

City of Los Angeles, Department of Building and Safety (LADBS)  
**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REPORT OF  
RESIDENTIAL PROPERTY RECORDS AND PENDING SPECIAL ASSESSMENT LIENS**

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**A. Ensure that the property address is in the City of Los Angeles.**

Make this determination before submitting the Application to us for processing. Consult a recent version of the Thomas Guide to verify that the property for which this report is being sought is in the City of Los Angeles (*the property should be in the white sections of the Thomas Guide*), or check to see if the seller has a current LADWP bill.

*Please be advised that if any work is/was performed on your report, you may not be entitled to a refund, per L.A.M.C. Sec. 22.12, 22.13. This includes but is not limited to duplicate requests and canceled requests.*

**B. A separate application and fee must be submitted for each parcel.**

It is rare that a property contains more than one parcel.

**C. Complete the following fields on the Application.**

1. Assessor Number from County Tax Bill, Escrow Number, and Post Office City: (Area 1 of Application)

- ✓ **Assessor's Number:** Consists of a Map Book, Page, and Parcel number. Submit one Assessor Number per report. Each condominium unit, or parcel or legally-tied parcels being sold require a separate report and fee.
- ✓ **Escrow Number:** Provide the escrow number, if applicable.
- ✓ **Community Name:** Provide the Community Name: (e.g. Hollywood) of the property, if known.

2. Street Address and Description of Property Being Sold: (Area 2 of Application)

Multiple lines are provided to indicate multiple address information along with the associated property description.

- ✓ **Street Address:** Include the street beginning number, street ending number (if applicable), and street name and type (such as Ave, Blvd, Pl, St). Provide the condominium unit number when the property being sold is a condominium.
- ✓ **Description of Property Being Sold:** Indicate whether the property being sold is a vacant lot, or has either a one-family dwelling or specify other type of structure(s) on the property.

3. Legal Description of Property as Shown on Grant Deed: (Area 3 of Application)

- ✓ **Tract, Block, Lot:** The legal description will always contain a tract, but may not have a block or lot. Attach a copy of the legal description when it is a metes and bounds (measured boundaries) or is complex in nature.

4. Mail Completed Report To and Person to Contact for Additional Information: (Area 4 of Application)

- ✓ **Mail Completed Report To:** Indicate the name, address and email where the completed report should be mailed.
- ✓ **Person to Contact for Additional Information:** Provide a person's name and phone number that can be contacted for additional information. If applicable, also include an e-mail address.

5. Complete and Include the Declarations Attachment: (Area 5 of Application)

- ✓ The Declarations Attachment cannot be reworded or altered in any manner, and must contain the signature of the owner and buyer, and proof of ownership as applicable. Legibly print the name of the person, not the company name, in the owner's and/or buyer's signature block.

**D. ENCLOSE A CHECK OR MONEY ORDER FOR \$70.85.** Do not send cash. Only pre-printed checks will be accepted. Make check or money order payable to: **DEPARTMENT OF BUILDING AND SAFETY.**

**E. Mail the completed Application, the signed Declarations Attachment, and payment to:**

DEPARTMENT OF BUILDING AND SAFETY  
201 NORTH FIGUEROA STREET, 4TH FLOOR, "CASHIER"  
LOS ANGELES, CA 90012-2623

**F. If you have any questions, please contact us at (213) 482-6777.**

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.

**City of Los Angeles - Department of Building and Safety**  
**APPLICATION FOR REPORT OF RESIDENTIAL PROPERTY RECORDS**  
**AND PENDING SPECIAL ASSESSMENT LIENS**

**INSTRUCTIONS:** Please complete all areas of the application and mail or deliver a check (**ONLY PRE-PRINTED CHECKS WILL BE ACCEPTED**) or money order for \$70.85, payable to "DEPARTMENT OF BUILDING AND SAFETY", to CASHIERS, 4TH FLOOR, 201 N. FIGUEROA ST., LOS ANGELES, CA 90012. **DO NOT MAIL CASH** – cash is only accepted in person. A separate application must be submitted and a fee paid for each parcel. For questions call 311 or (213) 473-3231.

**NOTE:** Please be sure that the property address is in the City of Los Angeles before mailing this form. You may verify this by consulting a current Thomas Guide. Should any work be performed on your report, you may not be entitled to a refund per L.A.M.C. Sec. 22.12 and 22.13.

<b>1 ASSESSOR NUMBER FROM COUNTY TAX BILL</b>			<b>ESCROW NO.</b>	<b>COMMUNITY NAME</b>
MAP BOOK	PAGE	PARCEL		

<b>2 STREET ADDRESS</b>		<b>DESCRIPTION OF PROPERTY BEING SOLD</b> (Select one for each address listed)					
<b>STREET NO.</b>	<b>STREET NAME, TYPE (BLVD, AVE, ST, PLACE, ETC.), AND UNIT/APARTMENT NUMBER</b>	<b>1-FAMILY DWELLING</b>	<b>2-FAMILY DWELLING</b>	<b>APT.</b>	<b>CONDO</b>	<b>VACANT LOT</b>	<b>OTHER (Specify &amp; include no. of units)</b>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>3 LEGAL DESCRIPTIONS OF PROPERTY AS SHOWN ON GRANT DEED</b> (Attach any long legal descriptions and include a copy of the title insurance policy map to this application.)			
<b>TRACT</b>	<b>BLOCK</b>	<b>LOT</b>	<b>LEGAL ATTACHED?</b>
			<input type="checkbox"/> YES
			<input type="checkbox"/> NO

<b>4 MAIL COMPLETED REPORT TO:</b> <input type="checkbox"/> ADDRESS <input type="checkbox"/> EMAIL (Select one option from the above)*		<b>PERSON TO CONTACT FOR ADDITIONAL INFORMATION</b>	
NAME		NAME	PHONE NUMBER
ADDRESS		EMAIL ADDRESS	
CITY	STATE ZIP		

**5 PLEASE COMPLETE AND INCLUDE THE DECLARATIONS ATTACHMENT**

L.A.M.C. Section 151.00 requires all owners whose rental units are subject to the Rent Stabilization Ordinance to register their rental units with the Rent Stabilization Division. No landlord shall demand or accept rent until such registration has been obtained. Contact the Division at (866) 557-7368.

Section 96.300 L.A.M.C. requires that the seller of Residential Property within the City of Los Angeles shall apply to the City for a Report of Residential Property Records and Pending Special Assessment Liens and deliver such report to the buyer prior to entering into an agreement of sale or exchange of the Residential Property or prior to close of escrow in connection therewith. There is a fee of \$70.85 for this service.

**Residential Property is defined as:**

- Any real property improved with one or more buildings or structures which in whole or in part are used for or are legally permitted to be used for dwelling unit or guest room purposes.
- Any vacant real property located in a zone wherein dwelling units or guest rooms are legally permitted.

**A report is not required in the following cases:**

- Property exempt from taxation under the Documentary Transfer Act of the State of California.
- The first sale of a residential building located in a subdivision whose final map has been approved and recorded in accordance with the Subdivision Map Act not more than two years prior to the first sale (except for condominium conversions).

No new Report need be obtained by an owner for a period of six months after the issuance of a Report on a Residential Property. However, the seller must still deliver a copy of the previously issued Report to the buyer prior to the sale or exchange of the Residential Property or prior to close of escrow.

\*If both the mail-out options are selected, the report will only be emailed to the provided email address.

**FOR CASHIER'S USE ONLY**

**City of Los Angeles - Department of Building and Safety**  
**REPORT OF RESIDENTIAL PROPERTY RECORDS DECLARATIONS ATTACHMENT**  
(Per Sec. 22.12, 22.13 L.A.M.C., refunds are not granted for a report where ANY work has been done on the report.)

PROJECT ADDRESS	ASSESSOR'S ID
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Description of property being sold: ☐ 1-Family Dwelling ☐ 2-Family Dwelling ☐ Apartment ☐ Condo ☐ Vacant Lot ☐ Other

The Owner must complete item B in Section I for all reports. If the owner cannot complete all declarations under item A of Section I, the Buyer must complete Section "II. Buyer's Declaration". Check only one box under each number.

**I. OWNER'S DECLARATION:**

I, as owner, declare under penalty of perjury that the following statements are true and correct for the residential building for which this report is sought.

A. The following device(s) and/or material have been or will be installed as indicated below.

**1) Water conservation devices**

- a) ☐ Have been installed.  
b) ☐ Will be installed in compliance with Section 122.03 Los Angeles Municipal Code (L.A.M.C.).

*\*\*\*Water Conservation Certificate of Compliance, as specified in L.A.M.C. Section 122.03, must be filed prior to the close of escrow with the Department of Water and Power (LADWP). A Certificate of Compliance form may be obtained by calling LADWP at (800) 544-4498.\*\*\**

**2) Security Lighting and Locks**

- a) ☐ Have been installed.  
b) ☐ Will be installed in compliance with Section 91.8607 L.A.M.C.  
c) ☐ The Security Lights and Locks Ordinance does not apply since no apartment building (3 or more units) is currently present on the property for which this report is being sought.

**3) Seismic Gas Shut-Off Valves (SGSOV) or Excess Flow Shut-Off Valve (EFSOV)**

- a) ☐ Have been installed.  
b) ☐ Will be installed in compliance with Section 94.1217 L.A.M.C.  
c) ☐ The Gas Shut-off Valves Ordinance does not apply since no gas fuel lines are provided for any building on the property for which this report is being sought.

**4) Metal bars, grills, grates, security roll-down shutters, and similar devices installed over emergency escape windows in sleeping rooms.**

- a) ☐ Have been installed.  
b) ☐ Will be installed in accordance with Section 91.1029 L.A.M.C.  
c) ☐ Are not installed.

**5) Smoke and Carbon Monoxide Detectors**

- a) ☐ Have been installed.  
b) ☐ Will be installed in compliance with Section 91.8603 L.A.M.C.; Section 91.420.6.2.3 L.A.M.C.

**6) Impact Glazing/Approved Film for sliding glass panels of sliding-type doors**

- a) ☐ Have been installed.  
b) ☐ Will be installed in compliance with Section 91.6101; Section 96.302 L.A.M.C.  
c) ☐ The Impact Hazard Glazing Ordinance does not apply.

Further, I (owner) certify that smoke detectors in compliance with Section 91.8603 L.A.M.C. and carbon monoxide detectors in compliance with Section 91.420.6.2.3 L.A.M.C. and impact glazing/approved film for sliding glass panels of sliding-type doors in compliance with Section 91.6101; Section 96.302 L.A.M.C. will be installed prior to entering into an agreement of sale or contracting for an exchange of said residential property, or, where an escrow agreement has been executed in connection therewith, prior to close of escrow, and that within 10 days after installation, I will so advise the Department of Building and Safety in writing to Residential Property Records, c/o Cashier, 201 N. Figueroa St., 4th Floor, Los Angeles, CA 90012-4869.

- B. 1) ☐ The property for which this report is being sought is one acre or less in size.  
2) ☐ The property for which this report is being sought exceeds one acre in size and I have inspected the property for the existence of protected trees. (For the purpose of this declaration the definition of "protected trees" set forth in L.A.M.C. Section 46.01 shall apply.) The number of protected trees identified as located on this property is \_\_\_\_\_ (If none, write "0").

I authorize the Department of Building and Safety to verify this information by entry upon the subject property. I understand that a fee, as specified in L.A.M.C Section 98.0412(a), shall be collected by the Department of Building and Safety for any inspection required to verify this declaration.

Signature of Owner \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

PROJECT ADDRESS	ASSESSOR'S ID
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**II. BUYER'S DECLARATION:**

I, as buyer, declare under penalty of perjury that the following statements are true and correct for the residential building for which this report is sought.

A. The following device(s) and/or material have been or will be installed as indicated below.

**1) Water conservation devices**

a) ☐ Have been installed in compliance with Section 122.03 Los Angeles Municipal Code (L.A.M.C.).

**2) Security Lighting and Locks**

a) ☐ Have been installed in compliance with Section 91.8607 L.A.M.C.

b) ☐ The Security Lights and Locks Ordinance does not apply since no apartment building (3 or more units) is currently present on the property for which this report is being sought.

**3) Seismic Gas Shut-Off Valves (SGSOV) or Excess Flow Shut-Off Valve (EFSOV)**

a) ☐ Have been installed in compliance with Section 94.1217 L.A.M.C.

b) ☐ Will be installed in compliance with Section 94.1217 L.A.M.C., prior to entering into an agreement of sale or prior to the close of escrow when an escrow agreement has been executed in connection with the sale; and that within 10 days after installation, Buyer will so advise the Department of Building and Safety in writing to Residential Property Records, c/o Cashier, 201 N. Figueroa St., 4th Floor, Los Angeles, CA 90012-4869. Failure to comply with this requirement shall subject the buyer to the payment of a noncompliance fee in addition to the other penalties provided by law.

c) ☐ The Gas Shut-off Valves Ordinance does not apply since no gas fuel line is provided for any building on the property for which this report is being sought.

**4) Metal bars, grills, grates, security roll-down shutters, and similar devices installed over emergency escape windows in sleeping rooms**

a) ☐ Have been installed in accordance with Section 91.1029 L.A.M.C. for the property for which this report is being sought.

b) ☐ Are not installed.

**5) Smoke and Carbon Monoxide Detectors**

a) ☐ Will be installed in compliance with Section 91.8603 L.A.M.C.; Section 91.420.6.2.3 L.A.M.C.

**6) Impact Glazing/Approved Film for sliding glass panels of sliding-type doors**

a) ☐ Will be installed in compliance with Section 91.6101; Section 96.302 L.A.M.C.

b) ☐ Impact Hazard Glazing Ordinance does not apply.

Further, smoke detectors in compliance with Section 91.8603 L.A.M.C. and carbon monoxide detectors in compliance with Section 91.420.6.2.3 L.A.M.C. and impact glazing/approved film for sliding glass panels of sliding-type doors in compliance with Section 91.6101; Section 96.302 L.A.M.C. will be installed by Buyer within 30 days after entering into an agreement of sale or contracting for an exchange of said residential property, or, where an escrow agreement has been executed in connection therewith, within 30 days after the close of escrow, and that within 10 days after installation, will so advise the Department of Building and Safety in writing to Residential Property Records, c/o Cashier, 201 N. Figueroa St., 4th Floor, Los Angeles, CA 90012-4869.

Signature of Buyer \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Section 96.300 L.A.M.C. requires that the seller of Residential Property within the City of Los Angeles shall apply to the City for a report of Residential Property Records and Pending Special Assessment Liens (aka Form 9) and deliver such report to the buyer prior to entering into an agreement of sale or exchange of the Residential Property or prior to close of escrow in connection therewith. Refer to the [Forms](#) section at this website for submitting a paper application or our Online service [Residential Property Report System](#) for submitting a request for RPR using the internet.

For more information regarding the Los Angeles Municipal Code and Ordinance requirements when selling residential and commercial property for existing single or two family dwellings, condominiums and apartments, please refer to the Los Angeles Department of Building and Safety website at: <http://ladbs.org/LADBSWeb/requirements-selling-property.jsf>