



SANTA MONICA RENT CONTROL BOARD


1685 Main Street, Room 202, Santa Monica, CA 90401

■ (310) 458-8751 ■ www.smgov.net/rentcontrol

Application Instructions Owner-Occupancy Exemption

ELIGIBILITY REQUIREMENTS

1. The property must consist of two or three units.

 Owners of single family homes or separately sold condominiums should review the eligibility criteria for the **Rent Control Law §1815 Declaration for Permanent Exemption** or the **Rent Control Law §1815 Exemption after Two Years' Owner Occupancy**.

2. You must own at least a 50% interest in the property as a natural person(s) as of the date the application for exemption is filed.


3. You must have continuously resided at the property as your principal place of residence beginning at least 120 days before the date the application is filing.

The granting of an exemption is not automatic.

All exemption applications must be decided by the Rent Control Board. Board decisions are final and may not be appealed. However, you may reapply 120 days after the Board's decision date.

This exemption is not permanent.

Exemptions expire when the owner who was granted the exemption moves off the property or no longer has a 50% ownership interest in the property.

 If the exemption is granted to you as an individual and title is later transferred into another form, such as a trust, the exemption will automatically lapse as an operation of law.

THE REVIEW PROCESS

Applications are reviewed within five days of submittal to the Rent Control Board office.

If your application is determined to be incomplete, you may be contacted and provided with an opportunity to submit additional supporting evidence. Otherwise, your application will be returned with an explanation of what additional information or documentation is required.

Typical reasons why applications are deemed incomplete:

- Insufficient documentation.
- Grant deed submitted with the application is not recorded with the LA County recorder's office or is insufficient to prove ownership.

Once the application and our investigation are complete, a staff member will determine whether to recommend that the Board grant the application without a hearing. However, if there are disputed facts or issues of law, your application will be referred to a Hearing Officer to conduct a hearing. At the hearing, owners and tenants may present additional evidence. The Hearing Officer will then draft a written recommendation to the Board to grant or deny the application. The Rent Control Board will make its decision at one of their meetings.

CHECKLIST

Applications will not be accepted unless accompanied by the following items:

- ❶ Completed and signed application
- ❷ Grant deed and supporting documents (see reverse side of this page for a list of acceptable documents)
- ❸ \$100 processing fee



QUESTIONS?

Please contact an Information Coordinator at (310) 458-8751.

REQUIRED SUPPORTING DOCUMENTATION

Proof of Ownership

A grant deed showing the applicant's ownership interest in the property must accompany the application. Property owners must demonstrate a minimum 50% interest as a natural person(s) as of the date the application for exemption is submitted.

Acceptable

- ✓ Grant deed (or deeds) with stamp showing the date it was recorded, confirming the transfer from a third party and the chain of title

Insufficient

- ✗ Quitclaim deed (without a supporting grant deed)
- ✗ Deed of trust



Special instructions for properties held in a trust

If ownership is held in a trust, please submit a copy of the trust and the grant deed that transferred the property into the trust.

120-Day Occupancy

You must provide proof that you currently live on the property as your principal place of residence and have done so for at least 120 days prior to the filing date of the application. (Time during which your unit was being renovated prior to your moving onto the property does not count towards the 120 days.) Please provide as much documentation from each column as possible.

If the initial date of occupancy is earlier than 120 days prior to submission, you may also submit documents to confirm when occupancy began.

Utilities

Please provide the last four (4) consecutive months for each utility bill starting with the most recent bill.

- Telephone
- Gas
- Electric
- Water & trash
- Cable TV and Internet provider
- Proof of the initial utility connection (can be a letter from the utility or your first bill after moving in)

Banking/Financial

- Credit card statements (four consecutive months)
- Bank statements (four consecutive months)
- Blank personal check (voided)
- Income tax return

Property or Moving

- Car & home insurance premiums or policies
- Homeowner's exemption
- Post Office change of address order
- Mail addressed to you at the property address
- Forwarded mail
- Moving company receipt or other proof of move-in date

Government Issued

- Driver's license or California ID
- Car registration
- Property tax bills
- Voter registration

Other

- Other documents supporting continuous residence at the property



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Application for Exemption Owner-Occupancy of a Property of Three or Fewer Units

For Office Use Only

MPP#: _____ Application #: _____
 Site Address: _____ Date Returned: _____
 _____ Date Filed: _____
 Date Submitted: _____ 90-day Deadline: _____
 Fee Received: Yes No Initials: _____ 120 Days Before Date Filed: _____

PLEASE PRINT OR TYPE

GENERAL INFORMATION

Property Address: _____ Santa Monica, CA

Number of Units: _____ Zip Code: _____

Applicant(s)

Name(s): _____

Address: _____ Santa Monica, CA

Street Unit #
Daytime telephone: () Cell: ()

Residence telephone: () E-mail: _____

Attorney or other authorized representative (optional)

Name: _____

Address: _____

Street City, State & Zip Code
Daytime telephone: () Cell: ()

PROPERTY OWNERSHIP

A copy of the recorded grant deed or other documents verifying ownership of at least a 50% interest in the property must be submitted with this application or it will not be accepted for filing. (See the instruction sheet for more information about acceptable deeds.)

Date of purchase: _____

Date moved onto property: _____

VERIFICATION OF OCCUPANCY

This application MUST be accompanied by copies of documents that indicate you have lived on the property continuously for 120 days prior to submitting your application. When submitting monthly bills, please provide at least four consecutive months of bills starting at least 120 days prior to the date you submit your application through the most recent bill.

Please provide as much documentation from each column as possible.

Utilities

Please provide the last four (4) consecutive months for each utility bill through the most recent bill.

- Telephone
- Gas
- Electric
- Water & trash
- Cable TV and internet provider
- Proof of the initial utility connection (can be a letter from the utility or your first bill after moving in)

Banking/Financial

- Credit card statements
- Bank statements
- Blank personal check (voided)
- Income Tax return

Property or Moving

- Car & home insurance premiums or policies
- Homeowner's exemption
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Other

- Other documents supporting continuous residence at the property

TENANT INFORMATION

You must include your tenants' names and current contact information.

Unit #: _____

Unit #: _____

Name: _____

Name: _____

Telephone: (____) _____

Telephone: (____) _____

Email: _____

Email: _____

If the units are vacant, do you intend to rent the unit(s) within the next three months? Yes No

OTHER RESIDENCES OR PROPERTIES YOU OWN

Do you occupy any other property for residential purposes? Yes No

If yes, what percentage of your time is spent at this other residence? _____% List the address below:

Street

City

State

Zip

Do you own any other residential property?

Yes No

If yes, list the address below:

Street

City

State

Zip

Please explain how you use this property (for example, investment, alternate residence, personal office space, etc.)

(Attach additional sheets if needed to list other properties.)

DECLARATION

I declare that I have at least a 50% interest in the property and that I have resided there continuously as my principal place of residence since _____.
Date

I declare under penalty of perjury that the foregoing is true and correct.

Executed this _____ day of _____, 20____
Day Month Year
at _____, California.
City

All owners listed as applicants on page 1 must sign.

Signature of Applicant

Signature of Applicant

Submission Checklist

Please confirm that you have attached the following documents before submitting this application:

- Grant deed
 - Trust documents for a property held by a trust
- Documents verifying occupancy
- \$100 processing fee