

Procedures for Withdrawing Rental Units from the Rental Housing Market



This packet provides information, regulations and required forms related to City of Beverly Hills requirements regarding the withdrawal of rental units from the rental housing market. Please note that these regulations only pertain to rental units subject to the Beverly Hills Rent Stabilization Ordinance. **Should you have further questions, please contact the City of Beverly Hills Rent Stabilization Division at (310) 285-1031. Appointment for application submission is recommended.**

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Application Forms

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SUMMARY OF ELLIS PROVISIONS OF THE RENT STABILIZATION ORDINANCE

California Government Code Section 7060 et seq., commonly known as the Ellis Act, establishes the right of landlords to withdraw existing housing accommodations, other than guestrooms or efficiency units within a residential hotel, from rent or lease. The Ellis Act does, however, allow local jurisdictions to adopt certain regulations controlling the withdrawal process, the return of withdrawn units to the rental market including penalties for return within two years, and the transfer of these constraints to successors in interest.

The City of Beverly Hills (the City) has adopted regulations implanting certain Ellis Act provisions into the Rent Stabilization Ordinance (RSO) which are codified in Sections 4-5-513 and 4-6-6L of the Beverly Hills Municipal Code. The key provisions of these regulations are summarized below.

A. Withdrawal Process

- Call (310) 285-1031 to schedule an appointment for application submission.
- Landlords must file a *Notice of Intent to Withdraw Units from Rental Housing Use (Notice of Intent)* with the Rent Stabilization Division. Appointments are encouraged for submission.
- Landlords must record a memorandum with the County Recorder summarizing the non-confidential provisions of the *Notice of Intent* and provide the City's Rent Stabilization Division with a copy of the recorded memorandum at the time the *Notice of Intent* is filed.
- Landlords must serve each tenant with a *Notice to Tenant of Pending Withdrawal* (Form E3) and the *Notice to Landlord of Interest in Renewing Tenancy* (Form E4) thirty days' prior to the filing the Notice of Intent with the City's Rent Stabilization Division. The notice to tenants must be approved by the Rent Stabilization Division and must include an advisement on specific tenant rights.
- All tenants being evicted under an Ellis Act withdrawal are entitled to a minimum of 120 days' notice from the date the *Notice of Intent* was filed with the City.
- Senior (62+) and disabled tenants are entitled to an extension of their tenancies up to 1 year, provided they notify their landlord within 60 days of the filing date of the *Notice of Intent*.
- Landlords may elect to extend the tenancies of other tenants up to 1 year. A landlord may elect to extend tenancies for more than a year, but such an extension is voluntary and does not change the official date of withdrawal of the rental unit(s).
- Extended tenancies must continue under the same terms and conditions as existed on the filing date of the *Notice of Intent*.
- Tenants are entitled to relocation assistance payment from their landlord as required by the BHMC.

B. Relocation Assistance Fees

- The landlord shall pay the relocation fees to the tenants at the time he or she vacates the unit in compliance with BHMC §§4-5-602 & 4-6-9.
- The landlord may elect to pay the relocation fees directly to the tenant or through an escrow account.

C. Return of Withdrawn Units to the Rental Market (Re-Rental)

- If the landlord intends to re-rent the withdrawn units, a Notice of Intention to Re-Rent Withdrawn Accommodations must be filed with the Rent Stabilization Division. The landlord may not rent or lease any such unit, except to a tenant displaced from that unit, for a period of 30 days following the filing of that notice.
- Displaced tenants have a right of first refusal for the unit from which they were displaced for a period of 10 years after the withdrawal of that unit from the market.
- If the units are re-offered for rent the accommodations shall be offered and rented or leased at the lawful rent in effect at the time any Notice of Intent to Withdraw was filed, plus annual adjustments available under BHMC §§4-5-303 & 4-6-3. However, If the building was demolished and replaced with a new apartment building, and units are rented within 5 years, the housing provider may establish rent for units at the property that provide a fair and reasonable return to the housing provider, although rent for some of the replacement rental units may be required by state law to be affordable. (Cal. Govt. Code Section 66300.)
- Additionally, landlords who return accommodations for rent or lease within two years of the date of the withdrawal from the market must first offer the unit, via registered or certified mail, to the tenant or tenants displaced by the withdrawal, provided that the tenant or tenants advised the landlord, within 30 days of their displacement, of their desire to consider an offer to renew their tenancy.
- If a withdrawn rental unit is returned to the market within two years of the date of withdrawal, the landlord is liable through a civil action for both actual and exemplary damages to any tenant displaced from that unit. In addition, the City may also initiate civil proceedings for exemplary damages.

Cl. Successors in Interest

- The constraints pertaining to the return of withdrawn units to the rental market apply to any successor in interest.

Procedures for Withdrawing Units from the Rental Housing Market (Ellis Act Provisions: BHMC Section 4-5-513 & 4-6-6L)

- Step 1:** Call to schedule an appointment for application submittal at (310) 285-1031.
- Step 2:** Complete and record the *Memorandum Summarizing Non-Confidential Provisions of a Notice of Intent to Withdraw Units from Rental Housing Use* (Form E1) with the County Recorder and obtain a copy showing the redecoration stamp for filing with the Rent Stabilization Division in **Step 2**.
- Step 3:** Submit the following documents to the Rent Stabilization Office at the time of the appointment:
1. Copy of the recorded *Non-Confidential Memorandum* (E1);
 2. Complete *Notice of Intent to Withdraw Units from Rental Housing Use* (Form E2);
 3. Copy of Grant Deed;
 4. Copy of Articles of Incorporation or Limited Partnership if owner is not a natural person;
 5. Copy of the *Notice to Tenant of Pending Withdrawal* (Form E3);
 6. Copy of notice terminating tenancy to be served to tenants, as required by California State Law; and
 7. Administrative fees.

The application must be submitted in person. Call (310) 285-1031 for an appointment at the Rent Stabilization public counter located at:

**Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210**

- Step 4:** Serve your tenant(s) with a 120 day notice terminating their tenancy in accordance with the applicable requirements of California State law.
- Step 5:** Notify your tenants of the withdrawal of their rental units and their rights under State and City laws by serving each household to be displaced with the completed *Notice to Tenant of Pending Withdrawal* (Form E3) and a blank *Notice of Interest in Renewing Tenancy* (Form E4). This step must take place at least 30 days' prior to your filing of the Notice of Intent with Rent Stabilization Division in **Step 3**.
- Step 6:** Pay relocation assistance required by the BHMC at the time the tenant vacates the unit.
- Step 7:** Inform the Rent Stabilization Division of any tenant claims for entitlement to extended tenancy by completing a *Notice to City of Claims for Extended Tenancy* (Form E5).
- Step 8:** Notify tenants in situations where you elect to extend the date of withdrawal up to a year for households not otherwise entitled to such an extension.
- Step 9:** Notify the Rent Stabilization situations where you elect to extend the date of withdrawal up to a year for households not otherwise entitled to such an extension by filing a *Notice to City of Extended Dates of Withdrawal* (Form E6).

Ellis Act Application Forms

E1, E2, E3, E4, E5, E6, E7

Required Documentation

The following documentation is required at the time of application submission:

- _____ Recorded Memorandum Summarizing Non-Confidential Provisions of a *Notice of Intent to Withdraw Units from Rental Housing Use* (Form E1)
- _____ Notice of Intent to *Withdraw Units from Rental Housing Use* (Form E2)
- _____ Copy of *Notice to Tenant of Pending Withdrawal* (Form E3) for each occupied unit
- _____ Copy of notice terminating tenancy to be served to tenants, as required by California State Law
- _____ Copy of Grant Deed
- _____ Copy of Articles of Incorporation or Articles of Organization, if not owned by a natural person

The following documentation may be required after the filing of the Notice of Intent Withdraw:

- _____ *Notice of Interest in Renewing Tenancy* (Form E4) Copy of Form E4 must be provided to Tenant. If tenant provides landlord with Form E4, owner shall provide the Rent Stabilization Division with a copy.
- _____ *Notice to City of Claims for Extended Tenancy* (Form E5) If a tenant is entitled to an extended stay of one (1) year (applies if tenant is at least 62 years of age or is disabled and has lived in the unit for at least one year), the owner shall complete Form E5 and submit it to the Rent Stabilization Division.
- _____ *Notice to City of Extended Dates of Withdrawal* (Form E6) Landlord may provide the one (1) year extension to other tenants. Landlord shall submit Form E6 if tenancy extensions of one year or longer are provided.
- _____ *Notice of Intention to Re-Rent Withdrawn Accommodations* (Form E7) If landlord intends to re-rent withdrawn units, the landlord must submit Form E7 to the Rent Stabilization Division.

Acknowledgement

I acknowledge that I have received *Procedures for Withdrawing Rental Units from the Rental Market* packet.

Initials: _____

Appointment Date and Time

Appointment Date and Time: _____

Assigned Analyst: _____

Owner/Agent Name: _____

Recorded At Request of and Mail To:	
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Space Above This Line For Recorder's Use

**MEMORANDUM SUMMARIZING NON-CONFIDENTIAL PROVISIONS
OF A NOTICE OF INTENT TO WITHDRAW UNITS FROM RENTAL HOUSING USE**

Submitted For Recording Pursuant To:

California Government Code Section 7060.4(a) and City of Beverly Hills Municipal Code Sections 4-5-513 and 4-6-6 L.

The owner(s) of the property described in this Memorandum intend(s) to withdraw all accommodations (as defined by California Government Code Section 7060(b)) described herein from rent or lease pursuant to California Government Code Sections 7060 et seq. All interested parties are hereby put on notice that the future use of this property will be subject to certain restrictions, pursuant to California Government Code Sections 7060.2 (including conditions that apply to rental of units on the property within ten (10) years from the date of withdrawal) and 7060.3 and Beverly Hills Municipal Code Sections 4-5-513 and 4-6-6 L.

This Memorandum summarizes the non-confidential terms of a Notice of Intent to Withdraw Units from Rental Housing Use, which notice will be filed with the City of Beverly Hills Rent Stabilization Division.

I. NAMES OF PROPERTY

OWNERS Names should be listed as they appear on the vesting instrument. (Attach additional sheet if necessary)

II. LEGAL DESCRIPTION OF PROPERTY BEING WITHDRAWN FROM RENT OR LEASE

III. COMMON DESCRIPTION (Street Address) OF PROPERTY BEING WITHDRAWN FROM RENT OR LEASE AND THE NUMBER OF BUILDINGS AND RENTAL UNITS BEING WITHDRAWN.

IV SIGNATURES

All owners must sign, and all signatures must be notarized. Notary jurats must be attached. If there are more than two owners, copy this page and attach extra sheets.)

I/we declare under penalty of perjury under the laws of the State of California that the information contained in this Memorandum Summarizing Non-Confidential Provisions of a Notice of Intent to Withdraw Units from Rental Housing Use is true and correct.

Executed on _____ at _____
(month, day & year) (city & state)

By: _____
(Signature)

Executed on _____ at _____
(month, day & year) (city & state)

By: _____
(Signature)

Executed on _____ at _____
(month, day & year) (city & state)

By: _____
(Signature)

Executed on _____ at _____
(month, day & year) (city & state)

By: _____
(Signature)

Executed on _____ at _____
(month, day & year) (city & state)

By: _____
(Signature)

Notice of Intent to Withdraw Units from Rental Housing Use (Ellis Act) - Form E-2



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

Property Information for Units to be Withdrawn from Rental Housing Use

Address:		
City:	Zip Code:	APN:
Total No. of Buildings at Property:		No. of Buildings Withdrawn:
		No. of Units in Each Building:
Total No. Units at Property:		No. of Units Withdrawn:
Legal Description:		
I certify that all accommodations in the structure(s) or building(s) covered by this Notice are being withdrawn from rent or lease. <i>Per BHMC 4-5-513 & 4-6-6 L, a landlord seeking to evict tenants in order to demolish or permanently remove a unit from rental housing use may not withdraw from rent or lease less than all of the accommodations in a structure or building.</i>		Landlord's Initials Below: <div style="border-bottom: 1px solid black; width: 100px;"></div>

Owner Information

First Name:	Last Name:
Relationship to Property:	Company Name:
Full Mailing Address:	
Work Phone:	Cell Phone:
Home Phone:	Email:
I declare that I am the owner of the real property described above, and I hereby notify the City of Beverly Hills of my intent to withdraw the rental units indicated on this form from rental housing use. I further declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. <i>All owners must sign. Attach additional pages if necessary.</i>	
Print Full Name (Owner 1)	Print Full Name (Owner 2)
Signature:	Signature:
Date:	Date:
Address:	Address:
City, State, Zip Code	City, State, Zip Code

Recording Information of Non-Confidential Memorandum

Recording Date:	Recording Number:
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Future Use of Withdrawn Accommodations

<input type="checkbox"/> Demolition <input type="checkbox"/> Converted To: <input type="checkbox"/> Used For:	<input type="checkbox"/> New Multi-Family Housing <input type="checkbox"/> Condos or Co-Ops <input type="checkbox"/> Condominiums <input type="checkbox"/> Non-Rental Housing	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial Structure <input type="checkbox"/> Co-Op Ownership Units <input type="checkbox"/> Storage/Home Office	<input type="checkbox"/> Undecided <input type="checkbox"/> Other
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For Office Use Only:	Notice of Intent to Withdraw Case No.	Amount Paid: \$

Required Documentation

Please call the Rent Stabilization Division at (310) 285-1031 to schedule an appointment for application submission.

The following documentation is required at the time of application submission:

- _____ County Recorded Memorandum Summarizing Non-Confidential Provisions of a *Notice of Intent to Withdraw Units from Rental Housing Use* (Form E1)
- _____ *Notice of Intent to Withdraw Units from Rental Housing Use* (Form E2)
- _____ Copy of *Notice to Tenant of Pending Withdrawal* (Form E3) for each occupied unit
- _____ Copy of notice terminating tenancy to be served to tenants, as required by California State Law
- _____ Copy of Grant Deed
- _____ Copy of Articles of Incorporation or Articles of Organization, if not owned by a natural person

The following documentation may be required after the filing of the Notice of Intent Withdraw:

- _____ *Notice of Interest in Renewing Tenancy* (Form E4) Copy of Form E4 must be provided to Tenant. *If tenant provides landlord with Form E4, owner shall provide the Rent Stabilization Division with a copy.*
- _____ *Notice to City of Claims for Extended Tenancy* (Form E5) *If a tenant is entitled to an extended stay of one (1) year (applies if tenant is at least 62 years of age or is disabled and has lived in the unit for at least one year), the owner shall complete Form E5 and submit it to Rent Stabilization Division.*
- _____ *Notice to City of Extended Dates of Withdrawal* (Form E6) *Landlord may provide the one (1) year extension to other tenants. Landlord shall submit Form E6 if any tenancy extensions are provided.*
- _____ *Notice of Intention to Re-Rent Withdrawn Accommodations* (Form E7) *If landlord intends to re-rent withdrawn units, the landlord must submit Form E7 to the Rent Stabilization Division.*

Demolition or Conversion Clearance

Are you requesting a demolition or conversion clearance? ☐ Yes ☐ No

How many units will be demolished?	Are all the units vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No
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*The City of Beverly Hills will need to verify that the units are vacant before providing clearance. Verification may take three weeks.

Tenant Information # ¹			
First Name:		Last Name:	
Work Phone:	Home Phone:		Cell Phone:
Unit Number:		Email:	
Move In Date:	Unit has a Tenant who is 62 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Rent:\$	Unit has a tenant who is disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Rent Increase Date:	Unit has one or more minor dependent children: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Base Rent: \$			
Date Written Notice of Termination will be Served:			No. of Unit Occupants:
Tenant Information #			
First Name:		Last Name:	
Work Phone:	Home Phone:		Cell Phone:
Unit Number:		Email:	
Move In Date:	Unit has a Tenant who is 62 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Rent:\$	Unit has a tenant who is disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Rent Increase Date:	Unit has one or more minor dependent children: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Base Rent:\$			
Date Written Notice of Termination will be Served:			No. of Unit Occupants:
Tenant Information #			
First Name:		Last Name:	
Work Phone:	Home Phone:		Cell Phone:
Unit Number:		Email:	
Move In Date:	Unit has a Tenant who is 62 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Rent:\$	Unit has a tenant who is disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Rent Increase Date:	Unit has one or more minor dependent children: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Base Rent: \$			
Date Written Notice of Termination will be Served:			No. of Unit Occupants:
Tenant Information #			
First Name:		Last Name:	
Work Phone:	Home Phone:		Cell Phone:
Unit Number:		Email:	
Move In Date:	Unit has a Tenant who is 62 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Rent:\$	Unit has a tenant who is disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Rent Increase Date:	Unit has one or more minor dependent children: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Base Rent: \$			
Date Written Notice of Termination will be Served:			No. of Unit Occupants:
Tenant Information #			
First Name:		Last Name:	
Work Phone:	Home Phone:		Cell Phone:
Unit Number:		Email:	
Move In Date:	Unit has a Tenant who is 62 years or older: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Rent:\$	Unit has a tenant who is disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Rent Increase Date:	Unit has one or more minor dependent children: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Base Rent: \$			
Date Written Notice of Termination will be Served:			No. of Unit Occupants:

¹ Attach additional sheets as needed.
 Notice of Intent to Withdraw Units from Rental Housing Use **Form E2** - Page 3 of 4

Fees paid to the City of Beverly Hills are non-refundable, therefore it is your obligation to be aware of the Rent Stabilization Ordinance’s Ellis Act Provisions before submitting fees.

Owner Certification
<p>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 and that I am evicting the tenant(s) at the rental property identified on this form in order to remove the rental units from rental housing use.</p> <p>I acknowledge that I will be responsible for providing monetary relocation assistance to the tenant(s) being evicted in accordance with BHMC §§ 4-5-513 & 4-6-6 L. All fees are non-refundable. I further acknowledge that if I re-rent the withdrawn accommodations, the rent for any subsequent tenant(s) is not decontrolled and therefore, must be established at the rental amount of the current tenant plus any increases allowed by BHMC §§ 4-5-503 & 4-6-3.</p> <p>Owner’s Signature: _____ Date: _____</p> <p><i>Any person violating any of the provisions, or failing to comply with any of the requirements shall be subject to the penalties and punishment of title 1 of chapter 3 of this Beverly Hills Municipal Code.</i></p>

Acknowledgement
<p>I acknowledge that I have received the <i>Procedures for Withdrawing Rental Units from the Rental Market</i> packet.</p> <p>Initials: _____</p>

Schedule an Appointment
<p>Call (310) 285-1031 to schedule an appointment for application submission. Appointment Date and Time: _____</p> <p>Assigned Analyst: _____</p>

Notice to Tenant of Pending Withdrawal Form E-3



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

Tenant Information

Tenant Name:

Rental Unit Address:

Withdrawal of the Units from Rental Housing Use

Dear Tenant:

Your landlord is filing a Notice of Intent to Withdraw Units from Rental Housing Use with the City of Beverly Hills Rent Stabilization Division indicating that your rental unit will be withdrawn from the rental market. Your landlord certified that action, as required by State rental law, has already been initiated to terminate your tenancy.

The Notice to Tenant of Pending Withdrawal provides important information regarding your rights as a tenant under both the City's Rent Stabilization Ordinance and California State law. Should you have questions regarding this Notice and your rights as a tenant in this situation, please contact the Rent Stabilization Division at (310) 285-1031. Please note the City takes no responsibility for the accuracy or good faith of the representations made in this notice by your landlord.

Filing Date

Your landlord is delivering a Notice to Withdraw your unit from rental housing use to the City of Beverly Hills Rent Stabilization Division on: _____/_____/_____

Information Regarding Your Tenancy Provided to the City

The Notice of Intent to Withdraw delivered to the Rent Stabilization Division specified your name as a tenant and that the amount of monthly rent paid by you is:

\$ _____

Right to Return to Rental Unit at Controlled Rent

Your landlord must offer you the right to return to your rental unit should it be returned to the rental market within ten years of its withdrawal, provided you request such an offer in writing from your landlord within 30 days after your landlord has notified the City of an intention to again offer the accommodations for residential rent or lease pursuant to BHMC §§4-5-513 & 4-6-6 L. If your unit is re-rented within 5 years, and the building was not demolished or replaced with a new apartment building, the rent shall be the lawful rent as of the withdrawal date plus annual adjustments available under BHMC 4-5-503 or 4-6-3. If the building was demolished and replaced with a new apartment building, and units are rented within 5 years, the housing provider may establish rent for units at the property that provide a fair and reasonable return to the housing provider, although rent for some of the replacement rental units may be required by state law to be affordable. (Cal. Govt. Code Section 66300). In addition, if your unit is re-rented within two years of its withdrawal from rent or lease, your landlord must first offer the unit to you via registered or certified mail, provided that you have (a) advised your landlord in writing within 30 days of your displacement of your desire to consider an offer to re-new your tenancy and (b) provided your landlord with an address to which that offer is to be directed. **Provide address changes to your landlord and the City.**

Right to Damages If Your Landlord Re-Rents Within Two Years

If your unit is returned to the rental market within two years of the date of its withdrawal, your landlord is liable to you, as the displaced tenant, for actual and exemplary damages in civil court, provided you bring action in civil court within three years of the withdrawal of your unit from rent or lease.

Right to Extended Tenancy for Senior or Disabled Tenants

All tenants displaced by the withdrawal of their unit from the rental market are entitled to 120 days' notice from the Filing Date. Pursuant to BHMC 4-5-513 & 4-6-6 L, you may also have rights to an extended tenancy of up to one year from the Filing Date provided that: (a) you are at least 62 years of age or disabled (as defined in Government Code §12955.3); (b) you have lived in your accommodations for at least one year prior to the Filing Date; and (c) you have given written notice of your entitlement of the extension to your landlord within 60 days of the Filing Date. The extended tenancy shall be continued on the same terms and conditions as existed on the Filing Date, subject to any adjustments otherwise available under the RSO, and no party shall be relieved of the duty to perform any obligation under the lease or rental agreement during the extended tenancy.

Right to Relocation Assistance Payment

You are entitled to relocation fees, pursuant to BHMC §4-5-513 & 4-6-6 L. If any current tenant in your household is 62 years of age or older, is disabled (as defined in Title 42 United States Code §423) or handicapped (as defined in California Health and Safe Code §50072), or is residing with one or more minor children who are legally dependent on that tenant for federal income tax purposes, your household is entitled to additional relocation assistance, depending on the size of your unit; if no tenant meets one of these qualifications, your household is entitled to the relocation fees required by the BHMC. Your landlord must pay this relocation assistance at the time when you vacate the unit, either directly or through an escrow account in your name.

Notice to Landlord of Interest in Renewing Tenancy Form E-4



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

Landlord Name:

Landlord Address:

Tenant Name:

I am/was a tenant at:

I hereby declare that I wish to be contacted by the landlord in the event that the accommodations at the address where I am/was a tenant are again offered for rent or lease within ten years from the date on which they are withdrawn from rent or lease. I can be contacted at or through the following address and wish any offer to renew the tenancy be sent to me as follows:

Tenant Contact Information

Tenant Name:

Contact Address:

Phone:

Email:

Additional Contact Information

Contact Address:

Phone:

Email:

Additional Contact Information

Contact Address:

Phone:

Email:

Additional Contact Information

Contact Address:

Phone:

Email:

(Signature of Tenant)

(Date)

IMPORTANT

This notice must be given to the landlord no later than 30 days after the date the tenant has vacated the property that is being withdrawn. A copy of this notice should also be given to:

City of Beverly Hills - Rent Stabilization Division; 455 N. Rexford Drive, Beverly Hills, CA 90210 via email to bhrent@beverlyhills.org.

Each tenant who is interested in receiving notice that the accommodations at this address are again offered for rent or lease must file a separate Notice to Landlord of Interest in Renewing Tenancy. Each tenant is responsible to provide any changes of address to the Landlord and to the City.

Notice to City of Claims for Extended Tenancy Form E-5



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

NOTICE TO LANDLORD: Pursuant to CA Government Code Sec. 7060.4, the information provided on this form shall be treated as confidential by the Department for the purposes of the Information Practices Act of 1977 (Civil Code Sec. 1798 et seq.). **DO NOT SERVE TENANTS WITH A COPY OF THIS NOTICE. Email to bhrent@beverlyhills.org.**

Property Address:

Please provide the indicated information for all rental units where a tenant claimed an entitlement for extended tenancy. Attach additional sheets if necessary.

Tenant Information

Tenant Name:

Unit Address:

☐☐

Basis for Claim:

62 or older

Disabled

Date of Tenant's Written Claim: ____ / ____ / ____

Tenant Information

Tenant Name:

Tenant Name:

Unit Address:

☐☐

Basis for Claim:

62 or older

Disabled

Date of Tenant's Written Claim: ____ / ____ / ____

Tenant Information

Tenant Name:

Unit Address:

☐☐

Basis for Claim:

62 or older

Disabled

Date of Tenant's Written Claim: ____ / ____ / ____

Tenant Information

Tenant Name:

Unit Address:

☐☐

Basis for Claim:

62 or older

Disabled

Date of Tenant's Written Claim: ____ / ____ / ____

Landlord Declaration

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete.

Landlord's Signature

Landlord's Printed Name

Date

Agent's Signature

Agent's Printed Name

Date

Agent's Address

City

State

Zip Code

Phone Number

For Landlord Declarations Section Use Only:

Case No.: _____

APN: _____

For Counter Use Only:

Notice to City of Extended Dates of Withdrawal Form E-6



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

NOTICE TO LANDLORD: Pursuant to California Government Code §7060.4 and BHMC §§ 4-5-513 & 4-6-6 L, you must provide the Rent Stabilization Division with written notice of any extended dates of withdrawal for units previously declared to be intended for removal from the rental market. This information must be provided within 90 days of filing of a Notice of Intent to Withdraw Units from Rental Housing Use with the City. The information provided on this form shall be treated as confidential by the city for the purposes of the Information Practices Act of 1977 (Civil Code §1798 et seq.). **DO NOT PROVIDE TENANTS WITH A COPY OF THIS NOTICE. Email to bhrent@beverlyhills.org.**

Property Address:

Please provide the indicated information for all rental units where the date of withdrawal has been extended from the date provided in the Notice of Intent to Withdraw Units from Rental Housing Use previously filed for this property. Attach additional sheets if necessary.

Tenant Information

Tenant Name:

New Date of Withdrawal:

Unit Address:

____/____/____

Tenant Information

Tenant Name:

New Date of Withdrawal:

Unit Address:

____/____/____

Tenant Information

Tenant Name:

New Date of Withdrawal:

Unit Address:

____/____/____

Tenant Information

Tenant Name:

New Date of Withdrawal:

Unit Address:

____/____/____

Landlord Declaration

I declare that I have given written notice to all affected tenants of the new date of withdrawal of their units from the rental housing market. I further declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete.

Landlord's Signature

Landlord's Printed Name

Date

Agent's Signature

Agent's Printed Name

Date

Agent's Address

City

State

Zip Code

Phone Number

For Landlord Declarations Section Use Only:

Case No.: _____

APN: _____

For Counter Use Only:

Notice of Intention to Re-Rent Withdrawn Accommodations Form E-7



Rent Stabilization Division
455 N. Rexford Drive, Room 200
Beverly Hills, CA 90210
T: 310-285-1031
bhrent@beverlyhills.org

NOTICE TO LANDLORD: Beverly Hills Municipal Code (BHMC) §§4-5-513 & 4-6-6 L mandates the filing of this form with the Rent Stabilization Division if a landlord intends to offer for rent or lease a rental unit that was the subject of a Notice of intent to Withdraw. **Email to bhrent@beverlyhills.org.**

Property Address:

Restrictions on Re-Rental for Ellis Act Provisions

1. Except as provided in BHMC §§4-5-513 & 4-6-6L, the landlord shall not offer for rent or lease any unit from which a tenant or lessee was displaced for a period of thirty days following the filing of the *Notice of Intention to Re-Rent Withdrawn Accommodations* with the Division.
2. For 5 years following the date of withdrawal, the lawful rent on any unit returned to the rental market shall be the lawful rent in effect at the time the *Notice of Intent to Withdraw* was filed, plus annual adjustments as allowed by the Rent Stabilization Ordinance.
3. Tenants displaced from these units following the filing of a Notice of Intent to Withdraw have re-rental rights in the following circumstances:
 - a. If a unit is offered for rent or lease within five years from withdrawal, the displaced tenant has a first right of refusal for 30 days following the landlord's mailing of an offer by certified or registered mail. The owner must notify the tenant by registered or certified mail provided that the tenant advised the landlord of a desire to consider an offer to re-new the tenancy and provided the landlord with a contact address within 30 days of displacement.
 - b. If a unit is returned to the market within ten years from withdrawal, the displaced tenant has a first right of refusal for 30 days following the filing of this *Notice of Intention to Re-Rent Withdrawn Accommodations* with the Rent Stabilization Division.

Landlord Declaration

I declare that I am the owner of the real property described above, and I hereby notify the City of Beverly Hills of my intent to re-rent the previously withdrawn housing accommodations indicated on this form. I hereby acknowledge that I am aware of the restrictions pertaining to the re-rental of withdrawn accommodations as set forth in BHMC §§ 4-5-513 & 4-6-6L et seq. and as summarized above. I further declare, under penalty of perjury under the laws of the State of California, that the information provided on this form and all attached pages is true, correct, and complete. All owners must sign. Attach additional pages if necessary.

Owner 1:

Signature	Printer Name	Date
Address	City	State
	Zip Code	Phone No.

Owner 2:

Signature	Printer Name	Date
Address	City	State
	Zip Code	Phone No.

Owner 3:

Signature	Printer Name	Date
Address	City	State
	Zip Code	Phone No.

Please provide the indicated information for all rental units in the building(s) or structure(s) covered by this *Notice of Intention to Re-Rent*. Attach additional sheets if necessary.

Unit Address
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

For Landlord Declarations Section Use Only:

Case No.: _____

APN: _____

For Counter Use Only: