

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES**  
**AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER**  
2600 Wilshire Boulevard ° Los Angeles, California 90057 ° (213) 252-2500  
www.hacia.org TTY (213) 252-5313

BOARD OF COMMISSIONERS  
BEATRIZ O. STOTZER, Chairperson

EXECUTIVE DIRECTOR  
RUDOLF C. MONTIEL

## **Fee Notification**

### **15% Ordinance Waiver**

Subject: \$150 processing fee for the "15% ordinance" waiver.

**New Processing Fee.** Beginning April 26, 2007, a processing fee of \$150.00 per waiver request will be required when submitting a Waiver Request from the so-called "15% Ordinance" to the Authority. The processing fee was approved by the Board of Commissioners of the Housing Authority of the City of Los Angeles on January 26, 2007 after a public hearing on the same date.

**Background.** The Housing Authority processes a large volume of Waiver Requests in connection with Ordinance No. 145.927 (also known as the 15% Ordinance); those waivers impose a significant financial and administrative burden on the Authority. We are often receiving more than 600 waiver requests each week.

**Basic Process.** Except as explained below under "Expedited Processing", processing time for the standard waiver will be 7 working days.

Please fill out the "Waiver Request" application form and remit the fee in the form of an **official check of your Escrow Company, cashier's check or money order** made out to: "The Housing Authority of the City of Los Angeles". **No personal checks will be accepted.**

A copy of the waiver application form is attached. It will also be available at our website once it is online. The waiver request and check should be mailed to:

The Housing Authority of the City of Los Angeles  
15% Ordinance  
File 50223  
Los Angeles, CA 90074  
Attn: 15% Ordinance Coordinator

To insure proper credit, include the escrow number on the check for the fee.

The Authority strongly recommends that your requests be submitted **at or near the open of escrow** rather than near the close of escrow. The Housing Authority is not responsible for the timely close, and wants to assist you in reaching your goal.

**Property Requiring a Waiver.** The only property type requiring a waiver is a single family condominium unit. Sale of apartment buildings, even if to be converted to condominium units, does not require a waiver.

Each waiver is for one transfer only and neither blanket waivers for whole developments nor waivers in advance are granted by the Authority.

**Expedited Processing.** If you desire, you can apply for "expedited processing". For a special-handling fee of \$500, the Housing Authority will be able to process the request within two working days from the time the Authority receives your request. Simply check the appropriate boxes on the attached Application Form if you desire this service. It is suggested that your request to be sent to us via Fed Ex, UPS or other overnight delivery for fastest response.

**Electronic application.** To further assist you, the Housing Authority is developing an electronic means of payment which you will be able to do on line using PayPal or a similar mechanism. In addition we are developing the mechanisms to allow you to pay by credit card.

Thank you,

The Housing Authority of the City of Los Angeles

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**15% Ordinance Waiver Application**

Date: \_\_\_\_\_

15% Ordinance  
The Housing Authority of the City of Los Angeles  
File 50223  
Los Angeles, CA 90057

**Attn: 15% Ordinance Waiver Processing Coordinator.**

To Whom It May Concern:

Please provide our office with a waiver of the Housing Authority of the City of Los Angeles Right of First Refusal under the terms of the "15% Ordinance".

Be advised that this company is processing an open escrow for the sale of a condominium unit. Details of this escrow are as follows:

Escrow # \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Closing Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Unit # \_\_\_\_\_  
Property Zip Code: \_\_\_\_\_  
Sellers Name: \_\_\_\_\_  
Buyer's Name: \_\_\_\_\_  
Purchase Amount: \_\_\_\_\_  
Unit Type:      1 Bedroom:      2 Bedroom:      3 Bedroom:

**Return to:**

Escrow Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Company Ph#: \_\_\_\_\_  
Company Fax #: \_\_\_\_\_