

Home-Sharing

Property Owner's Revocation of Previous Authorization

(Home-Sharing Ordinance, Los Angeles Municipal Code § 12.22 A.32 and § 5C.3.2)



The purpose of this form is to allow a Property Owner, who previously authorized their Tenant to conduct Home-Sharing, to revoke that authorization. Please carefully review the information and instructions below before completing this form.

Background

The Los Angeles City Council adopted Home-Sharing regulations to prevent the wholesale conversion of housing into Short-Term Rentals. The City defines a "Short-Term Rental" as a rental unit, rented in whole or in part, allowing stays of 30 consecutive days or less. For eligible properties, the Home-Sharing regulations restrict Short-Term Rentals to Home-Sharing of a Host's Primary Residence, which is defined as the dwelling where the Host lives for more than six months out of the calendar year. More information on the Home-Sharing program can be found on [City Planning's website](#).

Home-Sharing Registration. Two types of Home-Sharing registrations are available:

- **Regular Home-Sharing Registration** – Allows Hosts to utilize all or a portion of their Primary Residence for Home-Sharing for up to 120 days in a calendar year; and
- **Extended Home-Sharing Registration** – Allows Hosts to utilize all or a portion of their Primary Residence for Home-Sharing for up to 365 days per calendar year. Hosts are eligible for an Extended Home-Sharing Registration only after they have been registered for at least six months or have hosted with a Regular Home-Sharing Registration for at least 60 days.

Application. To apply for a new Home-Sharing registration or to renew an existing registration, Hosts must use the [Home-Sharing Application and Registration Portal \(HARP\)](#).

Continue to next page for further instructions.

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Requirement

Revocation of Previous Authorization to Conduct Home-Sharing. Property Owners are not required to allow their Tenants to conduct Home-Sharing. If the Property Owner wishes to revoke their previous authorization for a Tenant to conduct Home-Sharing, they must complete this form and provide it to the Department of City Planning.

Ownership Verification. Only the person or entity who is recorded as an owner in the Los Angeles County Assessor records will be considered the Property Owner of the subject property. If the person named in this document as the "Property Owner" cannot be verified as the property owner of record using records available to the City, additional documentation may be requested to clarify property ownership, including:

- a copy of a notarized and recorded grant deed or current property tax bill, if an individual owns the property;
- a copy of the signed and notarized trust agreement indicating you are the sole or managing trustee of the property-owning trust agreement, if a trust owns the property; or
- a copy of the most recent business entity filing registered with the California Secretary of State (e.g., SI-550, LLC-12, etc.) indicating you are the owner, if an LLC, LP, Corporation, or other business entity owns the property.

Instructions

Complete. All sections of the Property Owner's Revocation of Previous Authorization to Conduct Home-Sharing form must be completed in their entirety. As the Property Owner, if you wish to revoke your previous authorization for a Tenant to conduct Home-Sharing on your property, you must complete the following sections on page 3:

- **Property Owner Information** – You must provide your full legal name in addition to your mailing address, email address, phone number, signature (notarized), and date. If utilizing a Doing Business As (DBA) designation, Los Angeles County Assessor Records must reflect the Property Owner and DBA. In all areas where the Property Owner Name or Signature is requested on this form, please sign using the property owner name and DBA name. Please note we can only accept a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").
- **Tenant Information** – You must provide the Tenant's full legal name in addition to their address, email address, and phone number.
- **Home-Sharing Property Information** – You must provide the address and unit number (if applicable) where Home-Sharing has occurred.
- **Property Owner Acknowledgements** – You must agree to and initial each acknowledgement.

Authorize and Notarize. You must have a notary public complete page 4 and have your signature notarized. Please note all signatures provided must be a wet or hand-drawn signature; as such, we cannot accept signatures that are font-based (e.g. typed) or digital certificate-based (e.g. "DocuSign").

Submit. Once completed, the Property Owner must submit this form to planning.home-sharing@lacity.org.

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The Property Owner Must Complete this Page

By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this document are true and correct, with full knowledge that all statements made in this document are subject to investigation.

Property Owner Information

Name

Mailing Address

Email Phone Number

Property Owner Signature
(to be notarized) Date

Tenant Information

Name

Address

Email Phone Number

Home-Sharing Property Information (for the dwelling unit where Home-Sharing has occurred)

Address

Unit Number

Assessor Parcel Number (APN)

Property Owner Acknowledgements

(Initial) I am the Property Owner of the Home-Sharing property identified above.

(Initial) I **revoke** my authorization for my Tenant identified above residing at the Home-Sharing property identified above to conduct Home-Sharing, in accordance with the City's Home-Sharing regulations (Los Angeles Municipal Code § 12.22.A.32(c)(2)(ii)(a) and § 5C.3.2.D.2.a).

(Initial) I, the Property Owner, may be subject to enforcement including any criminal, civil, or other legal remedy established by law if my Tenant fails to abide by all applicable laws, regulations, and guidelines regarding Home-Sharing.

(Initial) I have notified my Tenant that my previous authorization to conduct Home-Sharing has been revoked.

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CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
(Insert State Name)

County of _____
(Insert County Name)

On _____ before me, _____,
(Insert Date) (Insert Name of Notary Public and Title)

personally appeared _____,
(Insert Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the state where this was signed,
_____, that the foregoing paragraph is true and correct.
(Insert State Name)

WITNESS my hand and official seal.

Signature (Seal)

Description of Attached Document

(Optional - to be completed by notary public)

Title or Type of Document: _____
(Insert Title or Type of Document)

Document Date: _____ Number of Pages: _____
(Insert Document Date) (Insert Number of Pages)

Signer(s) Other Than Named Above: _____
(Insert Name(s) of Other Signer(s))