In these situations, pursuant to the Government Code, Council still makes the final determination on whether to confirm or deny the lien based on the report Council receives. However, a public hearing by Council is no longer required.

5. Tracking All Correspondence:

Create a database to track all correspondence with constituents, especially undelivered mail

LADBS has a database that tracks all steps of the lien process, including undelivered mail. Along with the database, LADBS has created two forms to gather data on all steps taken through the violation, collection and lien process. The first form is a "Request for Rescission of Fees" (Attachment D). This form allows constituents to contest the fees prior to a Notice of Hearing. The form will be available online and constituents can email, mail or fax the form to LADBS for review. This will provide LADBS with written documentation that can be used to correct errors as well as track all correspondences with constituents. The second form is the "Lien Hearing Data Summary" (Attachment C) referenced in #1b.

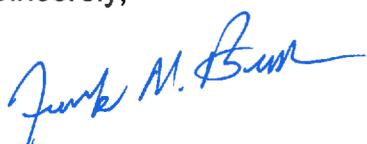
6. Certified Mail:

Go "an extra step" to ensure constituents receive Code Violation citations, and the associated invoices through certified mail

As stated in "Improved Notification Process," LADBS certifies 20,800 invoices at a cost of approximately \$253,000 annually, including postage and staff time. Should the Department implement the proposed plan to certify all invoices, the annual cost to the City is approximately \$1.4 million.

Please direct any questions regarding this report to Steve Ongele, Assistant General Manager, at (213) 482-6703. Should you need my assistance, please contact me at (213) 482-6800.

Sincerely,



FRANK M. BUSH
General Manager

c: Justin Wesson, Council District 10
 John Gregory, Council District 11
 Monica Castillo, City Attorney's Office
 Jason Killeen, City Administrative Office

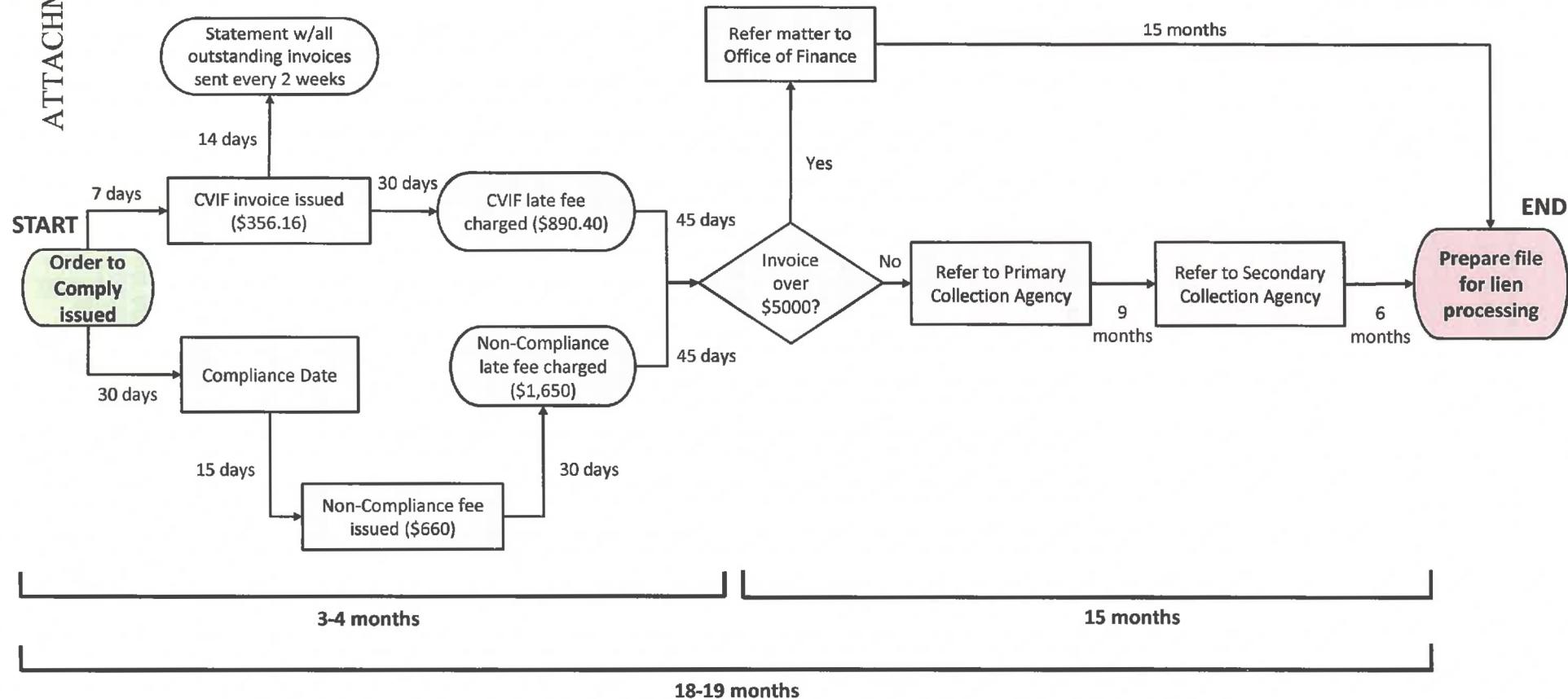
Attachments

- A LADBS Collection Process Flowchart
- B Claim of LADBS Lien Processing Error
- C Lien Hearing Data Summary
- D Code Enforcement Bureau Request for Rescission of Fees

FMB:SO:AMY:JD:RS

LADBS Collection Process Flowchart

(NOTE: If at any step of the process, the violation has been corrected AND fees are paid in full or balance is collected, no further action is taken.)





CLAIM OF LADBS LIEN PROCESSING ERROR

Lien Hearing Date _____ Lien Property Address _____

Invoice No. _____ Customer Account No. _____

This case has been thoroughly reviewed by LADBS and has determined that the proposed lien is ready to be confirmed by the City Council. **Your allegation of lien processing error must be substantiated by evidence or your request will not be accepted.**

LADBS has no authority or discretion to reduce the lien amount or stop the lien process unless evidence demonstrates that a processing error was made. **Even if your request is denied and the lien is confirmed by the City Council, LADBS will cancel a lien if it is demonstrated at a later date that a processing error was made.**

HAVE YOU SUBMITTED ANY CLAIMS OF ERROR BY LADBS IN THE PAST? Yes _____ No _____
IS THIS CLAIM DIFFERENT? IF YES, PLEASE EXPLAIN: _____

DID YOU PROTEST THE LIEN IN WRITING TO THE CITY CLERK 10 DAYS PRIOR TO THE HEARING? _____
(Department orders include the name and phone number of the inspector if the recipient has questions.)

DID YOU CONTACT THE INSPECTOR? _____ IF YES, WHAT WAS HIS/HER RESPONSE? _____

DID YOU PREVIOUSLY UTILIZE YOUR RIGHT TO APPEAL ANY ERROR OR ABUSE OF DISCRETION IN REGARDS TO ANY ORDER? _____ IF YES, WHAT WAS THE OUTCOME? _____

STATE THE ERROR THAT YOU BELIEVE OCCURRED IN THIS LIEN PROCESS AND REFER TO YOUR EVIDENCE:

I AM SUBMITTING THE FOLLOWING DOCUMENT(S) AS EVIDENCE OF THE ERROR:

REQUEST MUST BE SIGNED BY THE OWNER

Owner's Name	Owner's Signature	Date
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Owner's Address: _____

Phone Number: _____ Email Address: _____

NOTE: This form must be returned at least seven (7) calendar days prior to the date of the scheduled hearing. Return this form and substantiating evidence to Sr. Inspector Brian Hauff at 221 N. Figueroa St., Suite 1160, Los Angeles, CA 90012 or email at ladbs.ceblienreview@lacity.org. For questions, call (213) 252-3926.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.



LIEN HEARING DATA SUMMARY

Site Address:	Click here to enter text.		
City Council Hearing Date:	Click here to enter a date.		
Fee Type/Group:	Choose an item.		
Lien Amount:	Click here to enter amount.	Account No.	Click here to enter text.
Date of Title Report:	Click here to enter a date.	Date of Grant Deed:	Click here to enter a date.
Ownership			
Owner's Name	Click here to enter name.	Click here to enter owner's address with zip code.	
Owner's Name (2):	Click here to enter name.	Click here to enter owner's address with zip code.	
Owner's Name (3):	Click here to enter name.	Click here to enter owner's address with zip code.	
Other Interested Parties Notified about the City Council Lien Hearing			
Owner's Name:	Click here to enter name.	Click here to enter owner's address with zip code.	
Owner's Name:	Click here to enter name.	Click here to enter owner's address with zip code.	
Code Violation Investigation Fee (CVIF) (if applicable)			
CVIF invoice mailed to owner(s) a second time on: Click here to enter a date.			
CVIF statements mailed to owner(s) on: Click here to enter a date.			
Late fees assessed on: Click here to enter a date.			
Case referred to collection agency on: Click here to enter a date.			
Amount paid to date: Click here to enter amount.			
Notice of Pending Lien recorded on: Click here to enter a date.			
Notice of Pending Lien mailed to owner(s) on: Click here to enter a date.			
Non-Compliance Fee (if applicable)			
Original Compliance Date: Click here to enter a date.			
Lack of compliance verified by inspection on: Click here to enter a date.			
Non-Compliance warning letter mailed to owner(s) on: Click here to enter a date.			
Non-Compliance fee invoice mailed to owner(s) on: Click here to enter a date.			
Non-Compliance fee statements mailed to owner(s) on: Click here to enter a date. , Click here to enter a date.			
Late fees assessed on: Click here to enter a date.			
Case Referred to collection agency on: Click here to enter a date.			
Amount paid to date: Click here to enter amount.			
Notice of Pending Lien recorded on: Click here to enter a date.			
Notice of Pending Lien mailed to owner(s) on: Click here to enter a date.			
Are any of the Orders to Comply issued for lack payment of AIM fees? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Owner-Occupied Single Family Dwelling			
If owner-occupied, has any acceptable documentation been submitted indicating that this is an owner-occupied single family dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/>			



Code Enforcement Bureau Request for Rescission of Fees

Note: The Department has no authority to waive/rescind an appropriately assessed fee. A Department error must be demonstrated for rescission of fees.

Submittal of this form does not hold nor delay any properly assessed fees, late fees and/or interest on outstanding balances due to the City of Los Angeles.

Failure to pay properly issued invoices may also result in a Lien against the property pursuant to provisions of the L.A.M.C. and L.A.A.C. Section 7.353 and 7.35.5.

NAME OF CLAIMANT (Print) (Last) _____ (First) _____

Property Owner: Yes _____ No _____

If No, do you have a notarized document allowing you to represent the owner? Yes _____ No _____

If No, are you an attorney representing the property owner? Yes _____ No _____

If you answered 'No' to all the questions above, you do not have standing and the request will not be accepted.

Mailing Address (Street) _____ (City) _____ (State/Zip) _____

(Area Code)(Phone Number) _____

Email Address: _____

Rescission Information

Job Address: _____

LADBS Code Enforcement Case Number: _____

A separate form must be submitted for each invoice. The invoice number in question must be provided.

Invoice number _____ Copy of invoice attached? Yes _____ No _____

Submit this request form by any of the following methods:

Email to: ladbs.cebfeereview@lacity.org

Fax to: (213) 252-3911

Mail to: LADBS Code Enforcement - Rescission Review

221 N. Figueroa St. Suite 1160

Los Angeles, CA 90012

(For questions and/or additional information contact Rebecca Zamorano at (213) 252-3373)

Rescission Information Continued:

**State specific fee requested for rescission and Department error supporting the rescission.
(Attach additional pages if needed)**

Note: A Claimant may be required to submit to examination under oath. (Charter Section 63.)

I HEREBY CERTIFY THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE.

THE END

SIGNATURE AND TITLE OF CLAIMANT

DATE:

APPEAL PROCEDURES: There is an appeal procedure established in this City whereby the Department of Building and Safety Commissioners have the authority to hear and determine err or abuse of discretion or request for slight modification of the Code under its jurisdiction when appropriate fees have been paid. Section 98.0403.1 and 98.0403.2 | A.M.C.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

>>> FOR DEPARTMENT OF BUILDING AND SAFETY USE ONLY <<<

DEPARTMENT ACTON:

Granted (Invoice in question rescinded)

Denied Reason for Denial No Department Error Other

Partial Rescission Granted

Reviewed by: _____ **(Print)** _____ **Signature** _____ **Date:** _____

Second Review: (Print) _____ **Signature** _____ **Date:** _____