



Residential Registry City of Inglewood

3Di Engage

City of Inglewood Online Residential Registry – User Guide

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Table of Contents

- 1 Introduction4
- 2 How do I Access the City of Inglewood Online Residential Registry Website?5
- 3 How do I Create an Account with the City of Inglewood Residential Registry System?6
- 4 How do I Recover My Password if I Forgot It? 11
- 5 How do I Login to the City of Inglewood Online Residential Registry? 15
 - 5.1 How Do I Return to My Dashboard/Property Listings? 18
 - 5.2 How to Search for a Property 18
 - 5.3 How Do I Change My Password? 19
 - 5.4 How Do I Log Out of the System? 20
- 6 How do I Add a Property to My Dashboard?..... 21
- 7 How do I Register my Property? 25
 - 7.1 Step 2 - Property Information 26
 - 7.1.1 Addresses..... 27
 - 7.1.2 Contacts..... 27
 - 7.1.3 Contact/Communication Preference..... 30
 - 7.1.4 Property Exemption..... 32
 - 7.2 Step 3 - Unit Information..... 34
 - 7.2.1 Add a new Unit 35
 - 7.2.2 Edit Existing Unit..... 37
 - 7.2.3 Unit Actions/Cases..... 38
 - 7.2.4 Unit Exemption..... 39
 - 7.3 Step 4 - Review and Submit for Registration 42
 - 7.3.1 Payment Pending – Submit Payment from Step 5 46
- 8 Property Details Page 50
 - 8.1 Property summary and Status Section 50
 - 8.2 My Cart 51
 - 8.3 Contacts..... 53
 - 8.4 Units..... 53
 - 8.5 Case History 54
 - 8.6 Documents..... 54
 - 8.7 Payment History 55
 - 8.8 Left Side Menu - Payment Tab 56



- 9 Property Action Menu Options..... 57
 - 9.1 Report New Ownership of your Property..... 57
 - 9.2 View Property Ownership 61
 - 9.3 View Breakdown of Fees by Unit..... 63
 - 9.4 Download Invoice 64
 - 9.5 Download Registration Certificate 65
- 10 Unit Level Actions..... 66
 - 10.1 Report New Tenancy Amendment..... 66
 - 10.2 Record an Eviction..... 70
 - 10.2.1 Rules for the Relocation Assistance: 75
 - 10.2.2 Additional Relocation Assistance: 75
 - 10.3 Buyout Agreement 82
 - 10.4 Below Market Rent Increase 87
 - 10.5 Rent Increase for Rental Units..... 92
 - 10.6 Record a Notice 98
- 11 Frequently Asked Questions 102
- 12 Technical Support/Helpdesk 105

1 Introduction

The purpose of this User Guide is to instruct Landlords, Property Managers, or Housing Representatives on how to navigate and use the City of Inglewood Online Residential Registry System. Each Property can be managed by only one user account at a time. Although it is not required that the Landlord themselves use the system to register, this document will refer to the responsible party as “Landlord”.

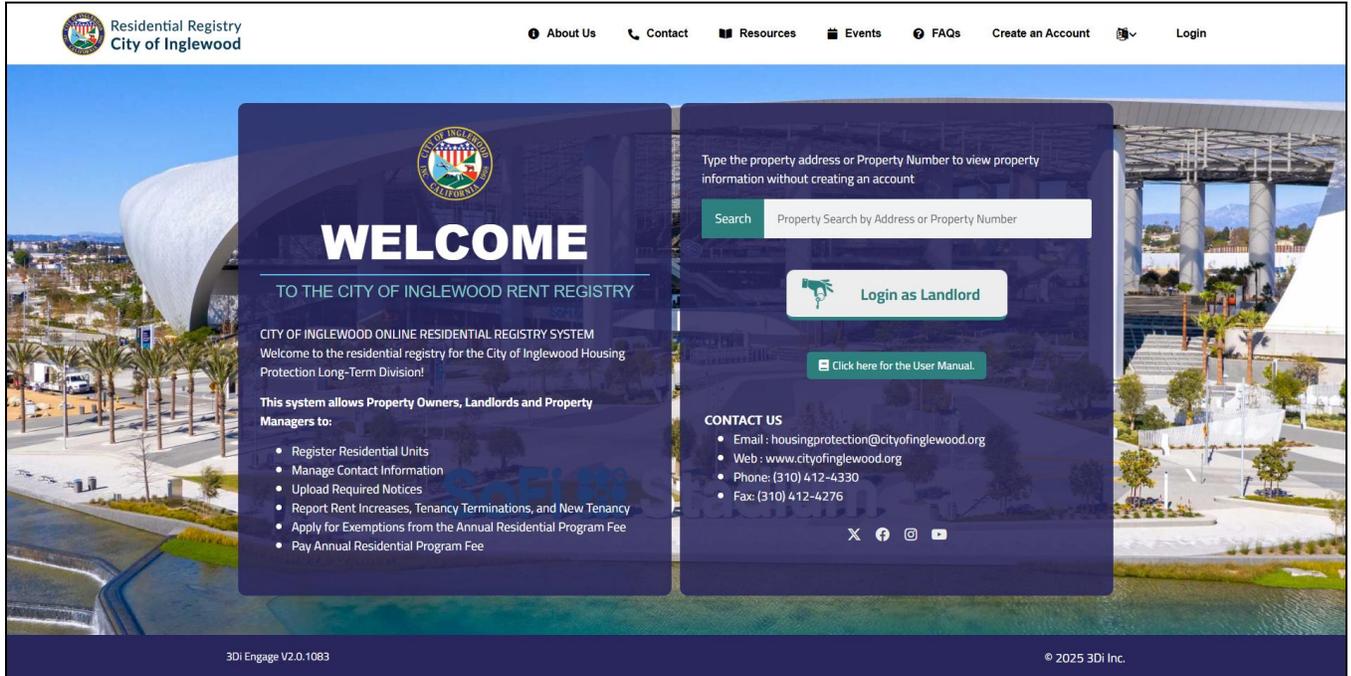
In the first year of Registration, in 2022, the system will require Landlords to establish the Inventory with the City of Inglewood by providing information for each Unit. Once this information has been established, the subsequent Registration cycles will require less information to be provided to the City of Inglewood Housing Protection Department.

Throughout the year, however, Landlords will need to keep their Property information up to date – changes in Property Contact Information, changes in Unit Occupancy, Rent, Terminations, changes in Property Ownership, etc.

Each of these processes along with the steps Landlords need to take will be outlined in the document. If you require technical support, you can contact the Helpdesk at (310)-987-7013. If you have questions at any time, you may call the City of Inglewood Housing Protection Department at (310) 412- 4330.

2 How do I Access the City of Inglewood Online Residential Registry Website?

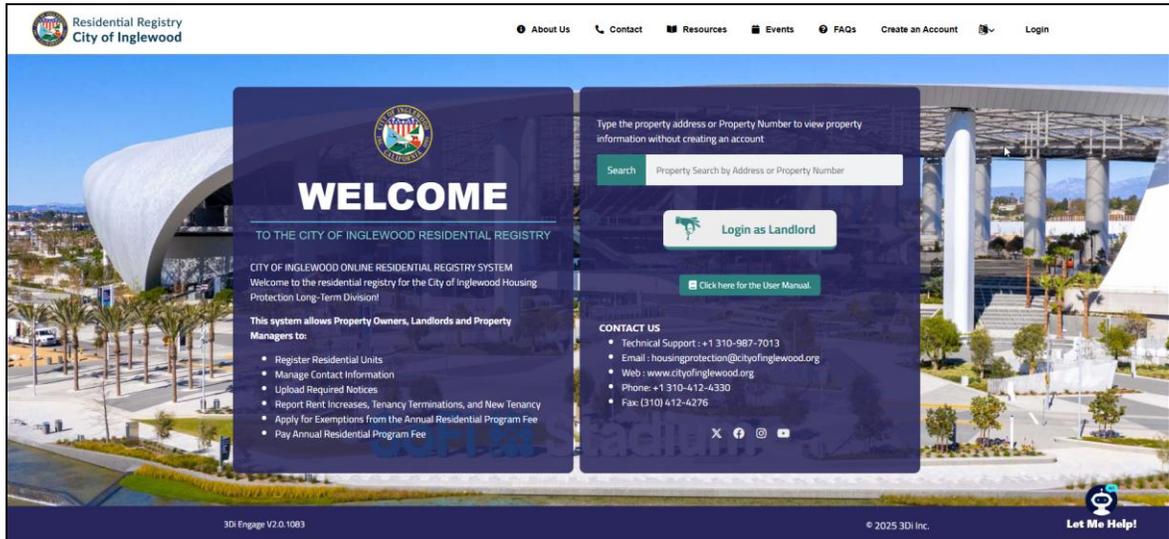
Landlords can access the City of Inglewood Online Residential Registry website at <https://hpregistry.cityofinglewood.org/>.



3 How do I Create an Account with the City of Inglewood Residential Registry System?

This section will describe how to create an online account where you can add and manage your Property(s) through the Residential Registry Program.

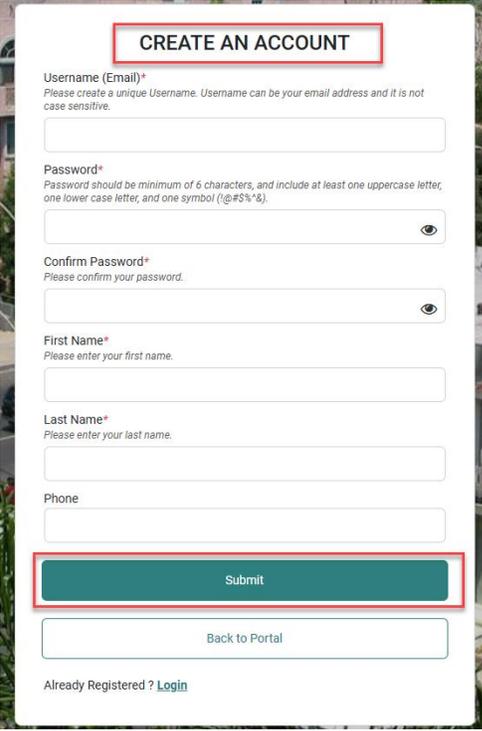
1. Click on the “Create an Account” button at the top to initiate account creation.



2. To create an account, you will need to provide the following:

- Username (Email)
- Password (Password should be a minimum of 6 characters, and include at least one uppercase letter one lower case letter, and one symbol (!@#%\$^&))
- Confirm Password
- First Name
- Last Name
- Phone

3. Enter all the required fields. Once all the required fields are entered, click on the “Submit”



CREATE AN ACCOUNT

Username (Email)*
Please create a unique Username. Username can be your email address and it is not case sensitive.

Password*
Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#\$%^&).

Confirm Password*
Please confirm your password.

First Name*
Please enter your first name.

Last Name*
Please enter your last name.

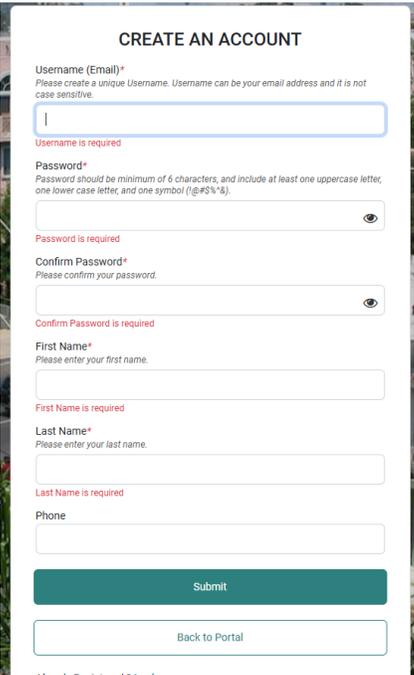
Phone

Submit

[Back to Portal](#)

Already Registered ? [Login](#)

4. If there is any required information missing, an error message will appear on the screen to describe the error.



CREATE AN ACCOUNT

Username (Email)*
Please create a unique Username. Username can be your email address and it is not case sensitive.

Username is required

Password*
Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#\$%^&).

Password is required

Confirm Password*
Please confirm your password.

Confirm Password is required

First Name*
Please enter your first name.

First Name is required

Last Name*
Please enter your last name.

Last Name is required

Phone

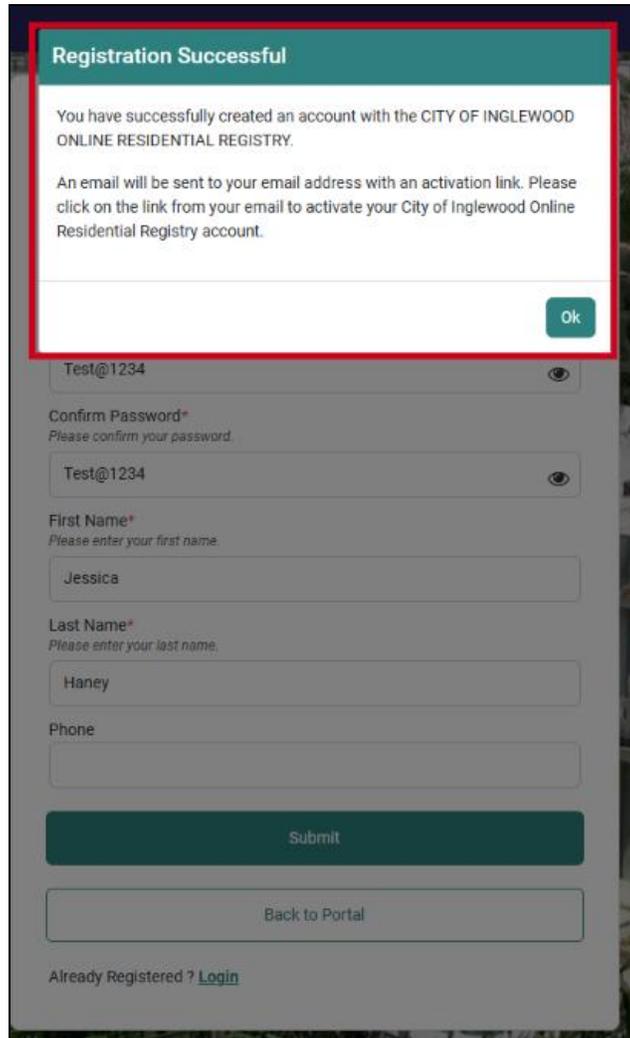
Submit

[Back to Portal](#)

Already Registered ? [Login](#)

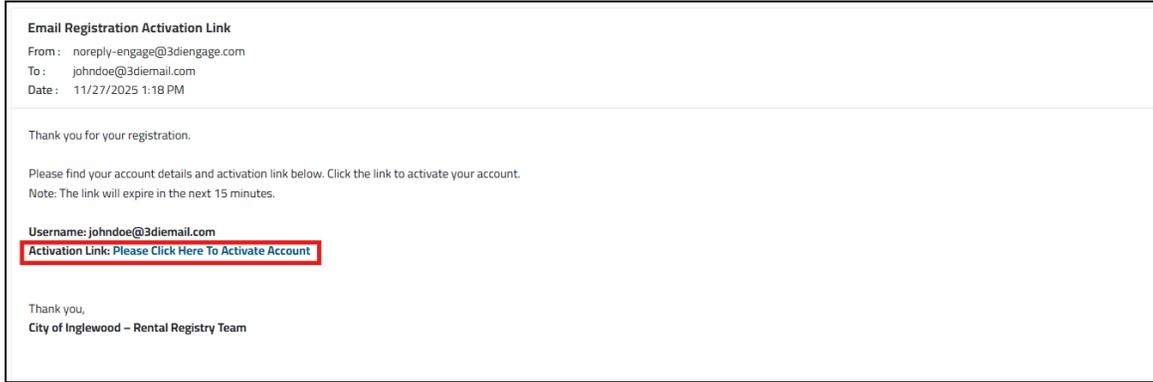


- Once you have successfully Register an account, you will see a pop-up on the screen along with a message indicating the next steps to complete your account setup. If you don't see the email, please check your spam or junk folder. Navigate to your email to verify your account.

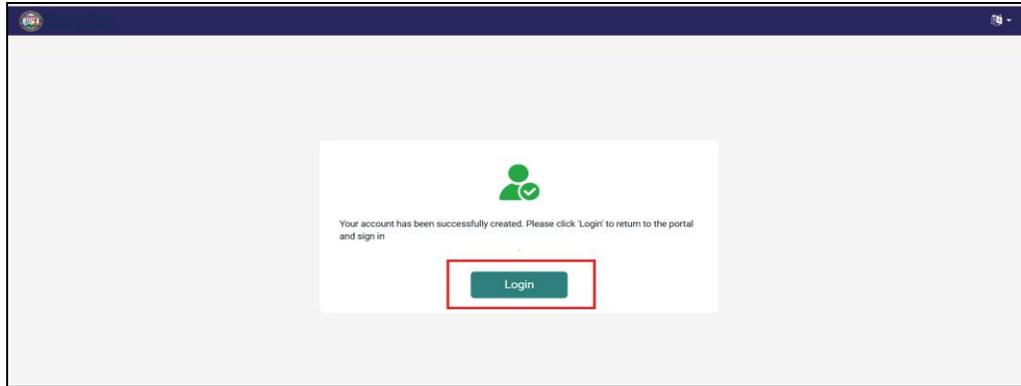


6. Click on the verification link in the email.

If you did not receive a verification email, check your SPAM folder. If it still did not arrive after 30 minutes, please contact the Helpdesk or City of Inglewood Housing Protection Department and inform them the Account Activation Email did not arrive.

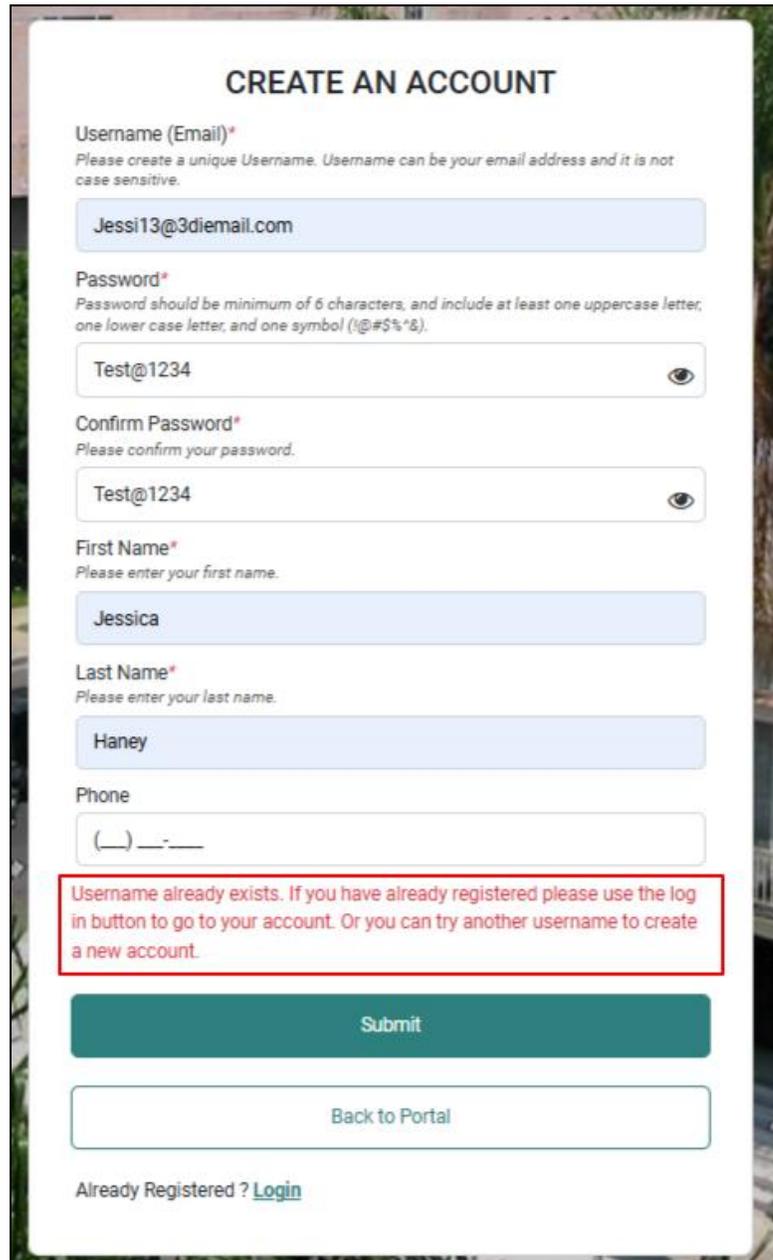


7. If the account verification is successful, you will be redirected to a page that indicates “Your account has been successfully created. Please click “Login” to return to the portal and sign in.



If there is an error in the verification process, please contact the City of Inglewood Housing Protection Department and inform them that the Account Activation failed and you need assistance.

* If an account with the same Email ID already exists, an error message will be prompted on the screen. If this is the case, follow the instructions in the next section of this guide to learn how to recover and reset your password using the 'Forgot Password' function.



CREATE AN ACCOUNT

Username (Email)*
Please create a unique Username. Username can be your email address and it is not case sensitive.

Jessi13@3diemail.com

Password*
Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#%&).*

Test@1234

Confirm Password*
Please confirm your password.

Test@1234

First Name*
Please enter your first name.

Jessica

Last Name*
Please enter your last name.

Haney

Phone

() - -

Username already exists. If you have already registered please use the log in button to go to your account. Or you can try another username to create a new account.

Submit

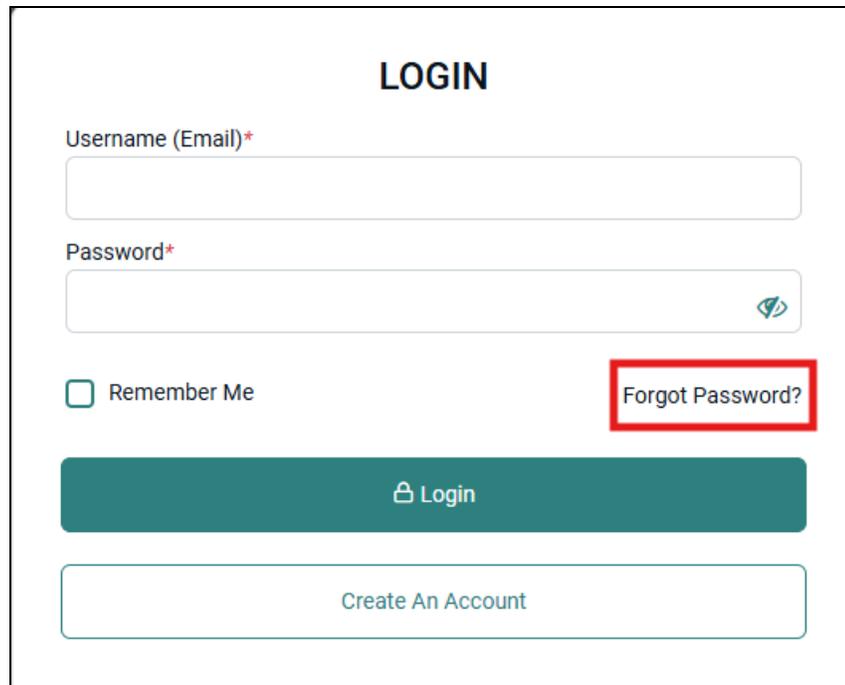
Back to Portal

Already Registered ? [Login](#)

4 How do I Recover My Password if I Forgot It?

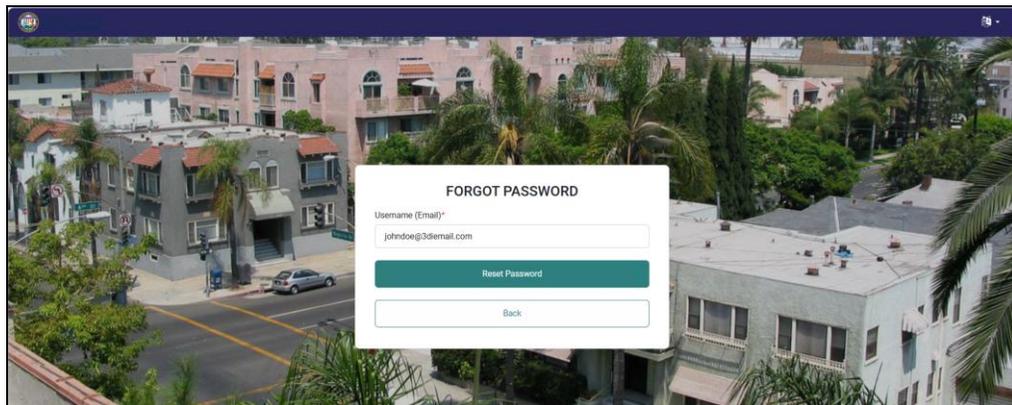
This section will describe how to recover and reset your password if you have forgotten what it is.

1. Click on the 'Login' button to navigate to the Login screen. Next click on "Forgot Password" link to initiate the process to recover and reset your password. A pop-up will appear on the screen.

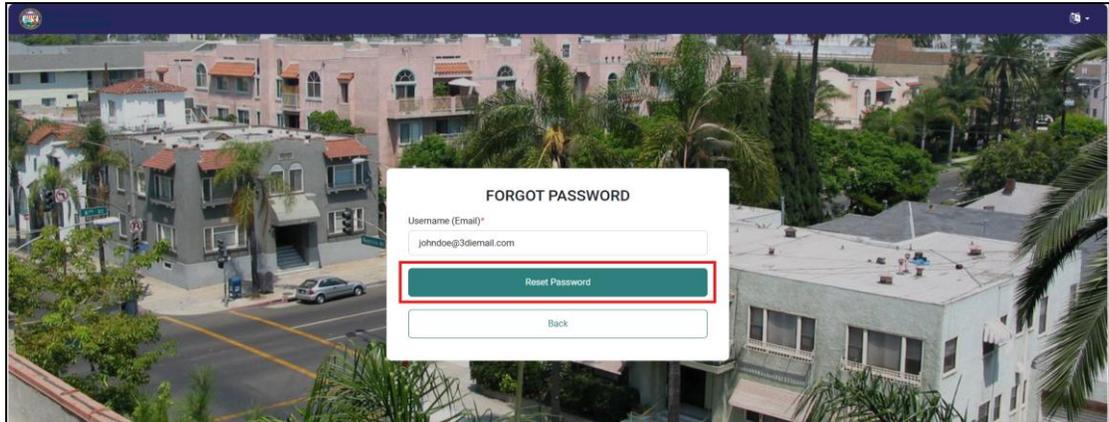


The screenshot shows a login form titled "LOGIN". It contains two input fields: "Username (Email)*" and "Password*", both with red asterisks indicating they are required. Below the password field is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?" which is highlighted with a red rectangular box. At the bottom of the form are two buttons: a teal "Login" button with a key icon and a white "Create An Account" button.

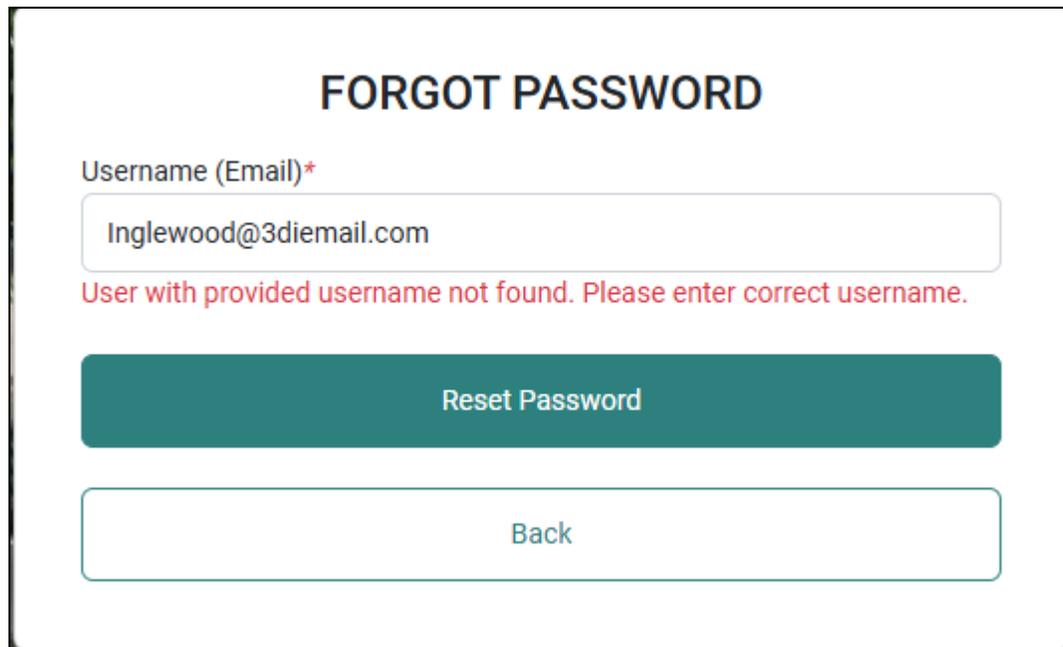
2. Enter the Email Address that was used when you created your account.



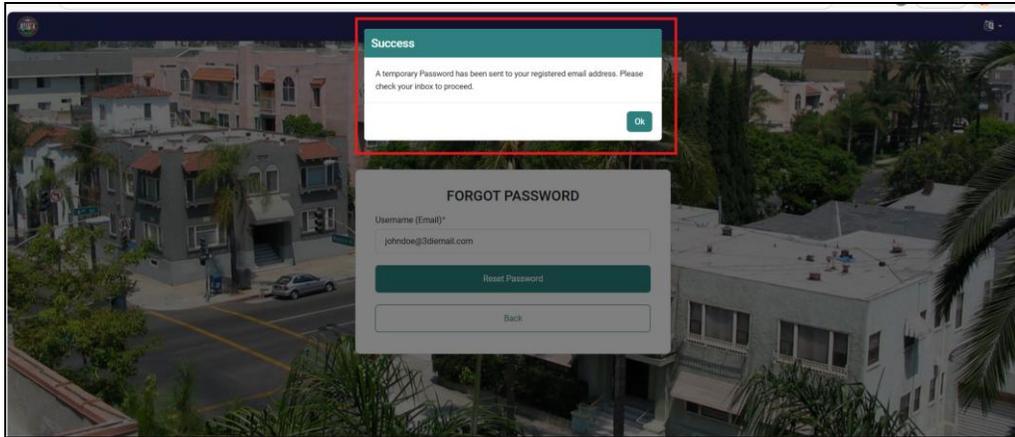
3. Once the Email Address is entered, click on the “Reset Password” button.



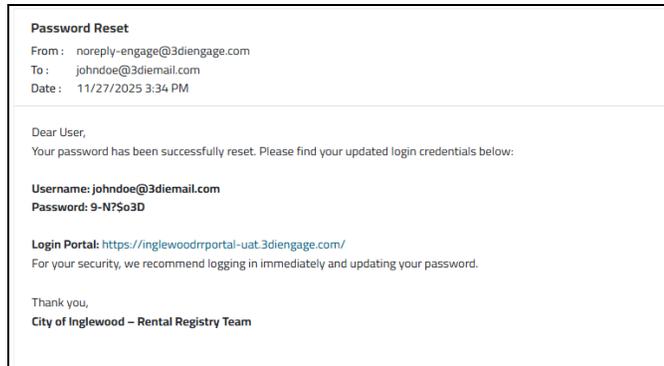
4. If there isn't an account associated with the Email Address, an error will be displayed on the screen indicating the username does not exist.



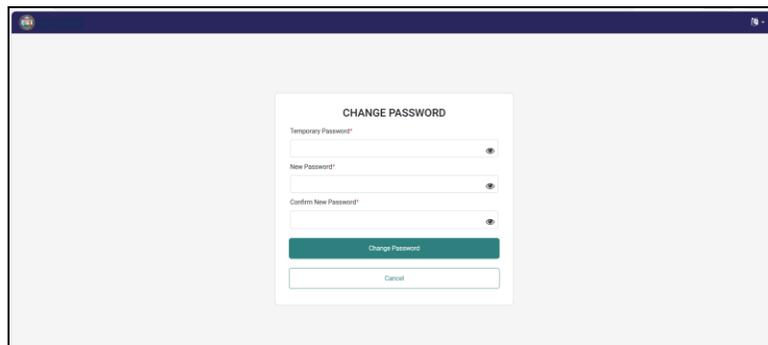
- 5. If there is an account associated with the entered Email Address, the following pop-up will appear with instructions on how to proceed.



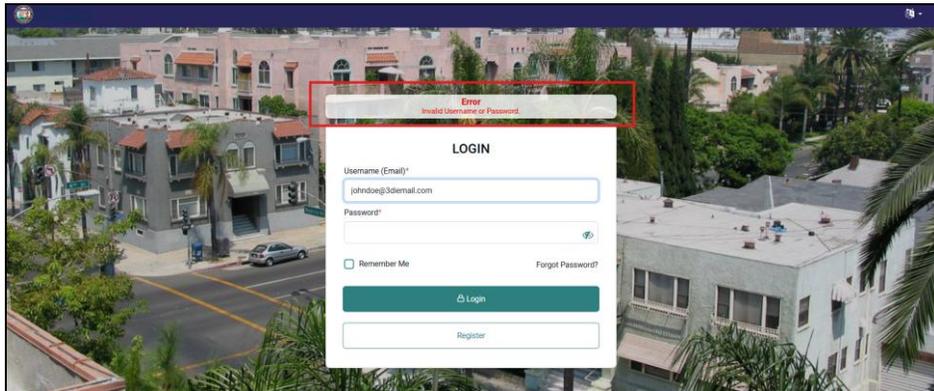
- 6. Check your inbox for the “Temporary Password” message you received. If you did not receive a Temporary Password email, check your SPAM folder. If it still did not arrive after 30 minutes, please contact the Helpdesk or the City of Inglewood Housing Protection Department and inform them that the Reset Password Email did not arrive.



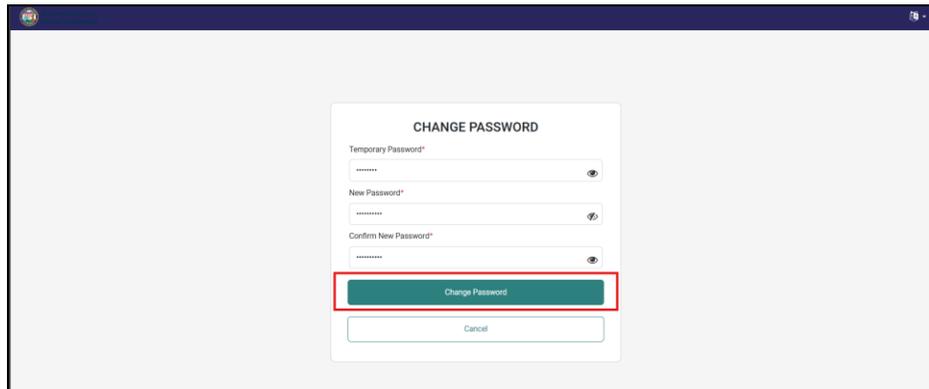
- 7. You will be redirected to a Reset Password screen. Enter your new Password and confirm it.



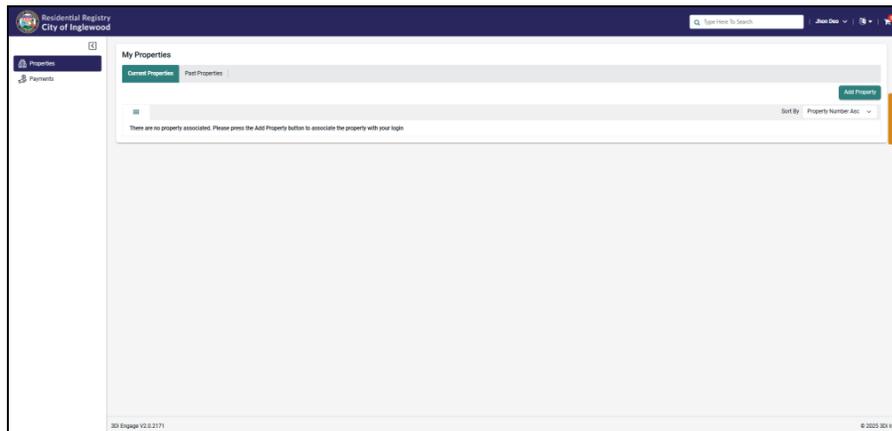
8. If the entered passwords do not match, an error will be displayed on the screen.



9. Once the Temporary and New Passwords are entered, click on the "Change Password".



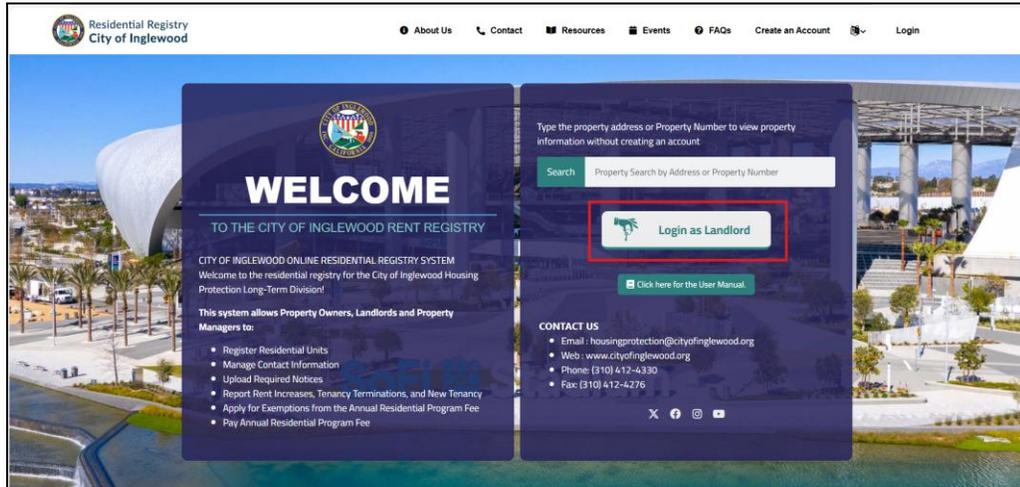
10. If your password is successfully reset, you will log in and be redirected to the Landlord Dashboard.



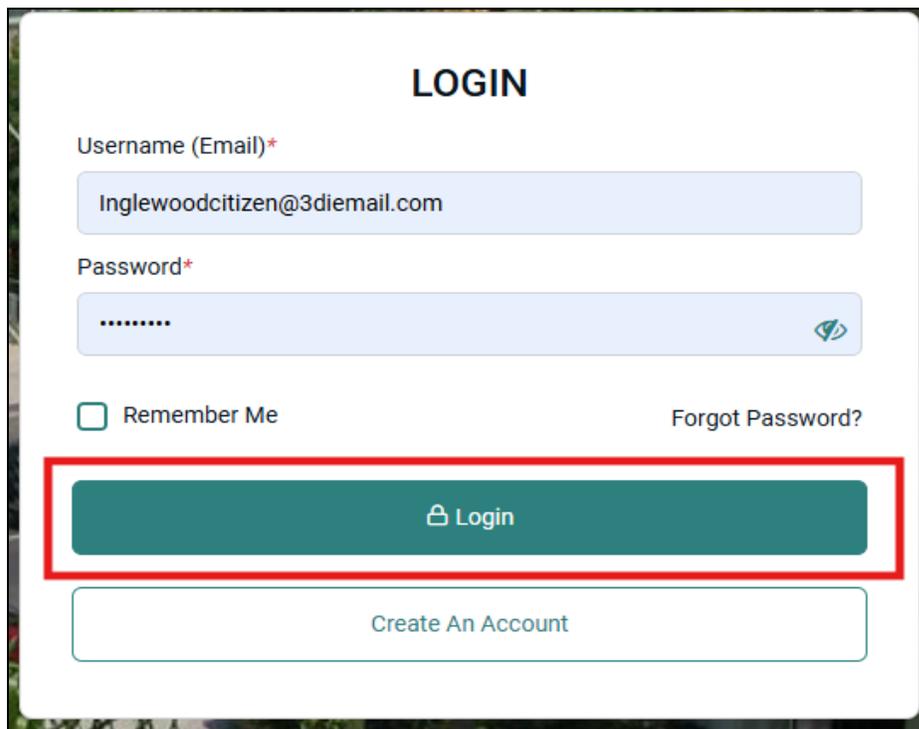
5 How do I Login to the City of Inglewood Online Residential Registry?

This section will describe how to log in to the website to access your dashboard.

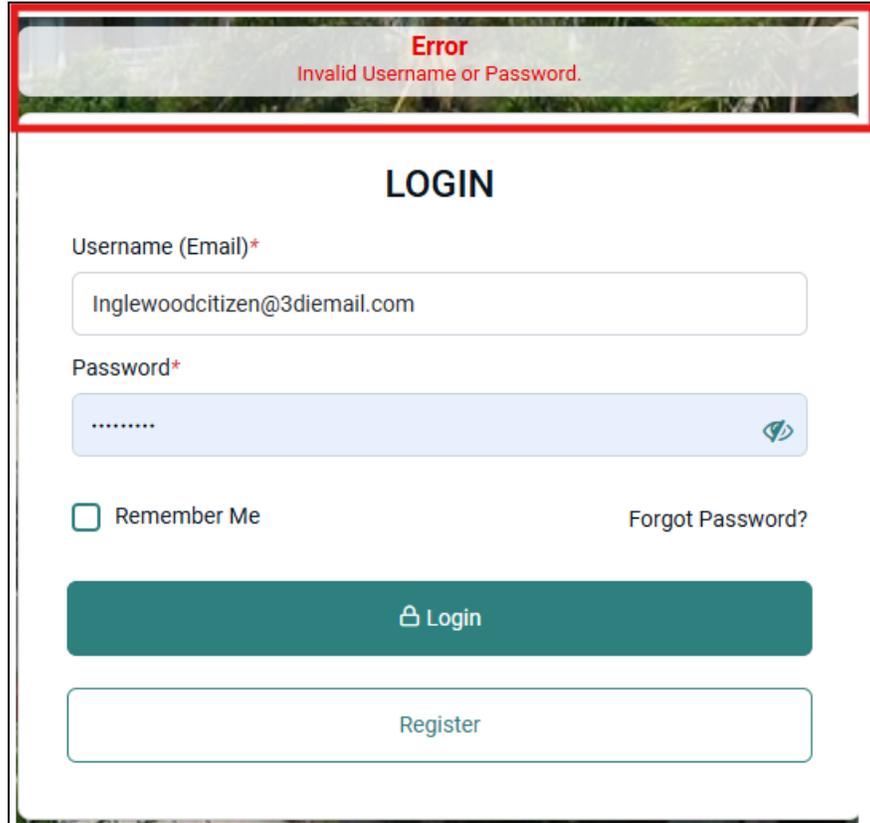
1. Click on the “Login as Landlord” button to log in to the system.



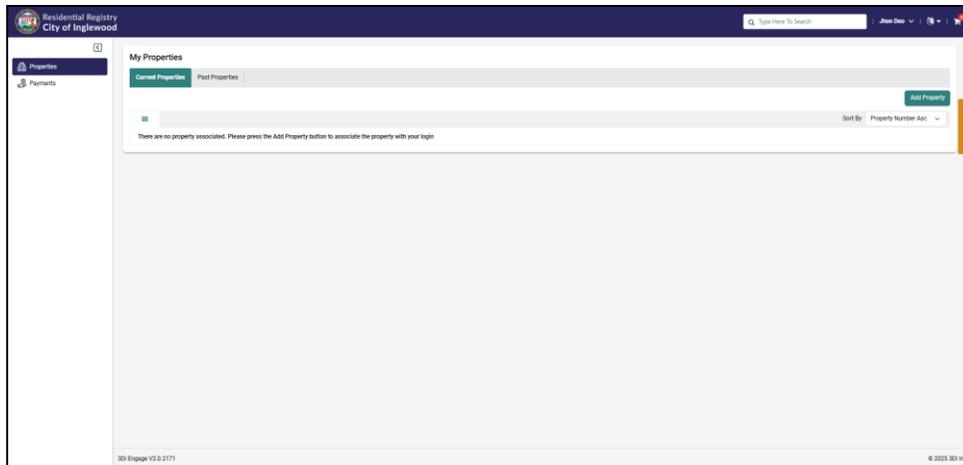
2. Enter your Email Address in the Email field and then enter your Password.



If you entered the incorrect Email Address and/or Password, an error message will appear on the screen.

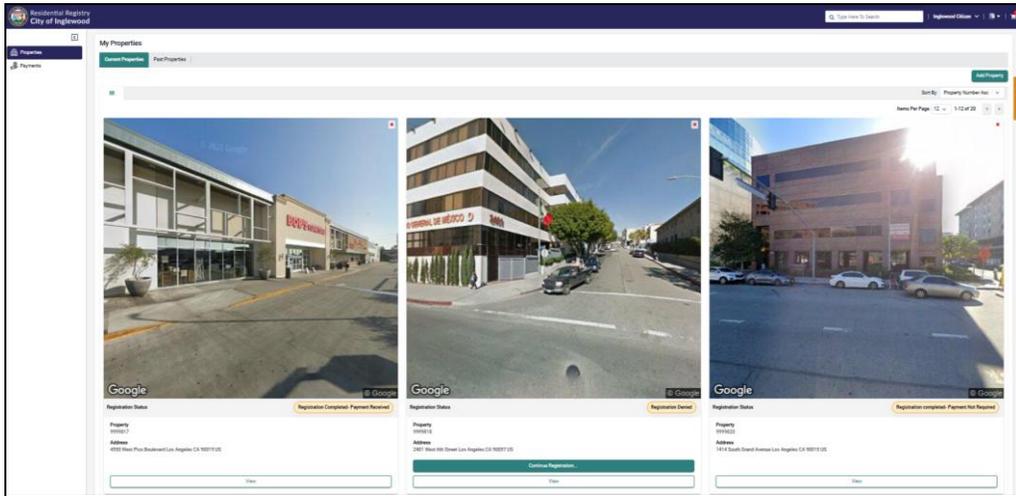


Upon successful login, you will be redirected to your Dashboard. If this is your first time logging in, your Dashboard will be empty as shown below.

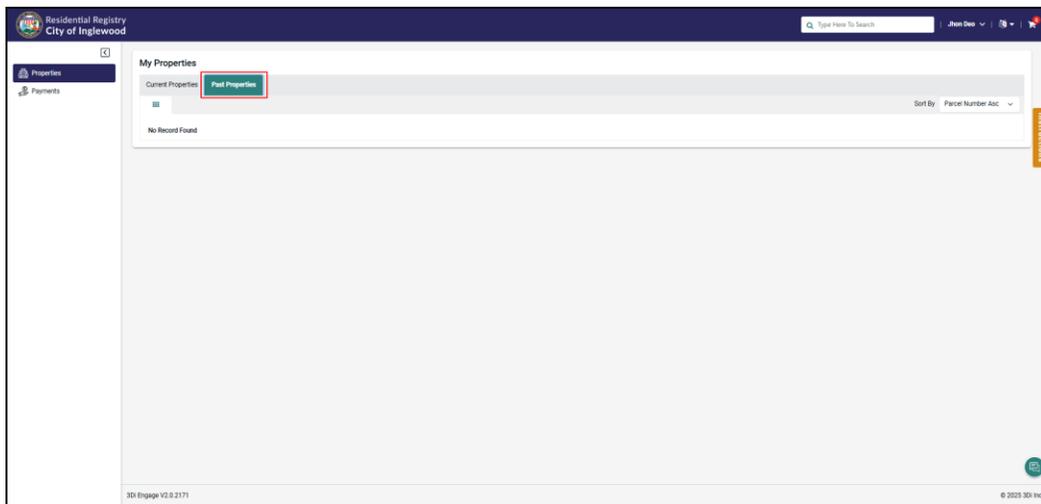


If you have previously logged in and added Property(s) to your profile, your Dashboard will list all your current Property(s) and Past Property(s) as shown below.

- **Current Properties** - The “Current Properties” tab contains all the Property(s) that you have manually added to your profile and that you are actively responsible to register. When you log in, this tab will be displayed by default. This tab is where you will need to go if you need to add a Property to your profile.



- **Past Properties** - The “Past Properties” tab contains the properties that you once had registered to your profile. A property will only appear in the tab after you have submitted a “New Ownership Amendment” and it has been approved by Staff. You will have limited access to the data on properties that you no longer own.



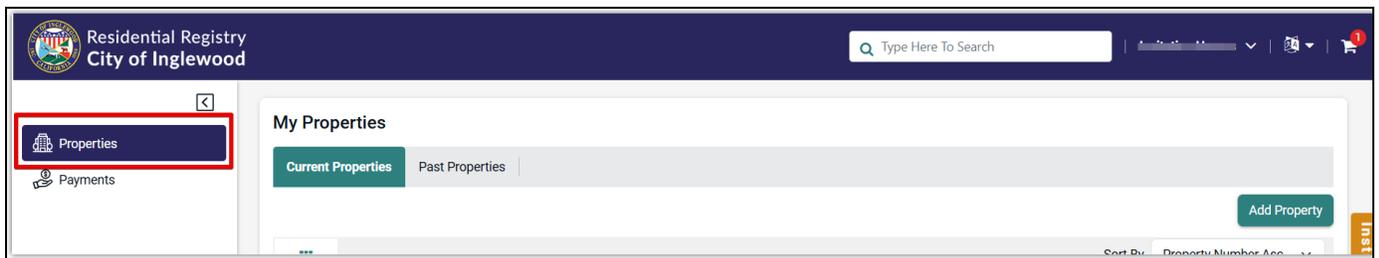
5.1 How Do I Return to My Dashboard/Property Listings?

If you have navigated away from your dashboard by conducting a search or viewing a Property's Details page, you can return to the Dashboard in one of two ways:

1. Click on the Logo in the top left corner.

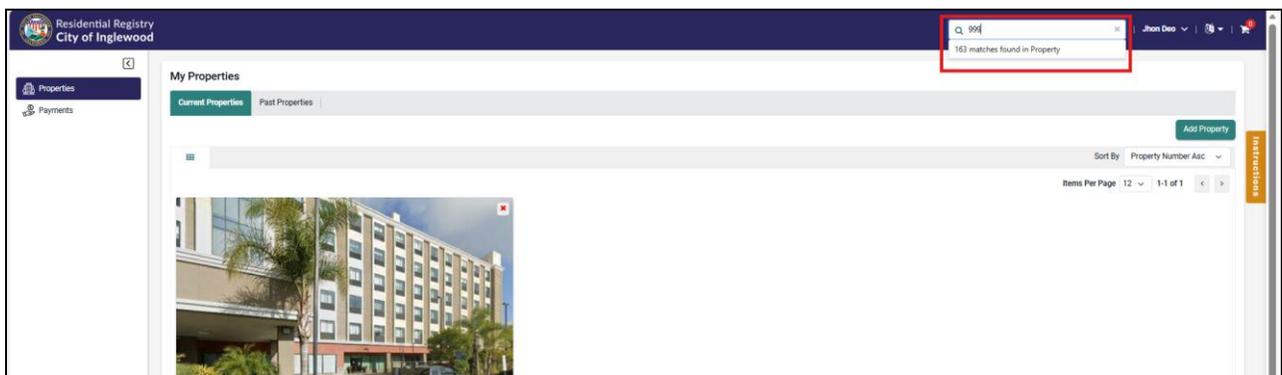


2. Click on the "Properties" option in the left menu.



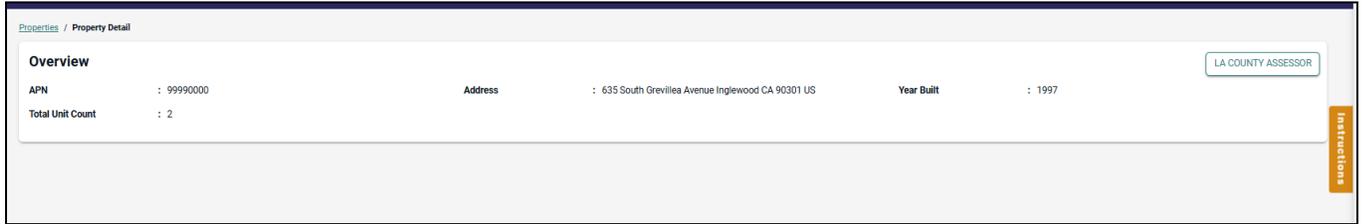
5.2 How to Search for a Property

To search for a property, enter the search criteria (Address or APN) in the search box at the top. The match categories will be displayed. Click to view the respective category in the results.



The results will be displayed, and you can click on a property to view it.

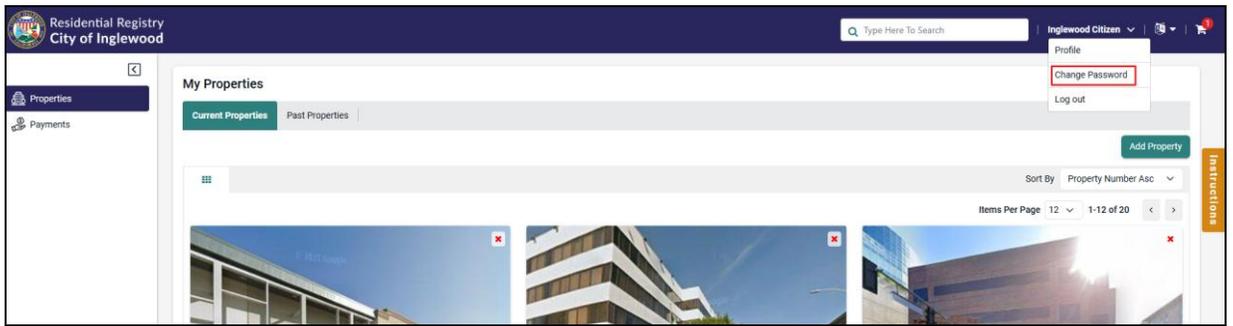
If you search for a property that is not claimed to your profile, then you will only see minimal for the property as shown below.



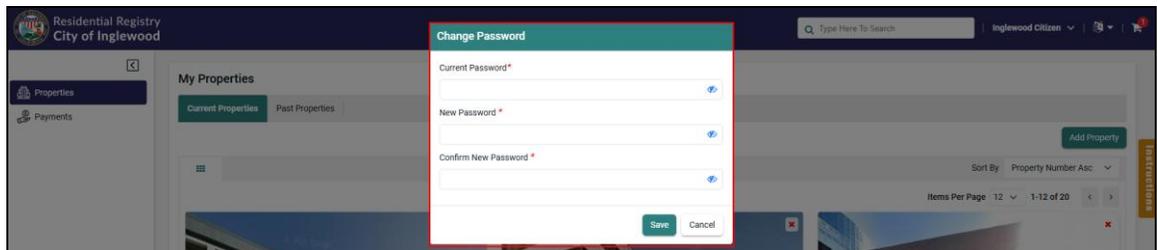
5.3 How Do I Change My Password?

This section will describe how to change your password.

1. To change your password once you are logged in, click on your name in the top right corner of the website. Then click on the “Change Password” link from the drop-down menu. The Change Password pop-up will appear.

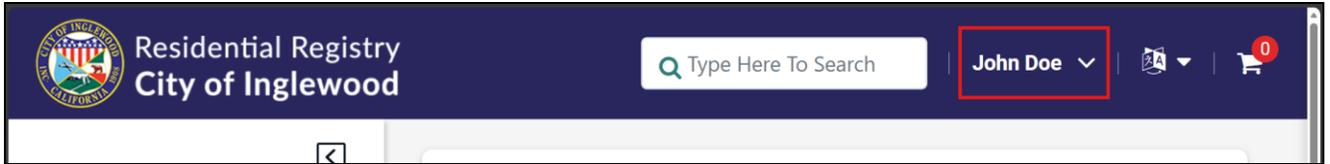


2. Enter your current password in the “Current Password” field and your new password in the two subsequent password fields. If there are any errors with the new password, error messages will appear on the screen to describe the issue. Once the Passwords are entered, click on the Save button to update the password.

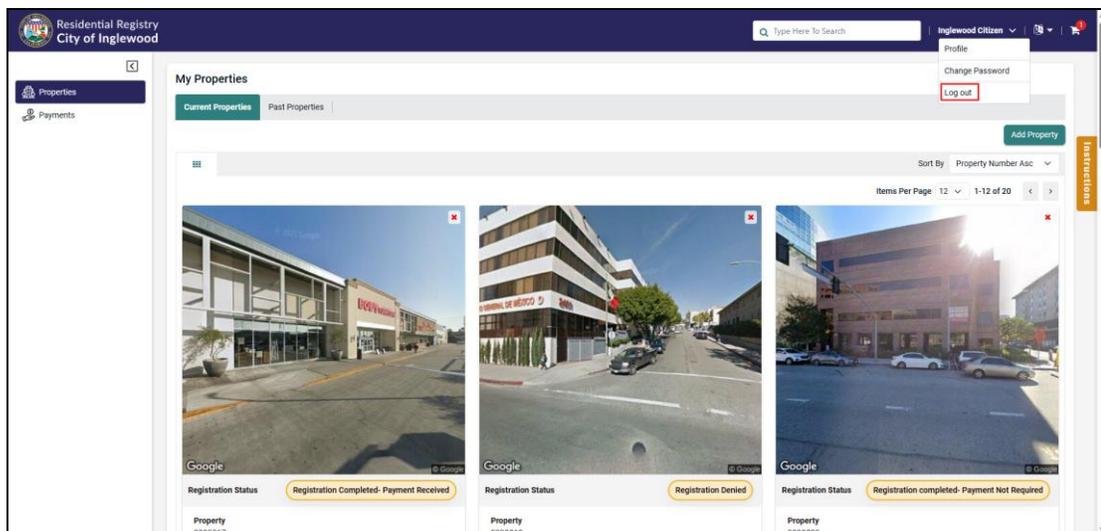


5.4 How Do I Log Out of the System?

1. To Log out of the system, click on your name in the top right corner of the website.



2. Click on the “Log Out” link from the drop-down menu. The system will Log you out and you will return to the Login Screen.



6 How do I Add a Property to My Dashboard?

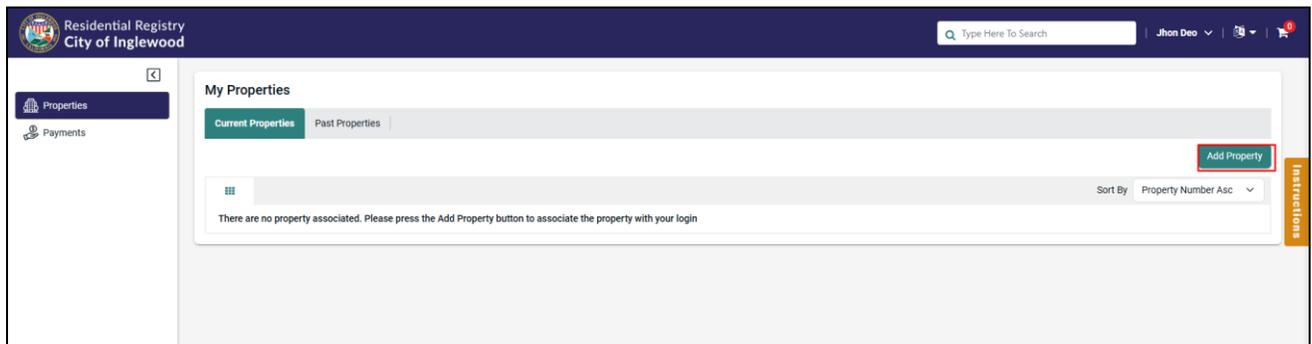
This section will describe how you can add a Property to your Dashboard for Registration. This is a one-time activity for each Property that you own. Once the Property is added, it will remain on your profile until there is a change in ownership of the Property.

The City of Inglewood Housing Protection Department will provide you with your Property Number and Pin. The Pin is required to add the property to your profile so we can ensure the intended user is adding the correct Property to manage. Each Property will have its own unique Pin Number.

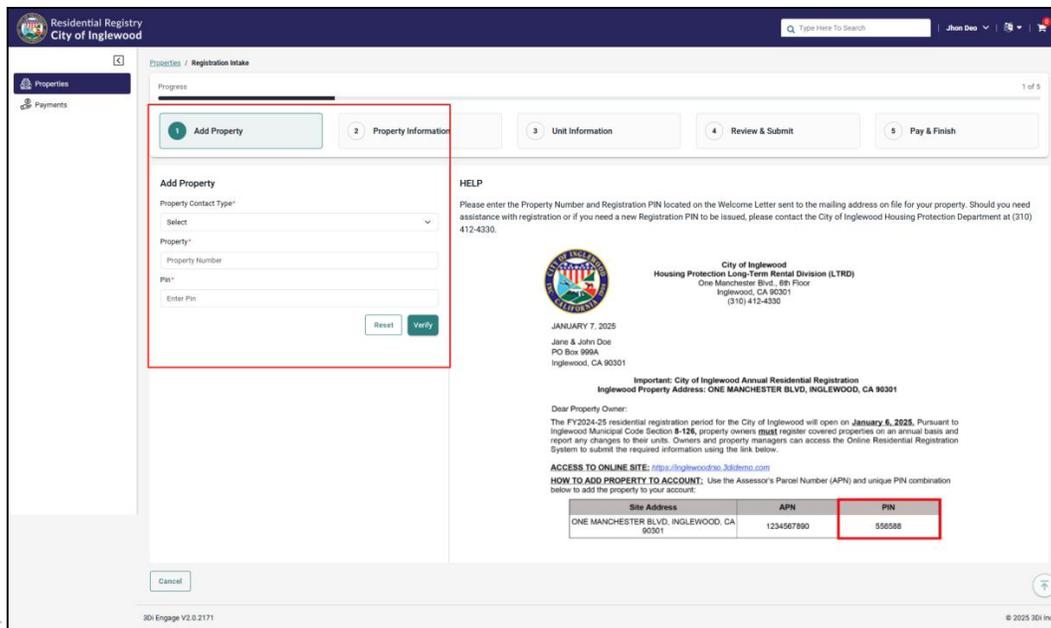
If you do not know your Property's Pin, call the City of Inglewood Housing Protection Department at (310) 412-4330 and inform them that you need your Property's Pin. They may ask some questions to confirm your identity.

Follow the steps below to learn how to add a Property to your dashboard.

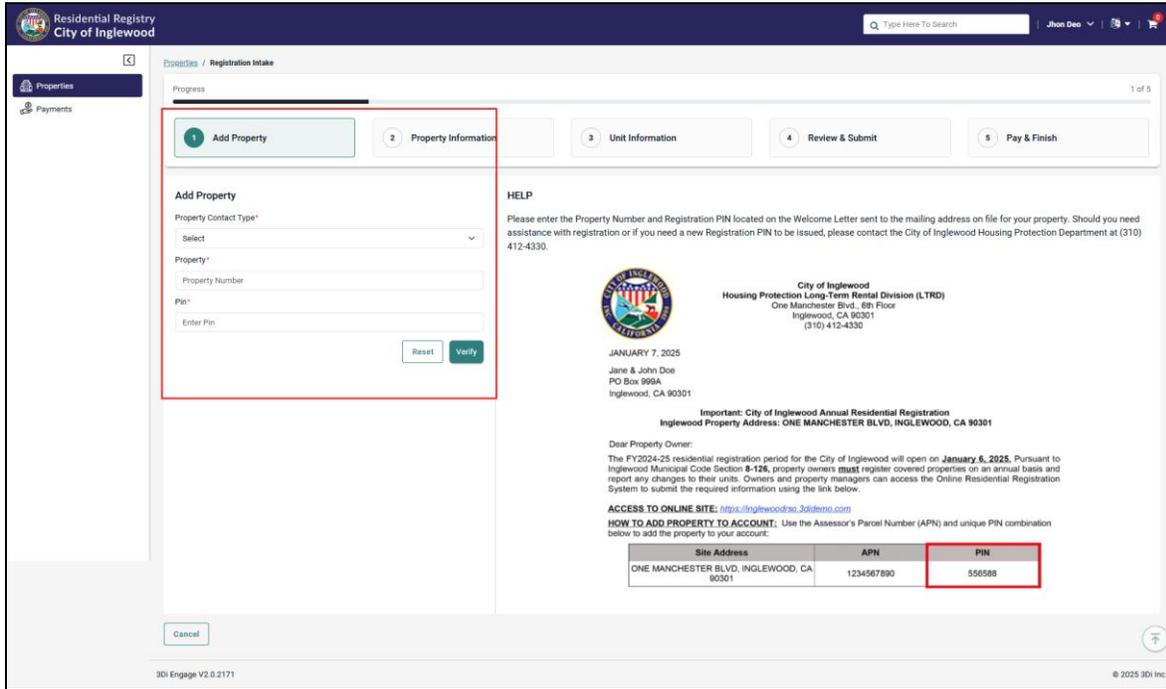
1. From the "Current Properties" tab, click on the Add Property button.



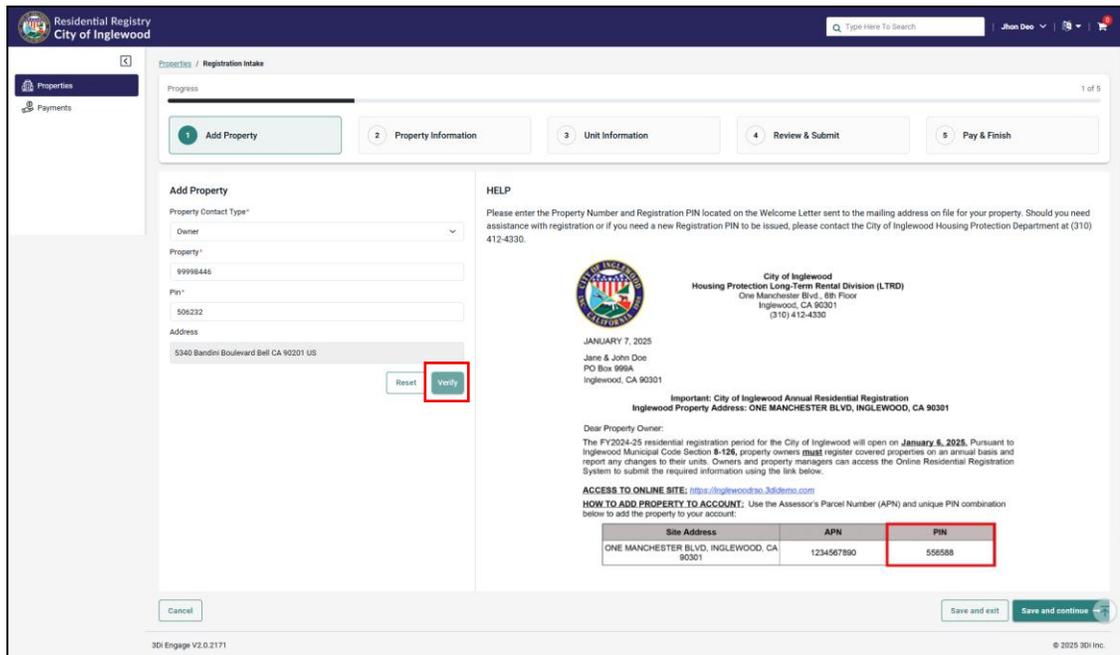
2. The Add Property stepper form will appear.



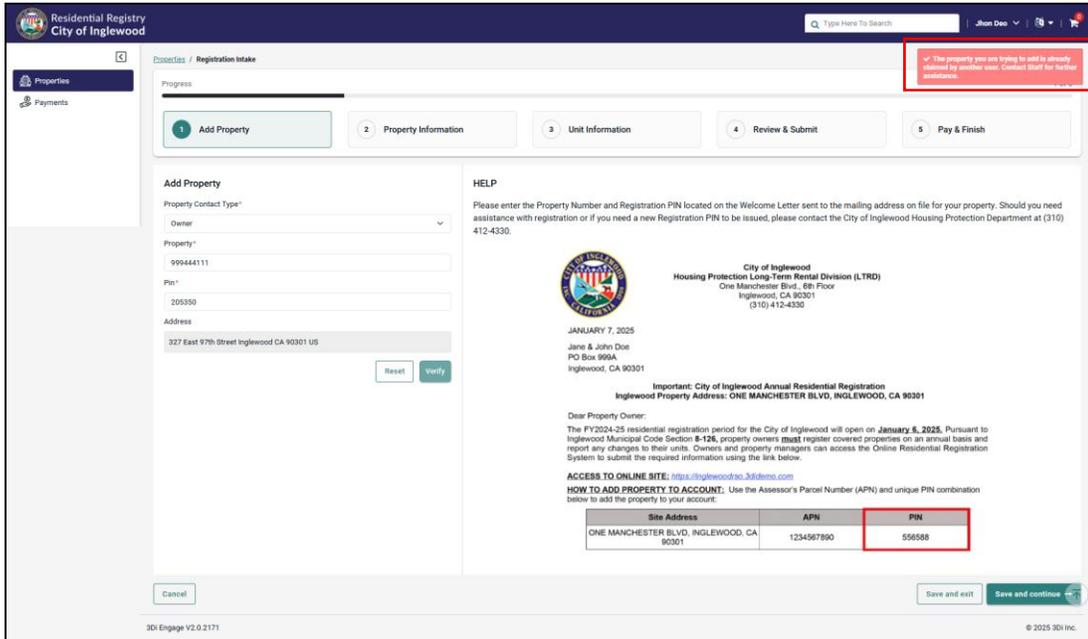
3. Select Property Contact Type and Enter the Property Number (APN) and Pin for your property. The PIN can be found in the Registration Packet that was mailed to you.



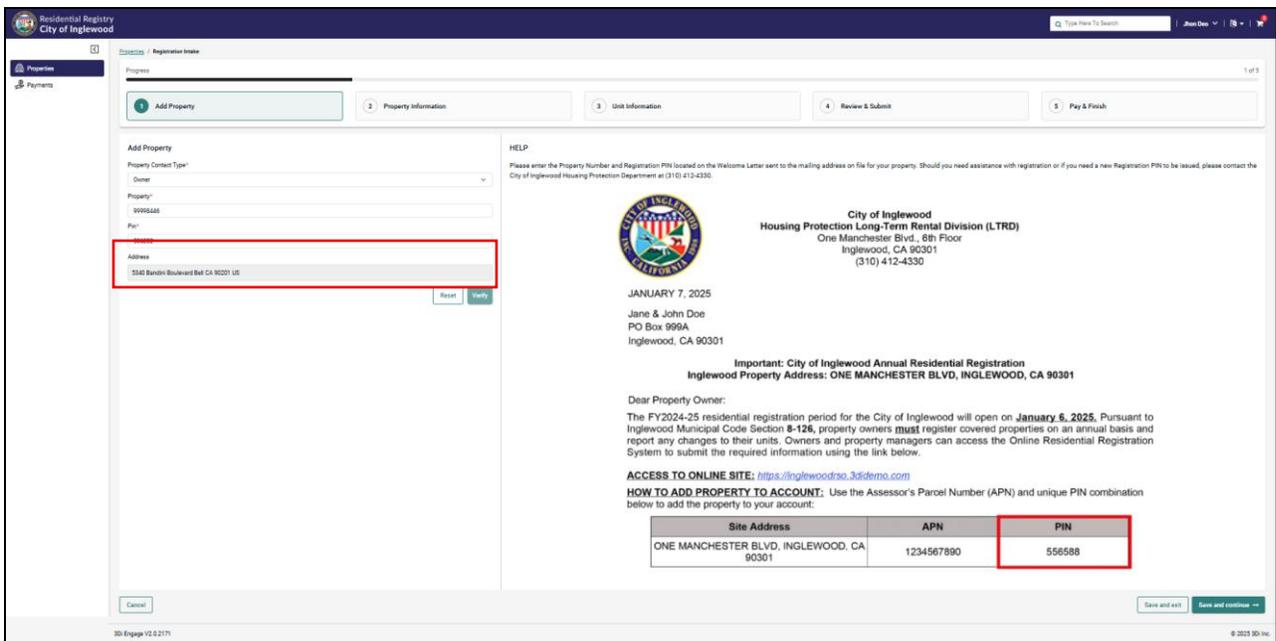
4. Once the Property Number and Pin are entered, click on the “Verify” button.



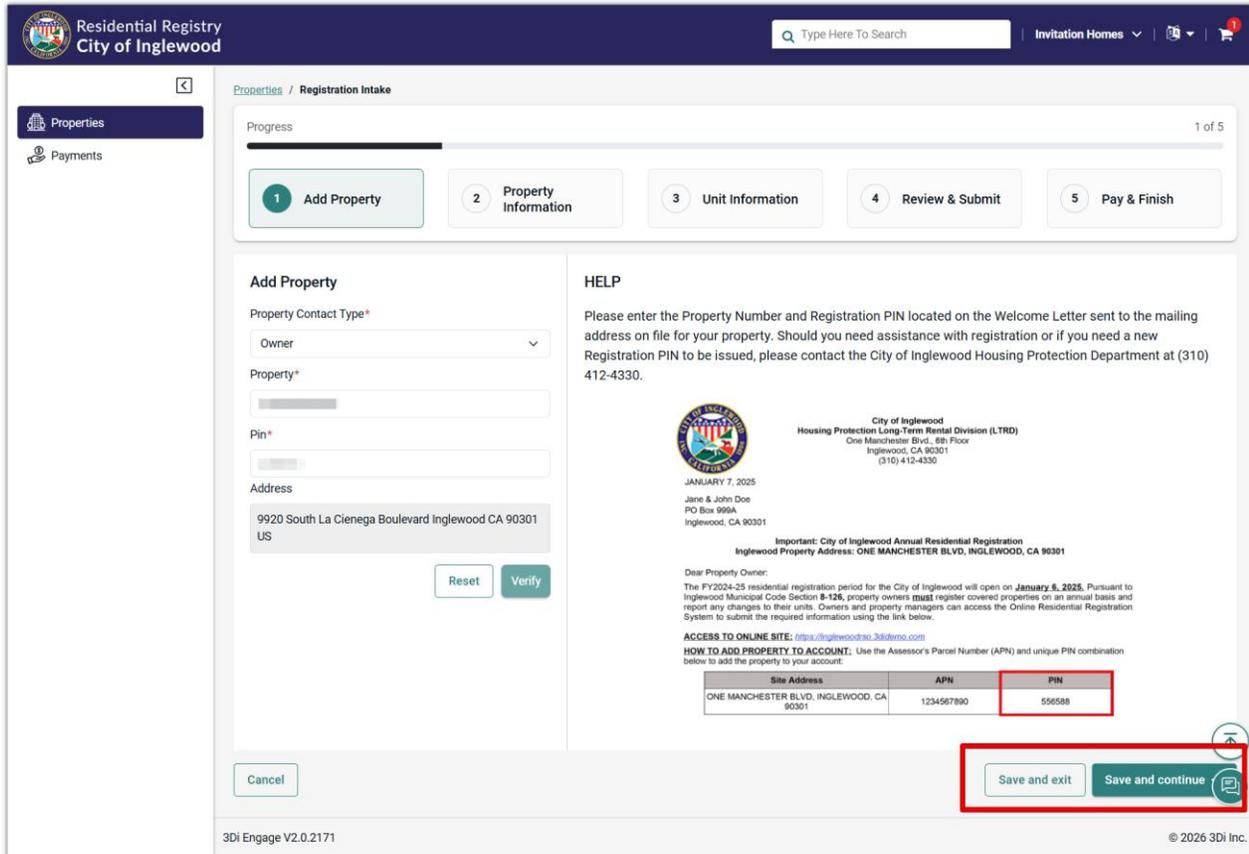
If the Property is already 'claimed' by another user or there is an error with the Property Number and Pin combination, an error message will be displayed on the screen and will describe the error. If you see an error message, try entering the Property Number and PIN again. If the issue persists, contact the City of Inglewood Housing Protection Department and inform them of your issue.



If you have successfully entered the correct Property Number and PIN combination, the associated Site Address for the Property will appear as shown below.



Once the Property has been verified, you can elect to continue with registration by clicking on “Save and Continue” or you can return at another time and click on “Save and Exit” to exit the process and return to the current property listings.



Residential Registry
City of Inglewood

Type Here To Search | Invitation Homes | 1

Properties / Registration Intake

Progress 1 of 5

- 1 Add Property
- 2 Property Information
- 3 Unit Information
- 4 Review & Submit
- 5 Pay & Finish

Add Property

Property Contact Type*
Owner

Property*
[Redacted]

Pin*
[Redacted]

Address
9920 South La Cienega Boulevard Inglewood CA 90301
US

Reset Verify

Cancel

HELP

Please enter the Property Number and Registration PIN located on the Welcome Letter sent to the mailing address on file for your property. Should you need assistance with registration or if you need a new Registration PIN to be issued, please contact the City of Inglewood Housing Protection Department at (310) 412-4330.


City of Inglewood
Housing Protection Long-Term Rental Division (LTRD)
One Manchester Blvd., 6th Floor
Inglewood, CA 90301
(310) 412-4330

JANUARY 7, 2025
Jane S. John Doe
PO Box 999A
Inglewood, CA 90301

Important: City of Inglewood Annual Residential Registration
Inglewood Property Address: ONE MANCHESTER BLVD, INGLEWOOD, CA 90301

Dear Property Owner:
The FY2024-25 residential registration period for the City of Inglewood will open on **January 6, 2025**. Pursuant to Inglewood Municipal Code Section 8-126, property owners **must** register covered properties on an annual basis and report any changes to their units. Owners and property managers can access the Online Residential Registration System to submit the required information using the link below.

ACCESS TO ONLINE SITE: <https://ingledwood3di.engage.com>

HOW TO ADD PROPERTY TO ACCOUNT: Use the Assessor's Parcel Number (APN) and unique PIN combination below to add the property to your account:

Site Address	APN	PIN
ONE MANCHESTER BLVD, INGLEWOOD, CA 90301	1234567890	556588

Save and exit Save and continue

3Di Engage V2.0.2171 © 2026 3Di Inc.

7 How do I Register my Property?

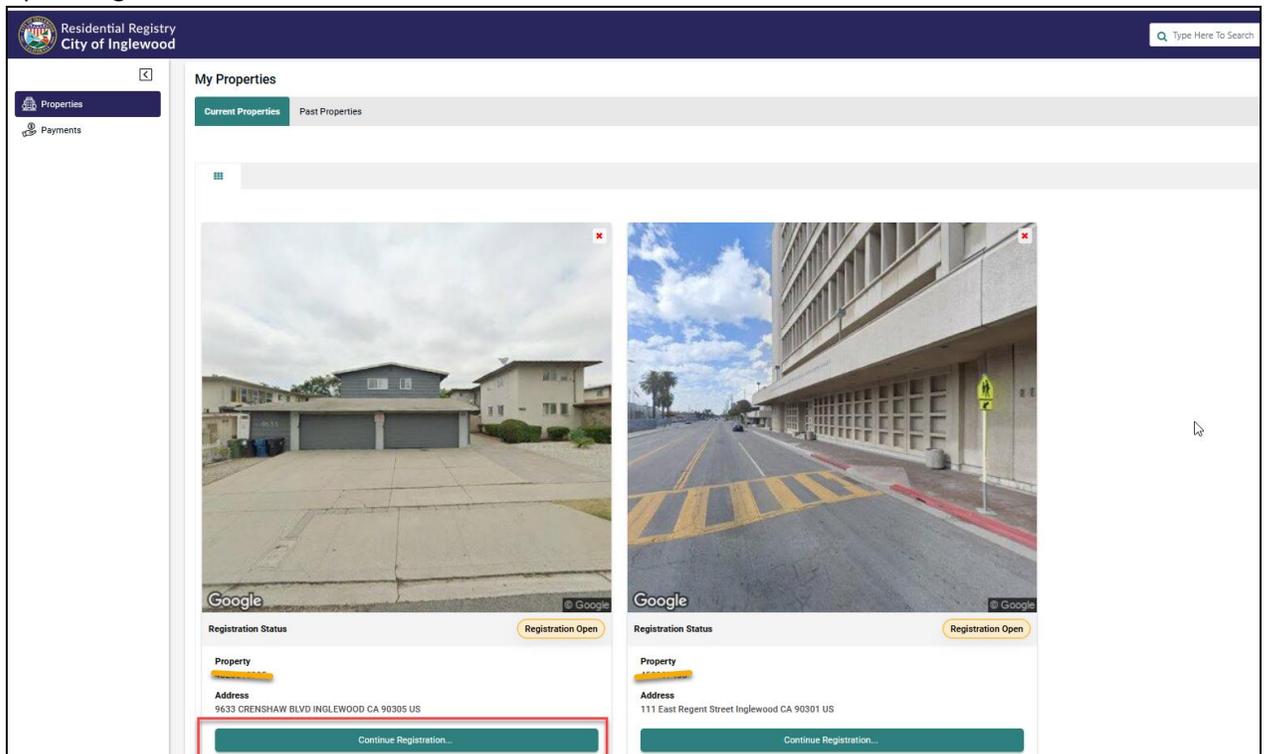
The main purpose of the City of Inglewood Online Residential Registry System is for Landlords to Register their Property’s and Units with the City of Inglewood and to keep the City informed, throughout the year, of the changes in Unit Rent, Occupancy, and Property Contact Information. In this section, we will describe how to properly Register a Property with the City.

This guide will describe how to Register from start to finish, breaking down the features and functions that are available through each step.

The registration process has been modified to break things down, step by step. Below outlines the steps and how to initiate the registration process, whether it is your first time or not.

- Step 1 – Add Property – Property Contact Type, Property, Pin
- Step 2 – Property Information – Address, Owner contact details, Property Manager Contact details
- Step 3 – Unit Information – Depending on the Occupant type, additional details may be required.
- Step 4 – Review & Submit
- Step 5 – Pay & Finish

On the “My Properties” Page, you will see a “Continue Registration” button for any property where registration has not yet been submitted (or needs to be resubmitted). Click on the green button to follow the steps of registration.



7.1 Step 2 - Property Information

The "Property Information" section will be displayed once the registration process begins, providing the required steps and general instructions to follow.

Step 2: Provide Property Information

Please follow these steps to ensure your property registration is accurate and complete.

- Add or update addresses if the property has more than one.
- Review and validate the Total Units. If there is a discrepancy, you can contact Staff.
- Add or update owner contact information and property manager contact information.
- Provide the **Billing Contact** and **Primary Owner Contact** (they may be the same). Additional information can be found in the section below.
- Confirm all information before proceeding.

General Instructions

- You can **Save & Continue** once you have completed the step to proceed in the process.
- You can **Save & Exit** at any time and return later to finish your registration.
- You can **Cancel** your registration at any stage to stop the process.

PLEASE NOTE: THE REGISTRATION DEADLINE IS MARCH 31st.

To qualify for a **PROPERTY EXEMPTION**, you must meet the following:

- Owner occupied duplex (2 units) in which one of the units is the owner's principal place of residence.

Please proceed to Step 3, **Unit Information** to apply for applicable **UNIT EXEMPTIONS**

PLEASE PROCEED TO THE NEXT STEP AND CONTINUE WITH THE REGISTRATION

If you have questions, contact support for assistance.

Address

8620 Airport Boulevard Los Angeles CA 90045 US

Attributes: Assessor Records

Total Unit: 6
Property Status: housingprotection@cityofinglewood.org
Note: This information is provided by the county assessor. If this is incorrect, please contact us at (310) 412-4330 or email at housingprotection@cityofinglewood.org

Contacts (1)

Name	Property Association	Address	Phone Number	Email	Communication Preference	Action
Jhon Deo	Owner	8034 Lone Star Road Jacksonville FL 32211 US	(222) 333-6644	jhondeo@3diemail.com		ACTIONS

1-1 of 1 items | 5 items per page

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Billing Contact*
Select

Owner Contact*
Select

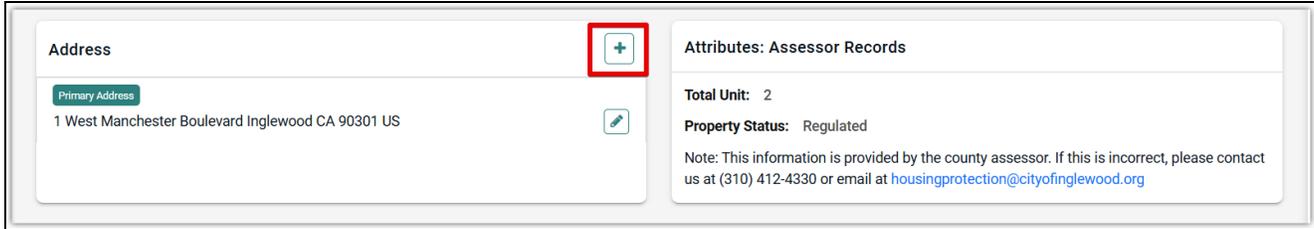
Do you want to apply for Property Exemption?

Cancel Save and exit Save and continue

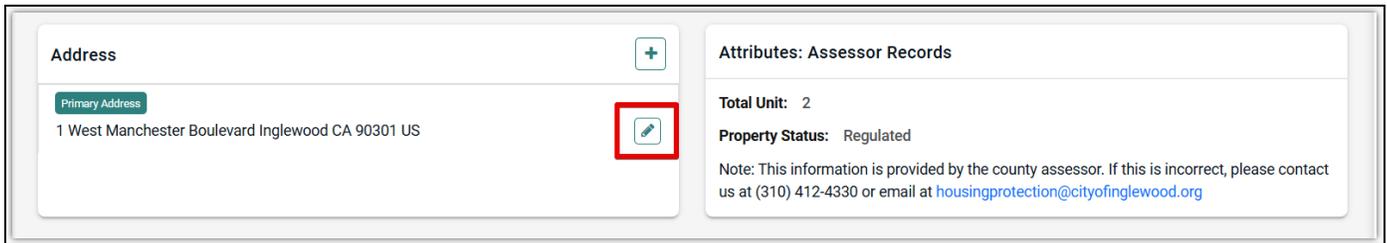
3Di Engage V2.0.2171 © 2025 3Di Inc.

7.1.1 Addresses

To add a new address (to be used as part of the unit’s mailing address while adding units), click on the Add (+) icon as shown below. A pop up will appear where you can enter the address details and save.



To edit an existing address, click the edit icon as shown below. A pop up will appear where you can enter the address details and save.



7.1.2 Contacts

The contacts section will list any/all contacts associated with the property, including the person who has claimed the property for registration. You can add new contacts and/or edit existing contact information as needed.

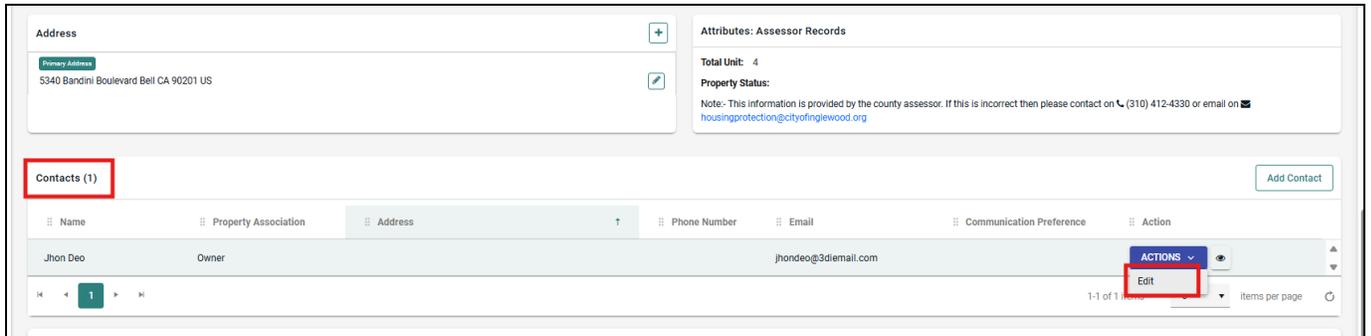
Please note: if the property is under new ownership, please submit an Ownership Amendment.

In the Contacts section, the following Contact Types can be added:

- Owner Contact Information
- Property Manager Contact Information

Both types of contacts **must** be added to the Property in order to be eligible to submit any Exemptions, Amendments, and even Registration.

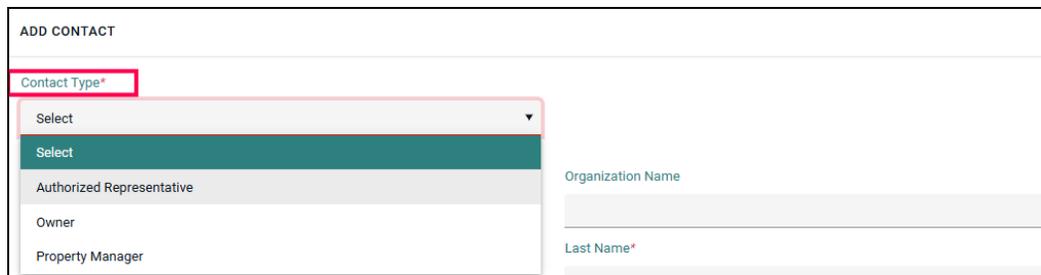
To edit an existing contact, click on the “Actions” button and select ‘Edit’ as shown below. A pop up will appear for you to edit the contact details. Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Save.



To add a new contact, click on the “Add Contact” button as shown below.

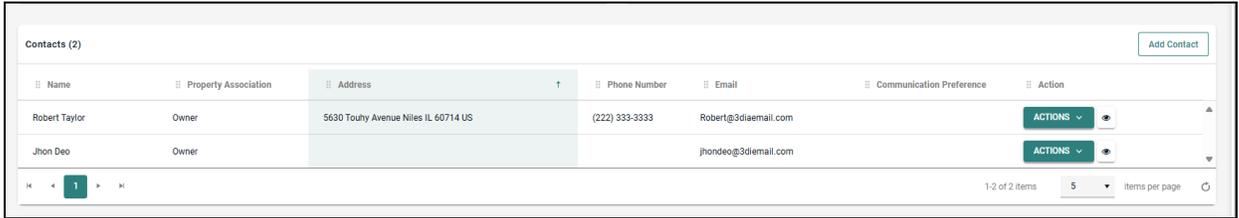


The Add Contact Details pop up will appear, as shown below, where you will be able to select from the available contact types.



Depending on the contact type selection, additional fields may appear. Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Save.

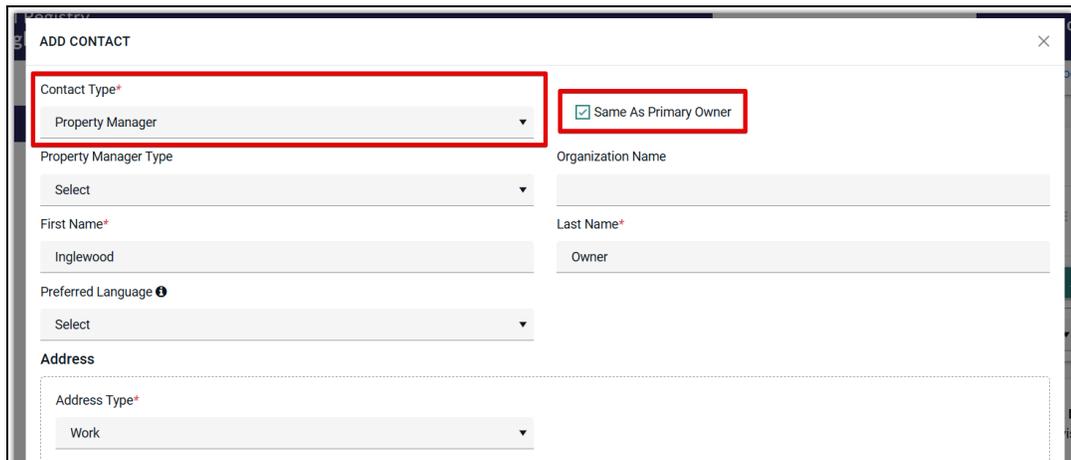
The newly added contact will appear in the Contacts table as shown below.



Name	Property Association	Address	Phone Number	Email	Communication Preference	Action
Robert Taylor	Owner	5630 Touhy Avenue Niles IL 60714 US	(222) 333-3333	Robert@3diemail.com		ACTIONS
Jhon Deo	Owner			jhondeo@3diemail.com		ACTIONS

NOTE: The system **REQUIRES** you to add both an Owner and Property Manager Contact.

When adding a Property Manager contact, you can click on the “Same as Primary Owner” checkbox as shown below to prefill the owner contact information. This can be used if you do not have a property manager OR if the owner is also acting as the manager. Once you enter the required contact information, click on Save to add the contact.



ADD CONTACT

Contact Type*
Property Manager

Same As Primary Owner

Property Manager Type
Select

Organization Name

First Name*
Inglewood

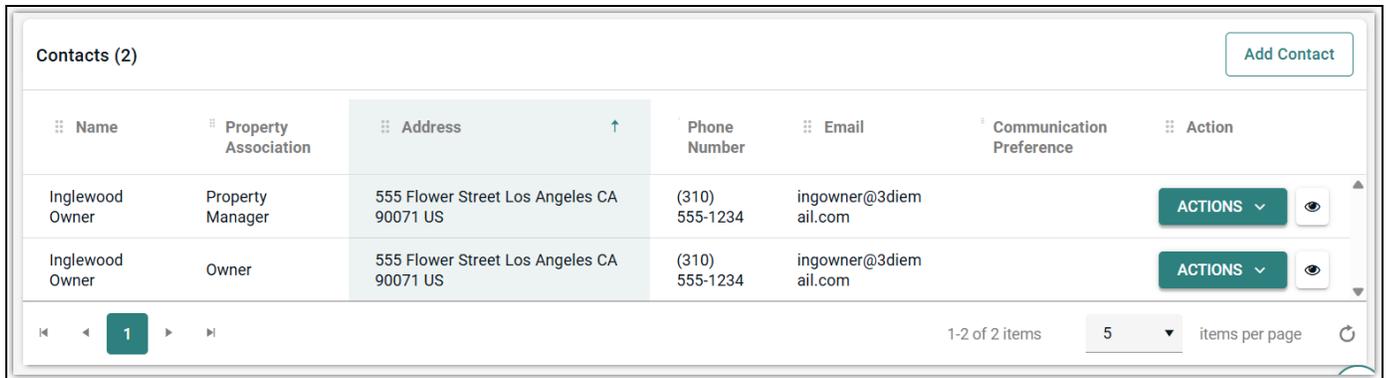
Last Name*
Owner

Preferred Language ⓘ
Select

Address

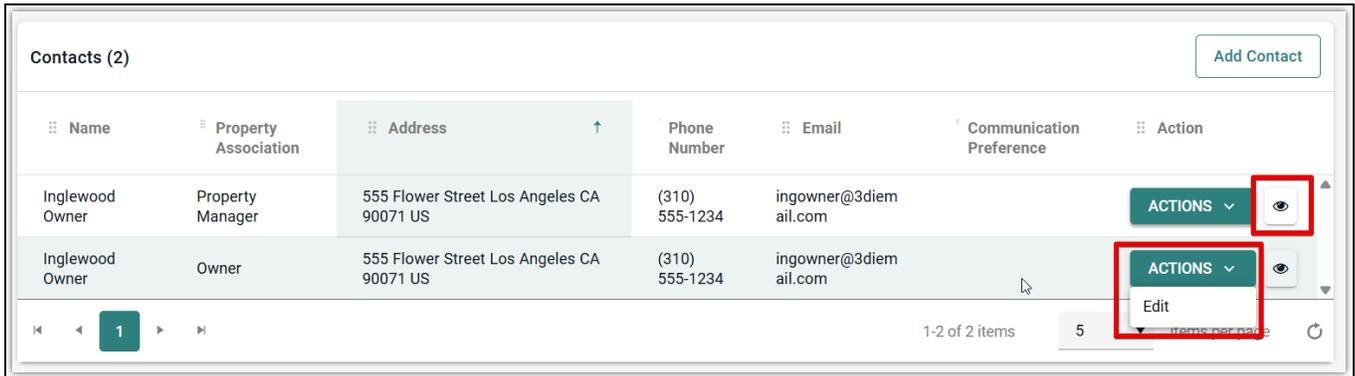
Address Type*
Work

The newly added property Manager details will be updated under contact details.



Name	Property Association	Address	Phone Number	Email	Communication Preference	Action
Inglewood Owner	Property Manager	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diemail.com		ACTIONS
Inglewood Owner	Owner	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diemail.com		ACTIONS

To view the contact information of the added contacts, you can click on the “eye icon” OR you can use the action menu and click on ‘Edit’.



Name	Property Association	Address	Phone Number	Email	Communication Preference	Action
Inglewood Owner	Property Manager	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diem ail.com		ACTIONS 
Inglewood Owner	Owner	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diem ail.com		ACTIONS 

7.1.3 Contact/Communication Preference

Using the dropdown menus, you can select which of the added contacts will be the Billing Contact and which contact is the Primary Owner of the property.

The selected **Billing Contact** will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual.

The **Primary Owner Contact** may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Billing Contact*

Select ▼

Owner Contact*

Select ▼

To set the primary billing contact, select the appropriate contact name from the drop-down list as shown below. You will need to do the same for the Owner Contact drop down as well.

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Billing Contact*

Select

Select

Inglewood Owner (Owner)

Inglewood Owner (Property Manager)

Once a selection is made, it will automatically be saved and the 'Communication Preference' on the contacts table will be updated as shown below. These selections can be modified at any time.

Contacts (2) Add Contact

Name	Property Association	Address	Phone Number	Email	Communication Preference	Action
Inglewood Owner	Property Manager	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diemail.com		ACTIONS
Inglewood Owner	Owner	555 Flower Street Los Angeles CA 90071 US	(310) 555-1234	ingowner@3diemail.com	Billing,Owner	ACTIONS

1-2 of 2 Items | 5 items per page

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Billing Contact*

Inglewood Owner (Owner)

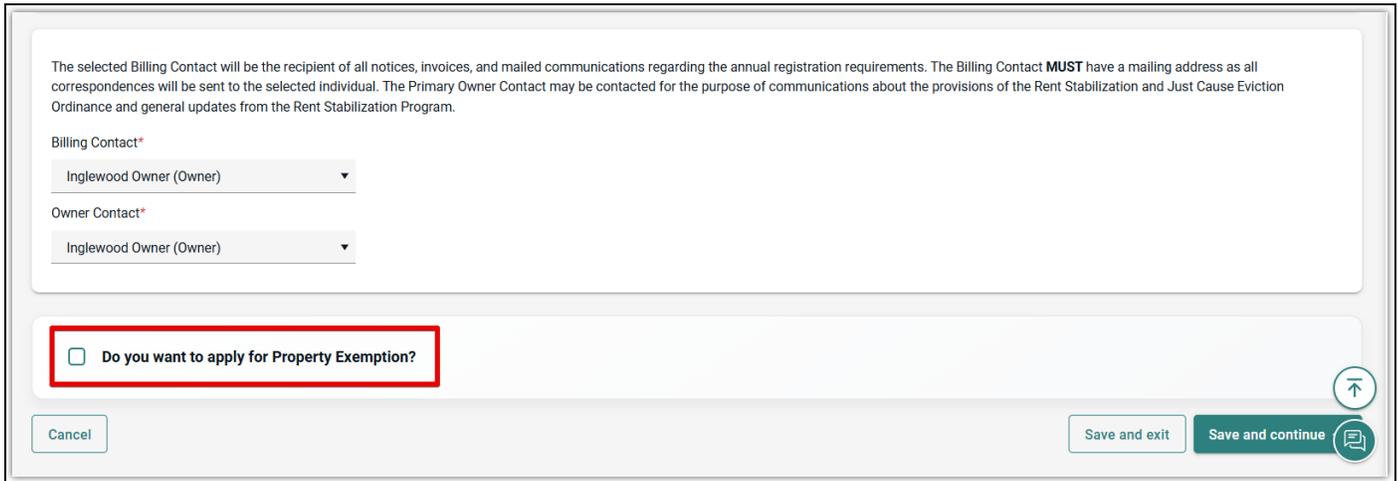
Owner Contact*

Inglewood Owner (Owner)

7.1.4 Property Exemption

Review the City of Inglewood Housing Protection Ordinance to determine if your property qualifies for a complete Property Exemption. If the Property qualifies for a Property Exemption, you are encouraged to submit a Property Exemption. Staff will review each Property Exemption that is submitted and determine if the Exemption should be applied to the Property or not. This will be apparent through the Property’s Status.

To apply for a Property Exemption, click on the checkbox for “Do you want to apply for Property Exemption?”.



The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Billing Contact **MUST** have a mailing address as all correspondences will be sent to the selected individual. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

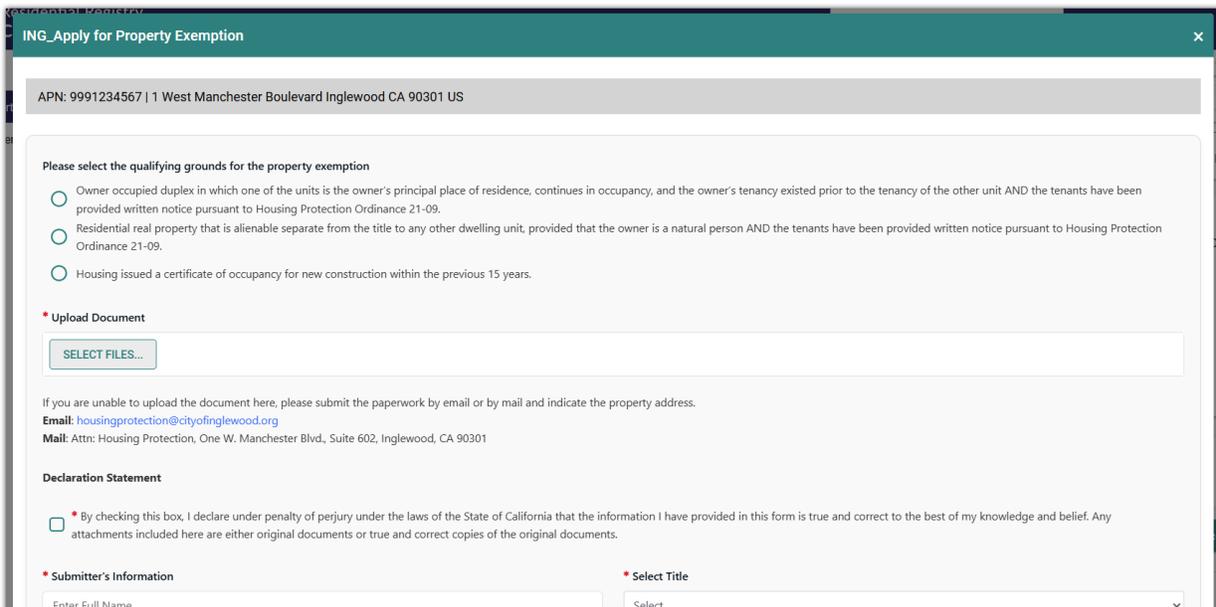
Billing Contact*
Inglewood Owner (Owner)

Owner Contact*
Inglewood Owner (Owner)

Do you want to apply for Property Exemption?

Cancel Save and exit Save and continue

Once clicked, a pop up will appear for the property exemption submission.



ING_ApPLY for Property Exemption

APN: 9991234567 | 1 West Manchester Boulevard Inglewood CA 90301 US

Please select the qualifying grounds for the property exemption

- Owner occupied duplex in which one of the units is the owner’s principal place of residence, continues in occupancy, and the owner’s tenancy existed prior to the tenancy of the other unit AND the tenants have been provided written notice pursuant to Housing Protection Ordinance 21-09.
- Residential real property that is alienable separate from the title to any other dwelling unit, provided that the owner is a natural person AND the tenants have been provided written notice pursuant to Housing Protection Ordinance 21-09.
- Housing issued a certificate of occupancy for new construction within the previous 15 years.

* Upload Document

SELECT FILES...

If you are unable to upload the document here, please submit the paperwork by email or by mail and indicate the property address.
Email: housingprotection@cityofinglewood.org
Mail: Attn: Housing Protection, One W. Manchester Blvd., Suite 602, Inglewood, CA 90301

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Submitter’s Information

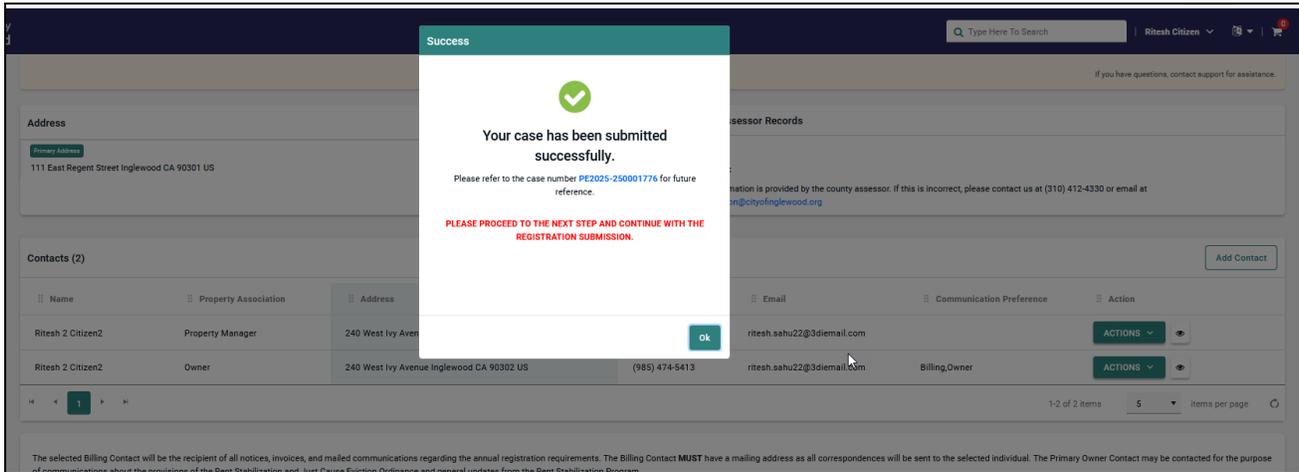
Enter Full Name

* Select Title

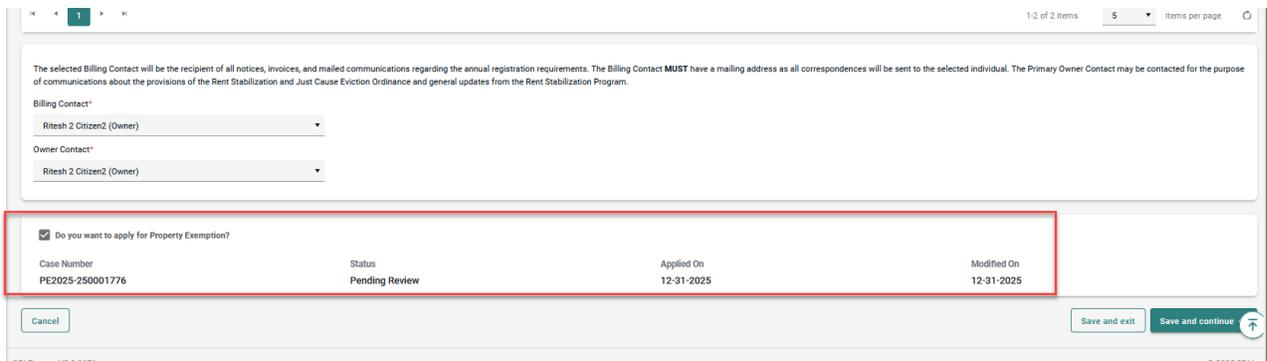
Select

Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Submit.

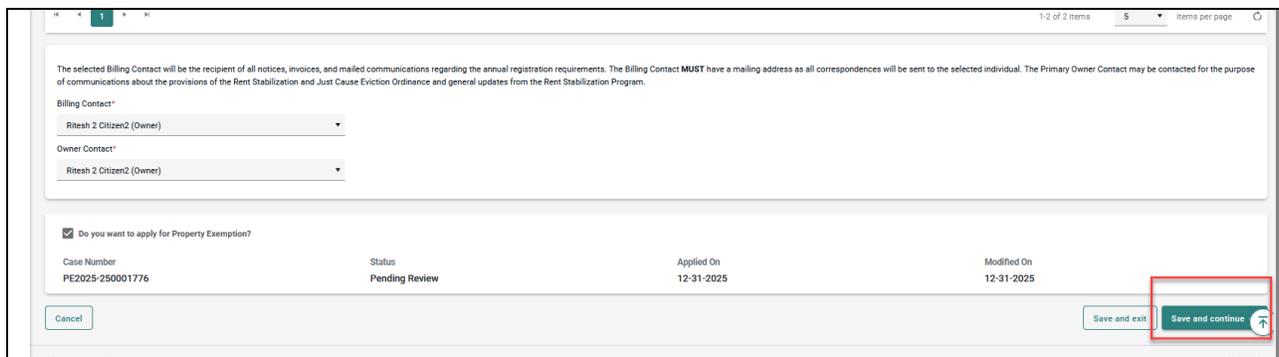
A case number will be generated upon successful submission. You can click on “Ok” to close the popup.



The screen will also show that a Property Exemption was submitted. Staff will need to review and approve or deny the Property Exemption.



Note: Even if you have submitted a Property Exemption, you still must continue to complete the registration process and submit your property. Click on “Save and Continue” to move to Step 3.

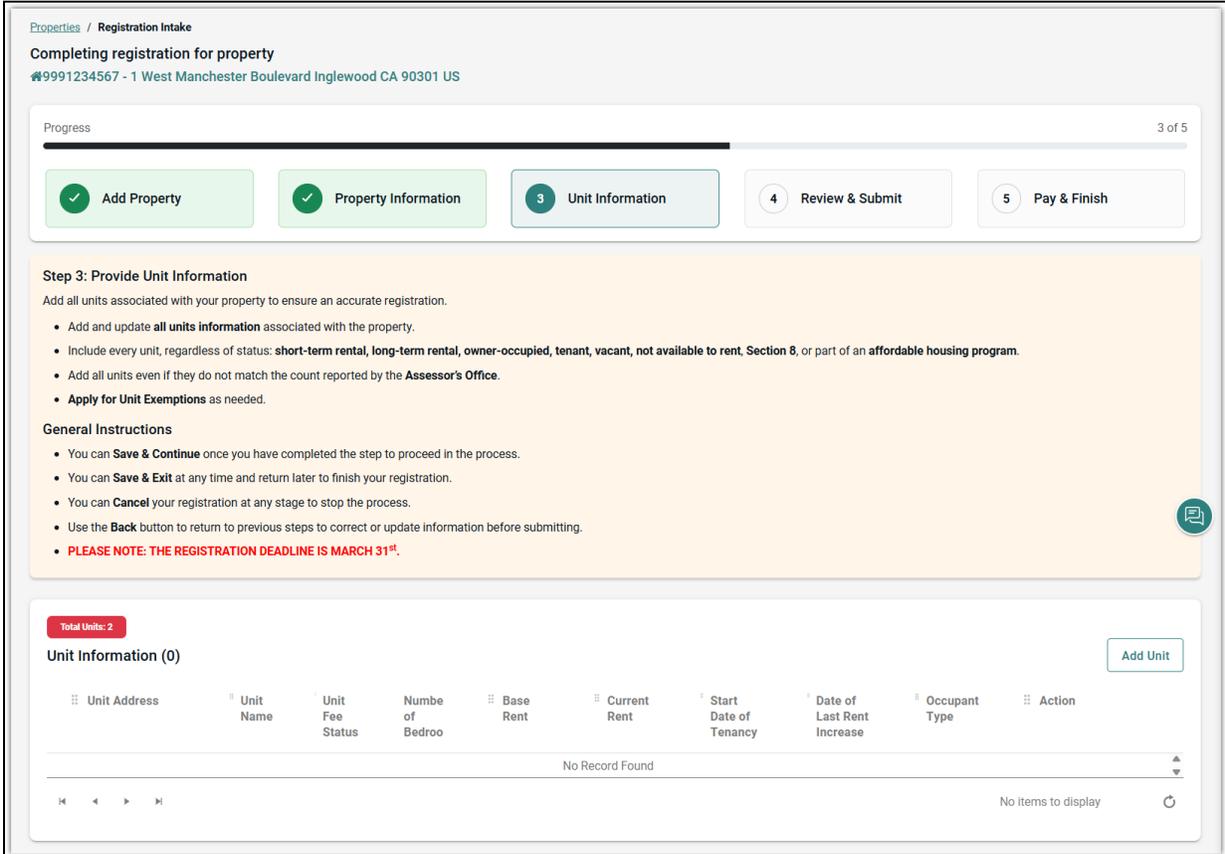


7.2 Step 3 - Unit Information

This section will describe how to manage your property’s units. We will describe how to add a new unit, modify an existing unit, and how to update unit information through case submissions.

The purpose of the annual registration is to ensure that the information for every unit is up to date, so modifications will likely be necessary.

Any units that have been added to the property will be displayed in the Unit Information section. In the screenshot below, the property has 0 units added, therefore it is blank.



Properties / Registration Intake
Completing registration for property
9991234567 - 1 West Manchester Boulevard Inglewood CA 90301 US

Progress 3 of 5

- ✓ Add Property
- ✓ Property Information
- 3 Unit Information
- 4 Review & Submit
- 5 Pay & Finish

Step 3: Provide Unit Information
Add all units associated with your property to ensure an accurate registration.

- Add and update **all units information** associated with the property.
- Include every unit, regardless of status: **short-term rental, long-term rental, owner-occupied, tenant, vacant, not available to rent, Section 8, or part of an affordable housing program.**
- Add all units even if they do not match the count reported by the **Assessor's Office.**
- Apply for Unit Exemptions** as needed.

General Instructions

- You can **Save & Continue** once you have completed the step to proceed in the process.
- You can **Save & Exit** at any time and return later to finish your registration.
- You can **Cancel** your registration at any stage to stop the process.
- Use the **Back** button to return to previous steps to correct or update information before submitting.
- PLEASE NOTE: THE REGISTRATION DEADLINE IS MARCH 31st.**

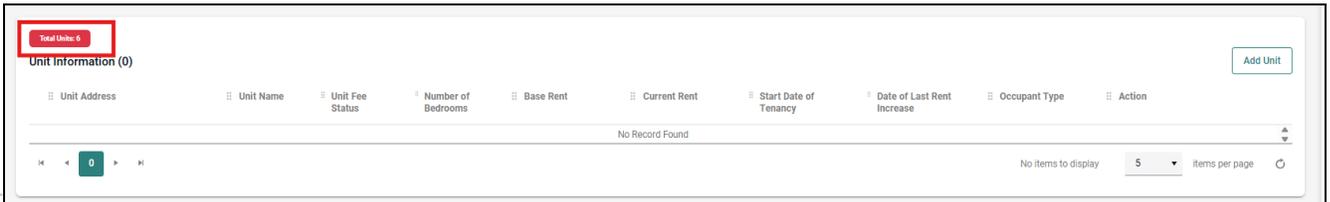
Total Units: 2

Unit Information (0) Add Unit

Unit Address	Unit Name	Unit Fee Status	Number of Bedroo	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
No Record Found									

No items to display

If the **Total Unit** section is **red**, that means the number of units added on the property does not match the expected **Assessor Unit** count.



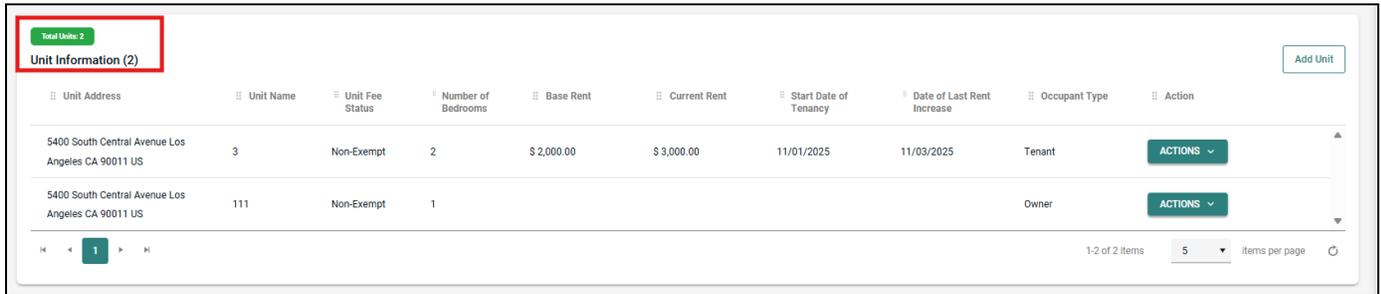
Total Units: 6

Unit Information (0) Add Unit

Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
No Record Found									

No items to display 5 items per page

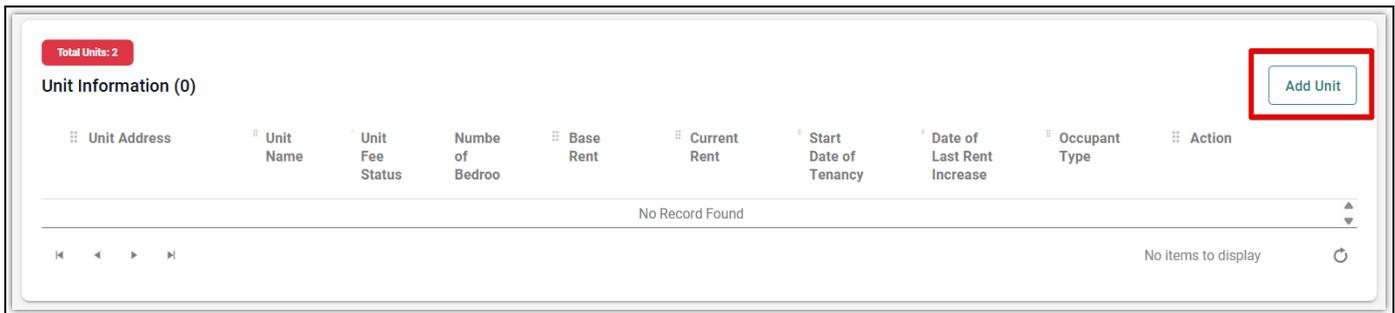
If the **Total Unit** section is **green**, that means the number of units added on the property matches with the expected **Assessor Unit** count.



Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
5400 South Central Avenue Los Angeles CA 90011 US	3	Non-Exempt	2	\$ 2,000.00	\$ 3,000.00	11/01/2025	11/03/2025	Tenant	ACTIONS
5400 South Central Avenue Los Angeles CA 90011 US	111	Non-Exempt	1					Owner	ACTIONS

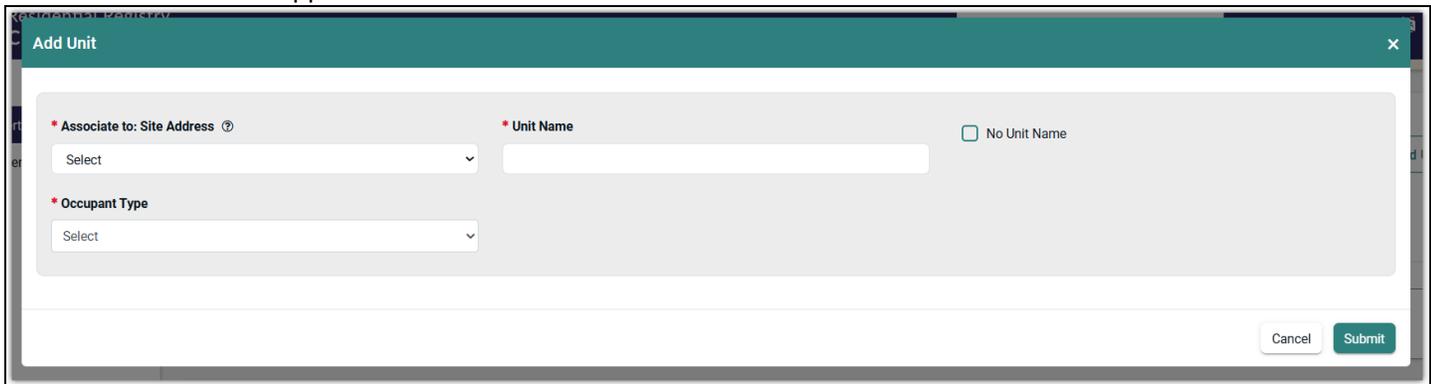
7.2.1 Add a new Unit

To add a fresh unit, click on the “Add Unit” button.



Unit Address	Unit Name	Unit Fee Status	Number of Bedroom	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
No Record Found									

The Add Unit form will appear.



Add Unit

* Associate to: Site Address  No Unit Name

* Unit Name

* Occupant Type

Cancel Submit

First select the **Site Address** for this unit. The Site Address represents part of the unit’s mailing address. If the unit’s site/ mailing address is not present, you can go back to Step 2 and add an additional address to the property. The list will contain only those addresses added to the property.



Next, enter the **Unit Name**. Some units may not have a specified name (i.e. A, 2B, etc). If so, click on the 'No Unit Name' checkbox.

The screenshot shows the 'Add Unit' form with a red box highlighting the 'Associate to: Site Address' dropdown menu, the 'Unit Name' text input field, and the 'No Unit Name' checkbox. Below these fields is the 'Occupant Type' dropdown menu. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Then select the "Occupant Type" from the dropdown list. Depending on the occupant type selected, additional fields will appear on the screen. Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Submit.

The screenshot shows the 'Add Unit' form with the following fields filled in: 'Associate to: Site Address' is '1 West Manchester Boulevard Inglewood CA 90301 US-Property', 'Unit Name' is 'A', 'Occupant Type' is 'Owner', 'Number Of Bedrooms' is '4', and 'Owner Move In Date' is '04/28/2014'. The 'Submit' button is highlighted with a red box. At the bottom, there is a status bar with property information: PE2025-260001788, Property: 9991234567, Property Exemption: 01/02/2026, 01/02/2026, Pending Review.

The newly added unit will appear in the Unit Information table and will contain an Action menu for additional options.

The screenshot shows the 'Unit Information' table with the following data:

Unit Address	Unit Name	Unit Fee Status	Number of Bedroo	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1 West Manchester Boulevard Inglewood CA 90301 US	A	Non-Exempt	4					Owner	ACTIONS

At the bottom of the table, there is a pagination bar showing '1' of 1 items, 5 items per page, and a refresh icon.



7.2.2 Edit Existing Unit

To edit an existing unit, click on the “Actions” button and then select ‘Edit’.

The screenshot shows a web interface with a table of units. The table has columns for Unit Address, Unit Name, Unit Fee Status, Number of Bedroom, Base Rent, Current Rent, Start Date of Tenancy, Date of Last Rent Increase, and Occupant Type. Two units are listed, both at 1 West Manchester Boulevard Inglewood CA 90301 US. The second unit (Unit B) has a dropdown menu open for 'ACTIONS', with 'Edit' highlighted. Below the table is a 'Cases (1)' section with a table showing a case for PE2025-260001788.

Unit Address	Unit Name	Unit Fee Status	Number of Bedroom	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1 West Manchester Boulevard Inglewood CA 90301 US	A	Non-Exempt	4					Owner	ACTIONS
1 West Manchester Boulevard Inglewood CA 90301 US	B	Non-Exempt	3	\$ 2,500.00	\$ 2,545.00	10/01/2023	10/01/2025	Tenant	ACTIONS

Case ID	Created On Entity	Case Type	Created On	Last Modified
PE2025-260001788	Property: 9991234567	Property Exemption	01/02/2026	01/02/2026

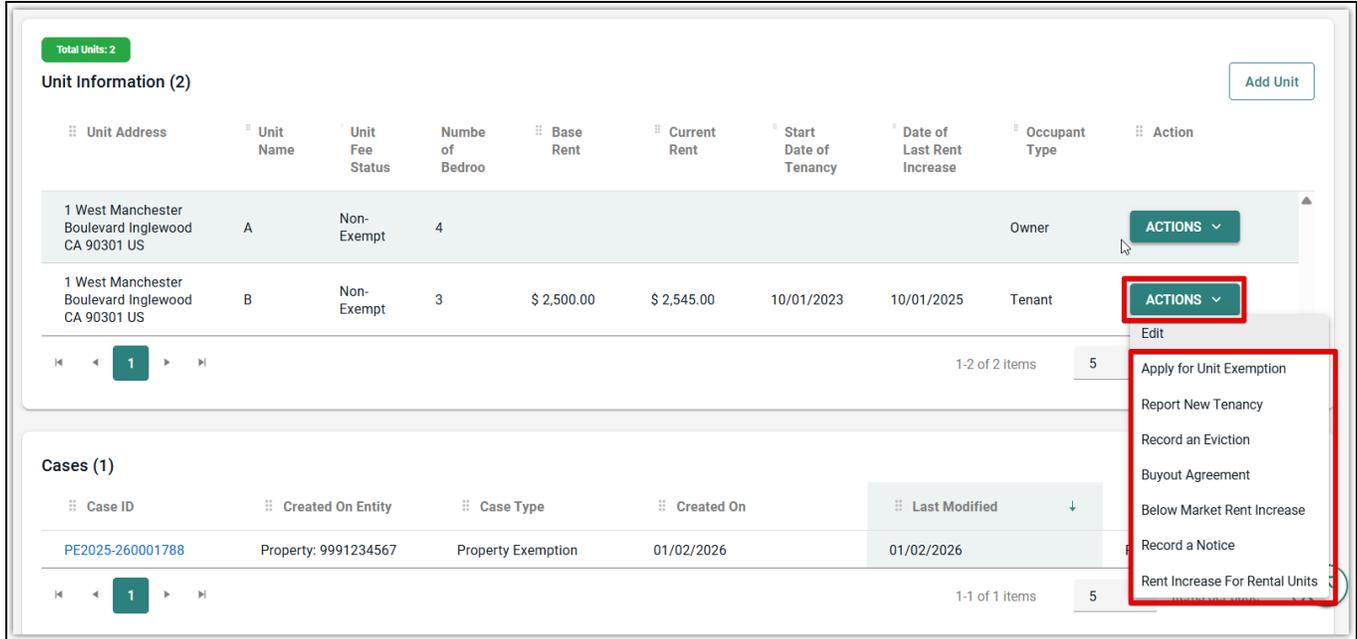
The Unit Details pop up will appear with the unit information prefilled. **Please note:** the editable fields are very limited. You cannot change the occupant type nor any rent related information. You will need to use specified forms to make those adjustments.

You can modify things like the Unit Name, Number of Bedrooms, Occupants Include (demographics), Housing Services, and Tenant Contact Information. Once you have made the desired modifications, click on the ‘Submit’ button to save the changes.

The screenshot shows the 'Edit' form for a unit. It includes fields for 'Associate to: Site Address' (a dropdown menu), 'Unit Name' (a text input field), 'Occupant Type' (a dropdown menu), 'Number Of Bedrooms' (a text input field), and 'Owner Move In Date' (a date picker). At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted.

7.2.3 Unit Actions/Cases

During the registration process (and throughout the year), updates to units may be necessary. To submit updates/cases against any existing units, click on the “Actions” button and then select from the list of actions of which you can perform.



The screenshot displays the 'Unit Information (2)' section with two units listed. The second unit, '1 West Manchester Boulevard Inglewood CA 90301 US' (Unit B), has an 'ACTIONS' dropdown menu open. The menu includes options such as 'Apply for Unit Exemption', 'Report New Tenancy', 'Record an Eviction', 'Buyout Agreement', 'Below Market Rent Increase', 'Record a Notice', and 'Rent Increase For Rental Units'. Below the units table is a 'Cases (1)' section showing a case for 'Property Exemption' created on 01/02/2026.

Unit Address	Unit Name	Unit Fee Status	Number of Bedroom	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1 West Manchester Boulevard Inglewood CA 90301 US	A	Non-Exempt	4					Owner	ACTIONS
1 West Manchester Boulevard Inglewood CA 90301 US	B	Non-Exempt	3	\$ 2,500.00	\$ 2,545.00	10/01/2023	10/01/2025	Tenant	ACTIONS

Case ID	Created On Entity	Case Type	Created On	Last Modified
PE2025-260001788	Property: 9991234567	Property Exemption	01/02/2026	01/02/2026

The list of available actions may differ depending on a few factors like Occupant Type, Unit Fee Status, and/or the property’s Registration status. However, below is a list of cases/actions that can be performed against units.

- Apply for Unit Exemption
- Report New Tenancy
- Record an Eviction
- Buyout Agreement
- Below Market Rent Increase
- Record a Notice
- Rent Increase for Rental Units

When an action is selected, a pop up will appear for you to enter the relevant information. Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Submit.

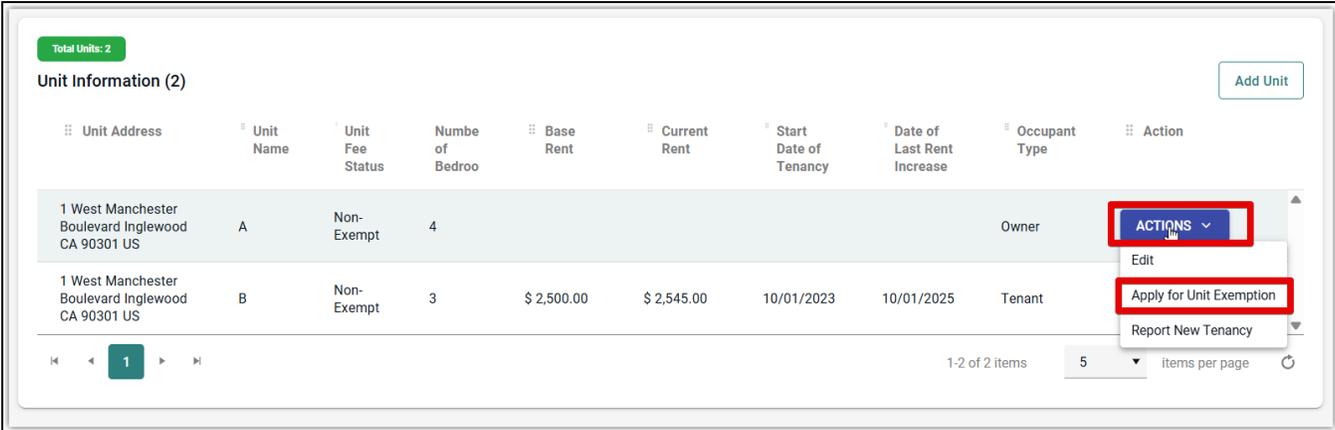
**Most submissions of these actions/cases will require Staff review before you see the updated information.

7.2.4 Unit Exemption

Review the City of Inglewood Housing Protection Ordinance to determine if your unit qualifies for an Exemption. If the unit qualifies for an Exemption, you are encouraged to submit a Unit Exemption. Staff will review each Unit Exemption that is submitted and determine if the Exemption is approved or denied. This will be apparent through the Unit’s Status. By default, all units are listed as ‘Non-Exempt’. If a unit exemption is submitted and approved, the unit’s status will be changed to ‘Exempt’.

To apply for a Unit Exemption, click on the “Actions” button and then select ‘Apply for Unit Exemption’. If the unit’s status is already ‘Exempt’, then you cannot apply for a new Unit Exemption.

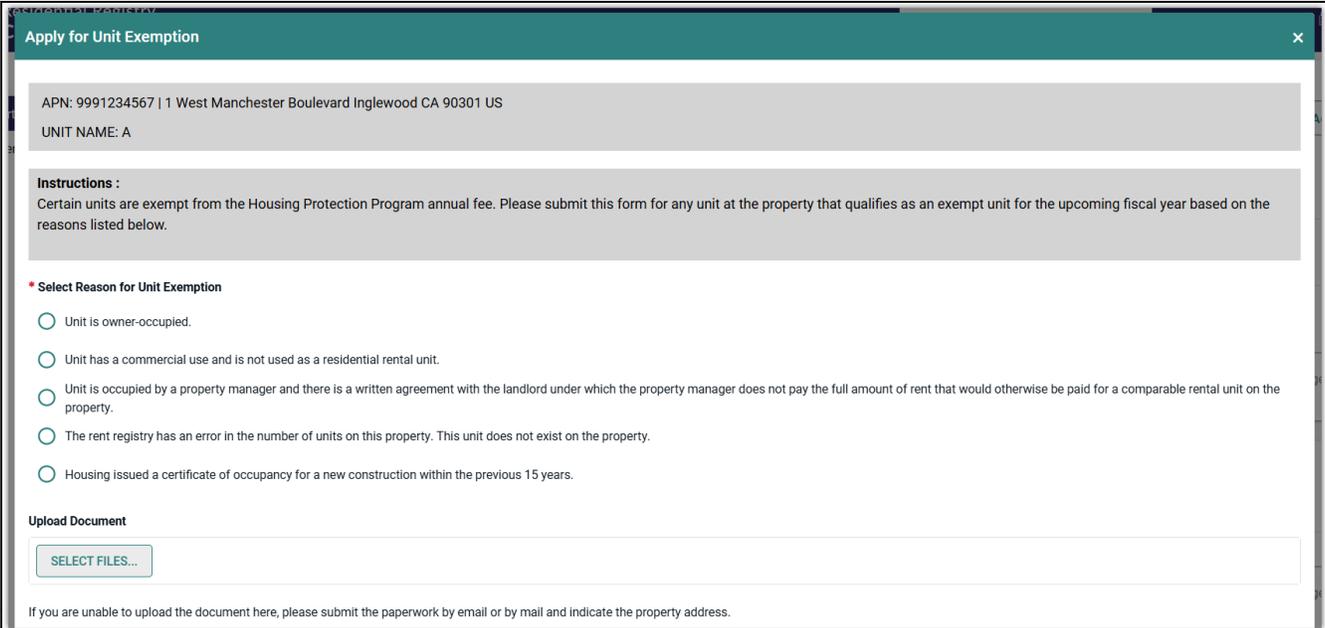
Note: If you forget to apply for an Exemption, you may incur additional fees for Registration as the fee is calculated based on the number of Non-Exempt Units when registration is submitted on time.



The screenshot shows a table titled "Unit Information (2)" with columns: Unit Address, Unit Name, Unit Fee Status, Number of Bedroom, Base Rent, Current Rent, Start Date of Tenancy, Date of Last Rent Increase, Occupant Type, and Action. Two units are listed. The second unit, "1 West Manchester Boulevard Inglewood CA 90301 US" (Unit B), has a status of "Non-Exempt" and 3 bedrooms. The "Action" column for this unit has a dropdown menu open, with "Apply for Unit Exemption" highlighted in red. Other options in the menu include "Edit" and "Report New Tenancy".

Unit Address	Unit Name	Unit Fee Status	Number of Bedroom	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1 West Manchester Boulevard Inglewood CA 90301 US	A	Non-Exempt	4					Owner	ACTIONS ▾ Edit Apply for Unit Exemption Report New Tenancy
1 West Manchester Boulevard Inglewood CA 90301 US	B	Non-Exempt	3	\$ 2,500.00	\$ 2,545.00	10/01/2023	10/01/2025	Tenant	

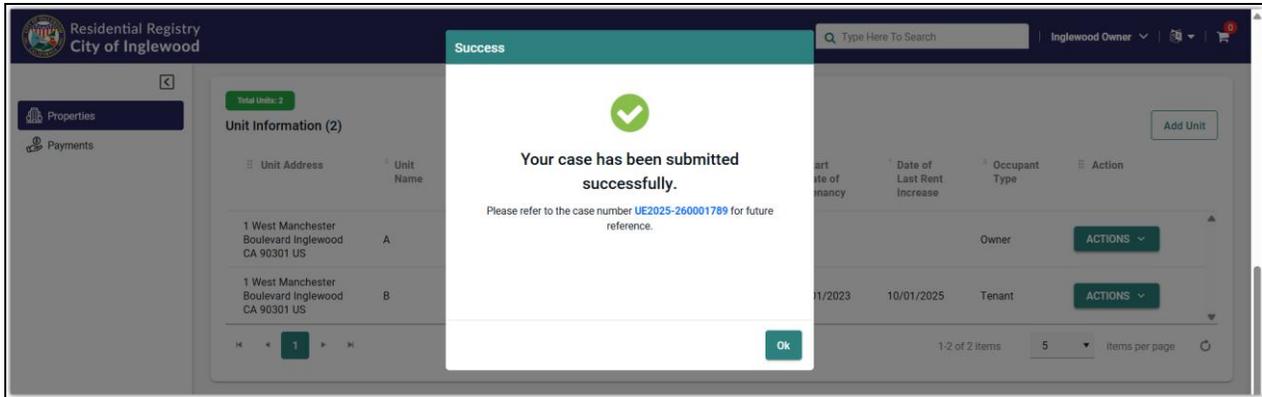
Once clicked, a pop up will appear for the unit exemption submission.



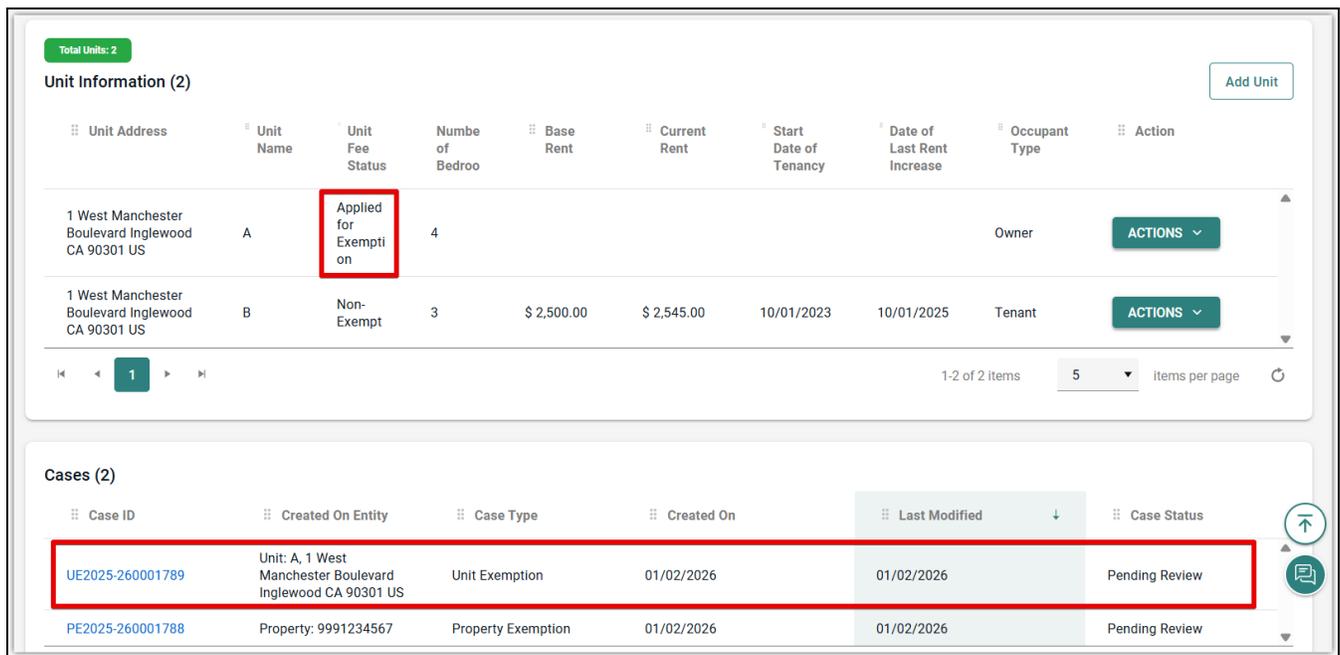
The screenshot shows a form titled "Apply for Unit Exemption". It includes the following fields and sections:

- APN: 9991234567 | 1 West Manchester Boulevard Inglewood CA 90301 US
- UNIT NAME: A
- Instructions :** Certain units are exempt from the Housing Protection Program annual fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the upcoming fiscal year based on the reasons listed below.
- *Select Reason for Unit Exemption**
 - Unit is owner-occupied.
 - Unit has a commercial use and is not used as a residential rental unit.
 - Unit is occupied by a property manager and there is a written agreement with the landlord under which the property manager does not pay the full amount of rent that would otherwise be paid for a comparable rental unit on the property.
 - The rent registry has an error in the number of units on this property. This unit does not exist on the property.
 - Housing issued a certificate of occupancy for a new construction within the previous 15 years.
- Upload Document**
- If you are unable to upload the document here, please submit the paperwork by email or by mail and indicate the property address.

Any field which contains a red asterisk (*) means the information is required. Ensure all the required information is present and click on Submit. A case number will be generated upon successful submission. You can click on “Ok” to close the popup.

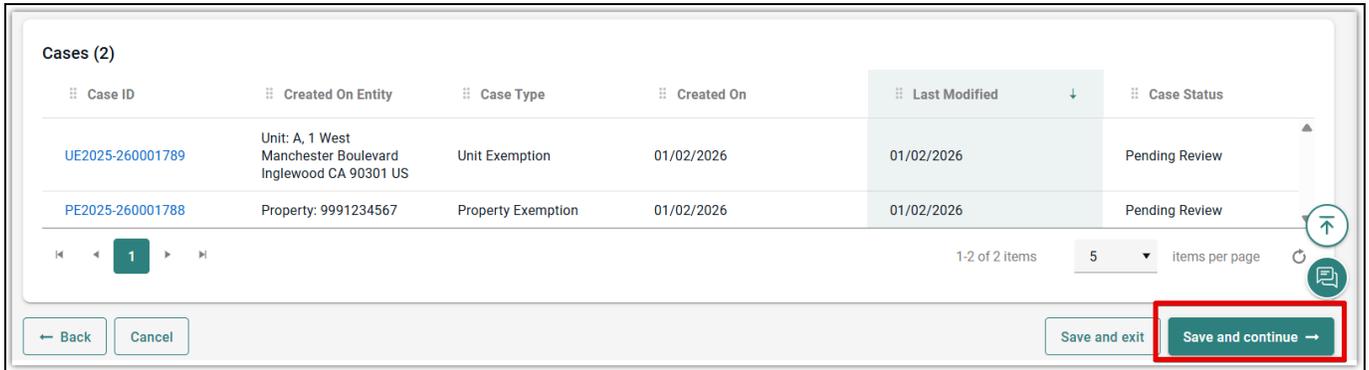


The unit table and cases table will also show that a Unit Exemption was submitted. Staff will need to review and approve or deny the Unit Exemption.



You can apply for Exemptions, one unit at a time, as required.

Note: Even if you have submitted a Unit Exemption(s), you still must continue to complete the registration process and submit your property. Ensure all units are updated and then click on “Save and Continue” to move to Step 4.



Cases (2)

Case ID	Created On Entity	Case Type	Created On	Last Modified	Case Status
UE2025-260001789	Unit: A, 1 West Manchester Boulevard Inglewood CA 90301 US	Unit Exemption	01/02/2026	01/02/2026	Pending Review
PE2025-260001788	Property: 9991234567	Property Exemption	01/02/2026	01/02/2026	Pending Review

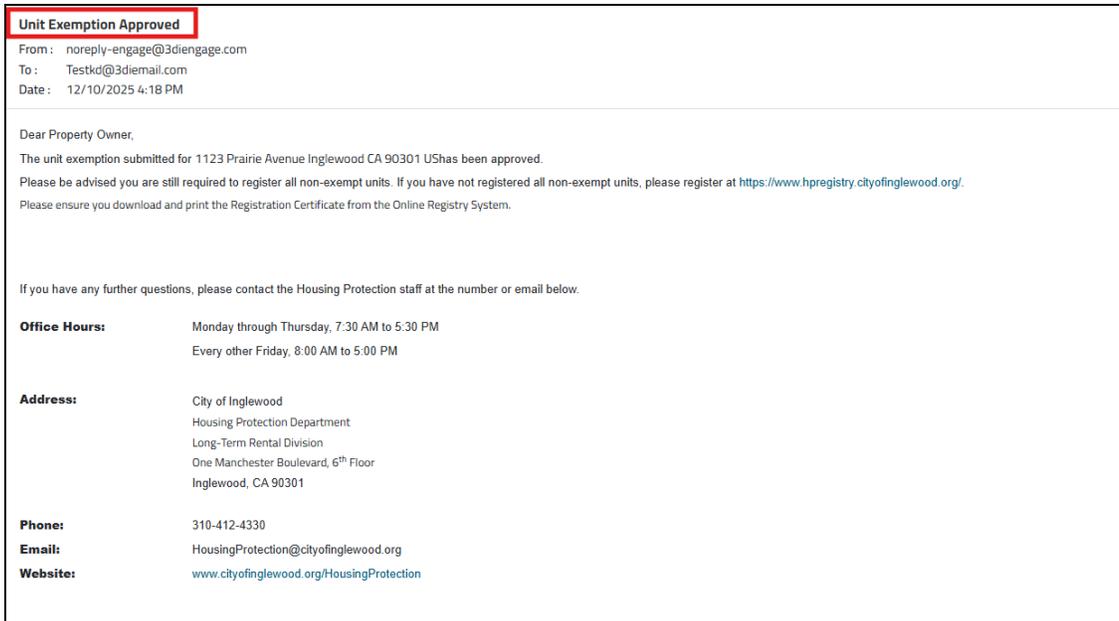
1-2 of 2 items | 5 items per page

← Back | Cancel | Save and exit | **Save and continue →**

If the Unit Exemption is denied, the unit’s fee status will return to ‘Non-Exempt’.
If the Unit Exemption is approved, the unit’s fee status will change to ‘Exempt’.

You will receive an auto-generated email from the system once the Unit Exemption is submitted and once a determination has been made by Staff.

Below is a sample email from an Approved Unit Exemption case.



Unit Exemption Approved

From: noreply-engage@3diengage.com
To: Testkd@3diemail.com
Date: 12/10/2025 4:18 PM

Dear Property Owner,

The unit exemption submitted for 1123 Prairie Avenue Inglewood CA 90301 US has been approved.

Please be advised you are still required to register all non-exempt units. If you have not registered all non-exempt units, please register at <https://www.hpregistry.cityofinglewood.org/>.

Please ensure you download and print the Registration Certificate from the Online Registry System.

If you have any further questions, please contact the Housing Protection staff at the number or email below.

Office Hours: Monday through Thursday, 7:30 AM to 5:30 PM
Every other Friday, 8:00 AM to 5:00 PM

Address: City of Inglewood
Housing Protection Department
Long-Term Rental Division
One Manchester Boulevard, 6th Floor
Inglewood, CA 90301

Phone: 310-412-4330
Email: HousingProtection@cityofinglewood.org
Website: www.cityofinglewood.org/HousingProtection

7.3 Step 4 - Review and Submit for Registration

This section describes how to submit your Property for Registration. You should have applied for all Exemption requests **PRIOR** to completing this next step.

Review all the instructions at the top of the page. As you scroll down, take note of the unit's details and the contact information.

Progress 4 of 5

1 Add Property 2 Property Information 3 Unit Information 4 Review & Submit 5 Pay & Finish

Step 4: Review and Submit Registration

Confirm the details you have entered before submitting your property registration.

- Review all **property and unit information** entered.
- If corrections are needed, use the **Back** button to update the information.
- Once everything looks accurate, **accept the terms and conditions**.
- Submit** your registration for review.

General Instructions

- You can **Save & Continue** once you have completed the step to proceed in the process.
- You can **Save & Exit** at any time and return later to finish your registration.
- You can **Cancel** your registration at any stage to stop the process.
- Use the **Back** button to return to previous steps to correct or update information before submitting.

Ensure all information is correct before submission – this is your final review step.

Review & Submit

Review information and submit application

Units (4)

Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type
5340 Bandini Boulevard Bell CA 90201 US		Applied for Exemption	2	\$ 600.00	\$ 700.00	01/01/2003	01/01/2004	Section 8 Tenant
5340 Bandini Boulevard Bell CA 90201 US		Non-Exempt	2					Vacant
5340 Bandini Boulevard Bell CA 90201 US	101	Non-Exempt	2	\$ 600.00	\$ 700.00	01/01/2003	01/01/2004	Tenant
5340 Bandini Boulevard Bell CA 90201 US	104	Non-Exempt	2					Manager

1-4 of 4 items 5 items per page

Contact Information

Billing Contact
Robert Taylor (Owner)

Owner Contact
Robert Taylor (Owner)

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fees for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Request

By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration.

Unit Exemption(s): 1
Property Exemption(s): 0

* Please upload a valid Business Tax Certificate
SELECT FILES...

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Enter Full Name
* Select Title

FOR YOUR INFORMATION

- Information submitted to the Housing Protection Department (HPD) is subject to disclosure under the California Public Records Act.
- After registration is submitted, please print the City of Inglewood Statement of Residential Unit Registration Certificate and serve a copy on each tenancy. The Owner must also post a copy of the Registration Certificate in a conspicuous location in the lobby of the property, near a mailbox used by all residents on the property, or near a public entrance to the property.

Back Cancel Save and exit Save and Continue

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Scroll down to the Exemption section to review the number of exemption requests either submitted or granted for the property and units. If you confirm everything has been submitted, click on the checkbox as shown below.

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fees for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Request

* By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration.

Unit Exemption(s) Property Exemption(s)

*** Please upload a valid Business Tax Certificate**

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Enter Full Name * Select Title



Next, upload a copy of your Business Tax Certificate by clicking on the ‘Select Files’ button and selecting the appropriate file to upload.

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fees for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Request

* By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration.

Unit Exemption(s) Property Exemption(s)

*** Please upload a valid Business Tax Certificate**

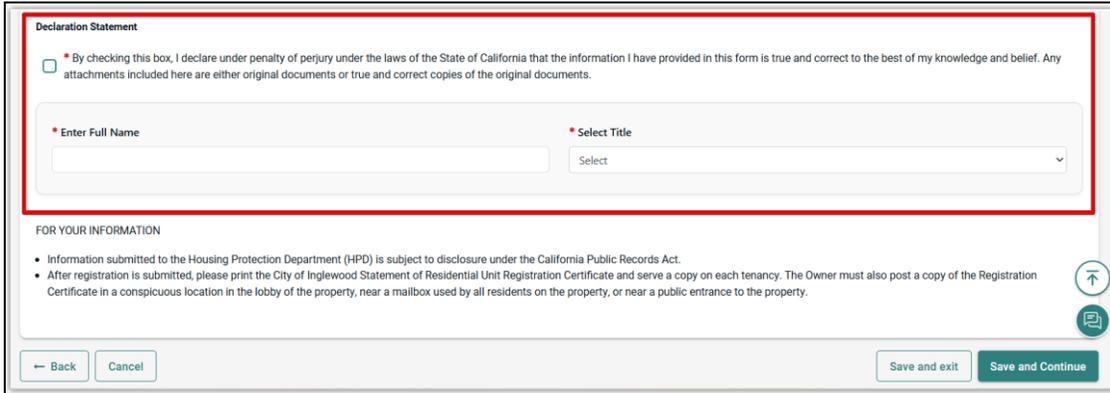
Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Enter Full Name * Select Title



Next, review the Declaration Statement and confirm by clicking on the checkbox. You must also enter your name and select your title as shown below.



Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Enter Full Name

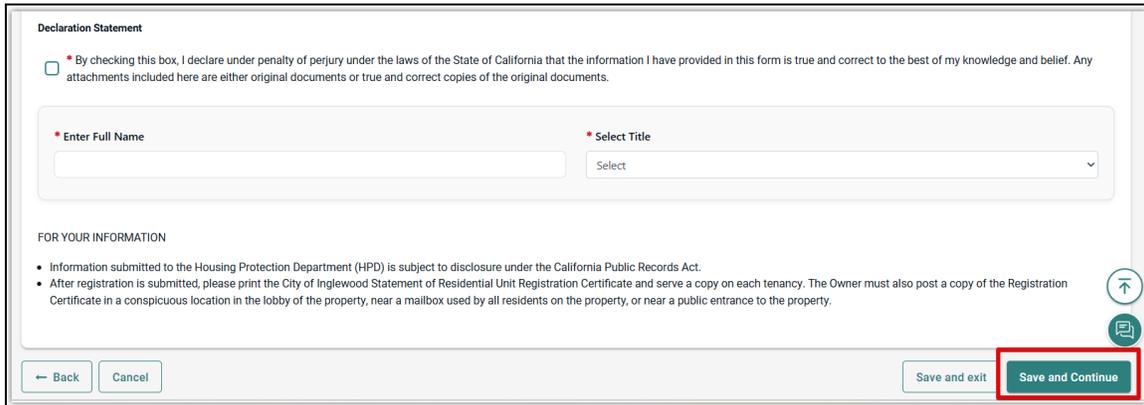
* Select Title

FOR YOUR INFORMATION

- Information submitted to the Housing Protection Department (HPD) is subject to disclosure under the California Public Records Act.
- After registration is submitted, please print the City of Inglewood Statement of Residential Unit Registration Certificate and serve a copy on each tenancy. The Owner must also post a copy of the Registration Certificate in a conspicuous location in the lobby of the property, near a mailbox used by all residents on the property, or near a public entrance to the property.

← Back Cancel Save and exit Save and Continue

If you are ready to submit, click on the “Save and Continue” button to move to the final step.



Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

* Enter Full Name

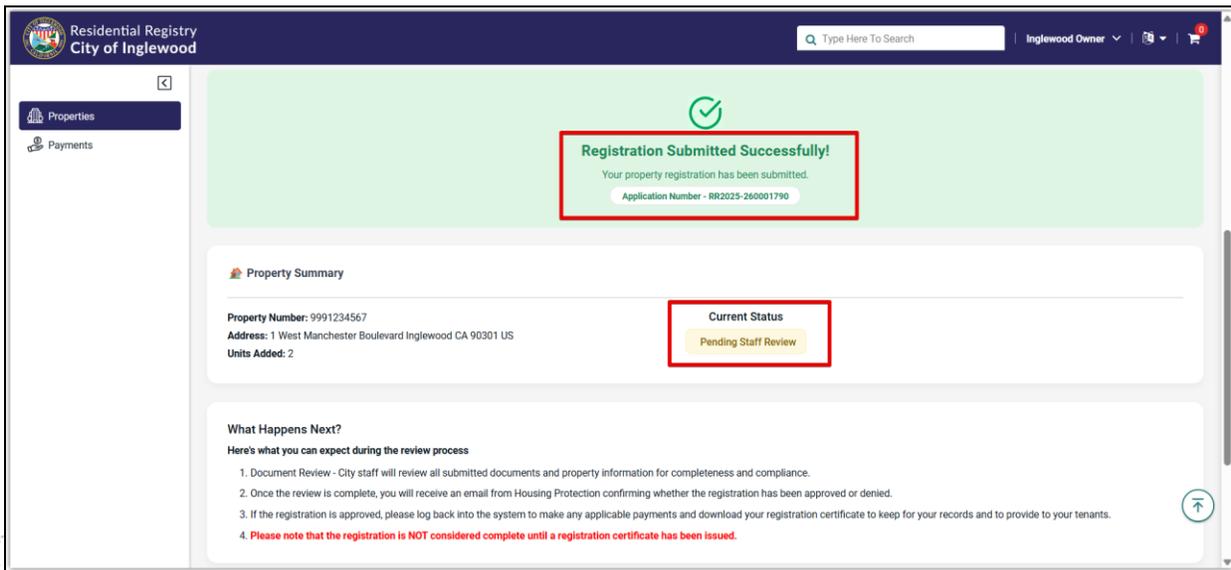
* Select Title

FOR YOUR INFORMATION

- Information submitted to the Housing Protection Department (HPD) is subject to disclosure under the California Public Records Act.
- After registration is submitted, please print the City of Inglewood Statement of Residential Unit Registration Certificate and serve a copy on each tenancy. The Owner must also post a copy of the Registration Certificate in a conspicuous location in the lobby of the property, near a mailbox used by all residents on the property, or near a public entrance to the property.

← Back Cancel Save and exit **Save and Continue**

Once submitted, you will move to Step 5 where you can scroll down to see a ‘Registration Submitted Successfully’ message along with your current property status.



Residential Registry
City of Inglewood

Type Here To Search Inglewood Owner

Properties Payments

Registration Submitted Successfully!
Your property registration has been submitted.
Application Number - RR2025-260001790

Property Summary

Property Number: 9991234567
Address: 1 West Manchester Boulevard Inglewood CA 90301 US
Units Added: 2

Current Status
Pending Staff Review

What Happens Next?
Here's what you can expect during the review process

- Document Review - City staff will review all submitted documents and property information for completeness and compliance.
- Once the review is complete, you will receive an email from Housing Protection confirming whether the registration has been approved or denied.
- If the registration is approved, please log back into the system to make any applicable payments and download your registration certificate to keep for your records and to provide to your tenants.
- Please note that the registration is NOT considered complete until a registration certificate has been issued.

If the property does not require staff review and fees are owed, then you will see a ‘Pay Now’ option which will allow you to complete the payment and finalize the Registration for the year. Otherwise, you will need to wait until staff completes their review to return and complete the payment.

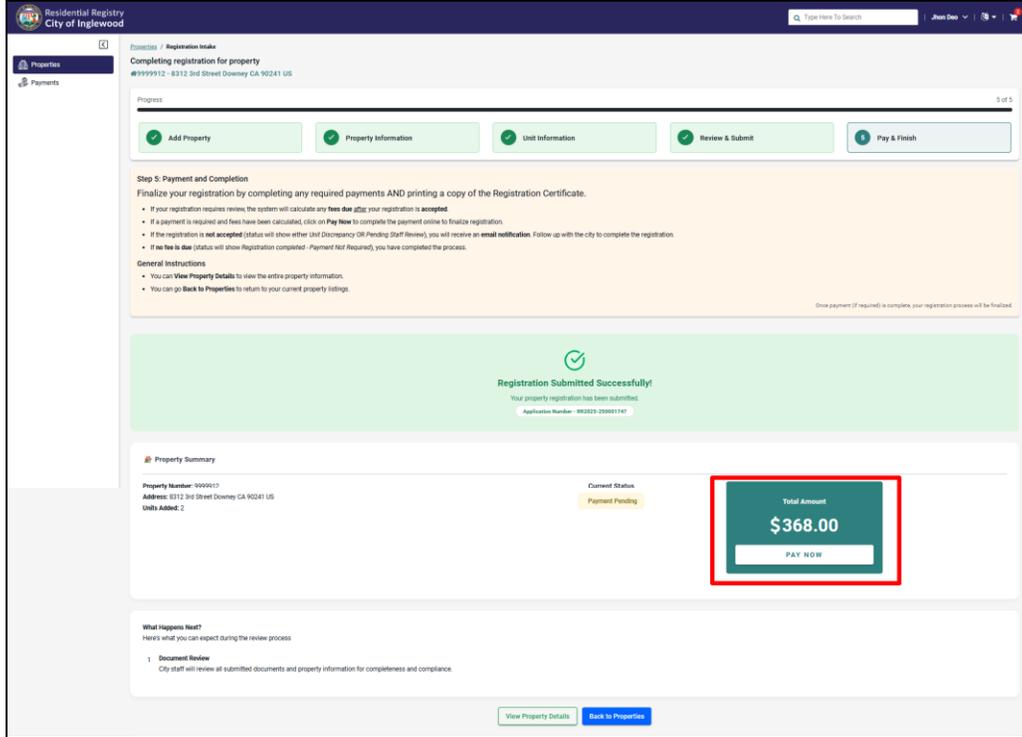
Below you will find a list of property statuses and their meaning. This will help you identify the next steps.

Status	Meaning
Registration Open / Registration Denied	The City of Inglewood Housing Protection Department is awaiting you to submit/re-submit your property for registration. Please use the ‘Continue Registration’ button to update, confirm, and submit your property.
Unit Discrepancy	The property was submitted with more/less units than expected based on the Assessor’s Unit count. The City of Inglewood Housing Protection Department is reviewing the registration submission and may reach out to discuss the discrepancy.
Pending Staff Review	The property contains cases/activities that require staff review. This can include Exemption requests, changes in Occupancy, changes to the Rent, etc. Once Staff completes the review, they will update the status of the registration.
Payment Pending	Your property is subject to the Program Fees and money is owed. You can complete payment through the current screen, from the property details page (Pay Now button will be present), or from the shopping cart icon located in the top right corner.
Registration Completed – Payment Not Required	Your property has been submitted, staff review (if required) was completed, and no fees are owed for this year. You have completed the process and can update information throughout the year as occupancies and rents may change, using the unit’s Action menu.
Registration Completed – Payment Received	Your property has been submitted, staff review (if required) was completed, and fees were paid for this year. You have completed the process and can update information throughout the year as occupancies and rents may change, using the unit’s Action menu.

7.3.1 Payment Pending – Submit Payment from Step 5

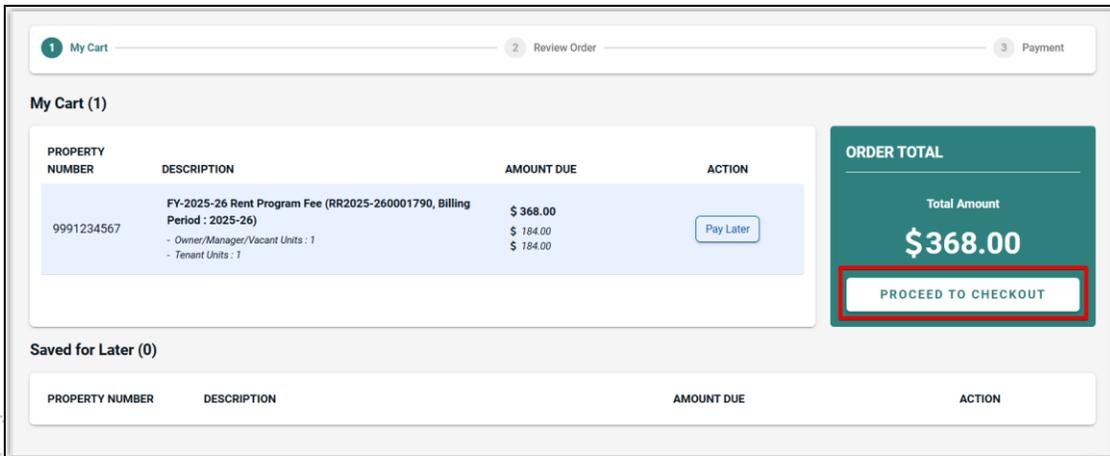
If you clicked on the “Save and Continue” button and your property moves to the ‘Payment Pending’ status, this is how you can complete your registration from Step 5.

Click on the “Pay Now” button as shown below.



Once you click on ‘Pay Now’ you will be redirected to the shopping cart page. You will see the property with its fees listed. If you owe fees for more than one property, they may be listed in the cart as well. You can pay for as many properties as you would like at once. If you want to only pay for one, you can use the ‘Pay Later’ button to move items out of your cart.

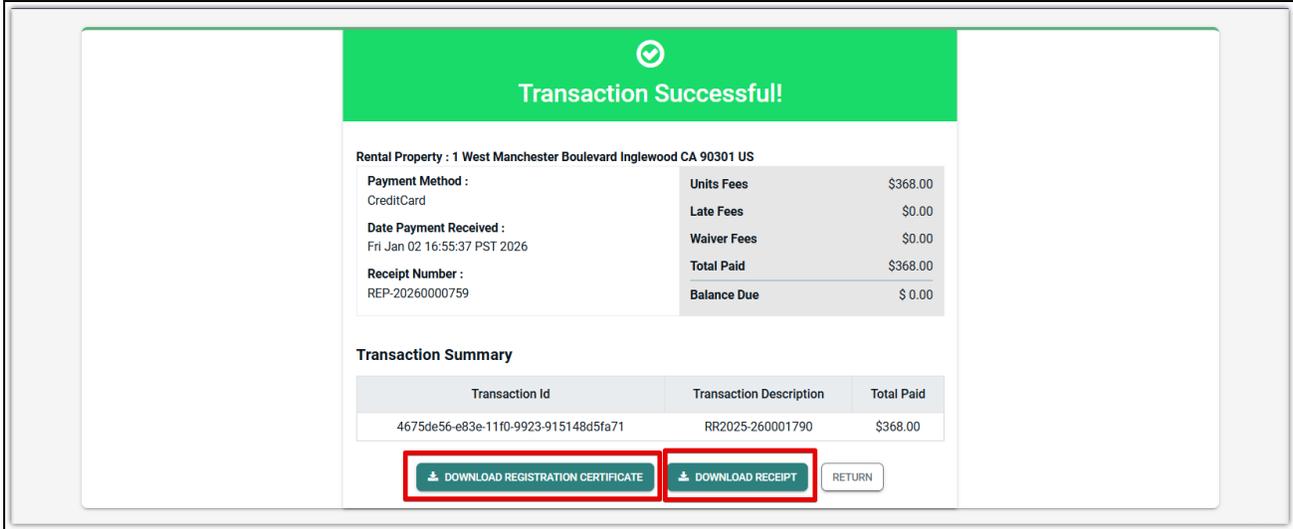
To pay for the item(s) listed in the cart, click on the “Proceed to Checkout” button.



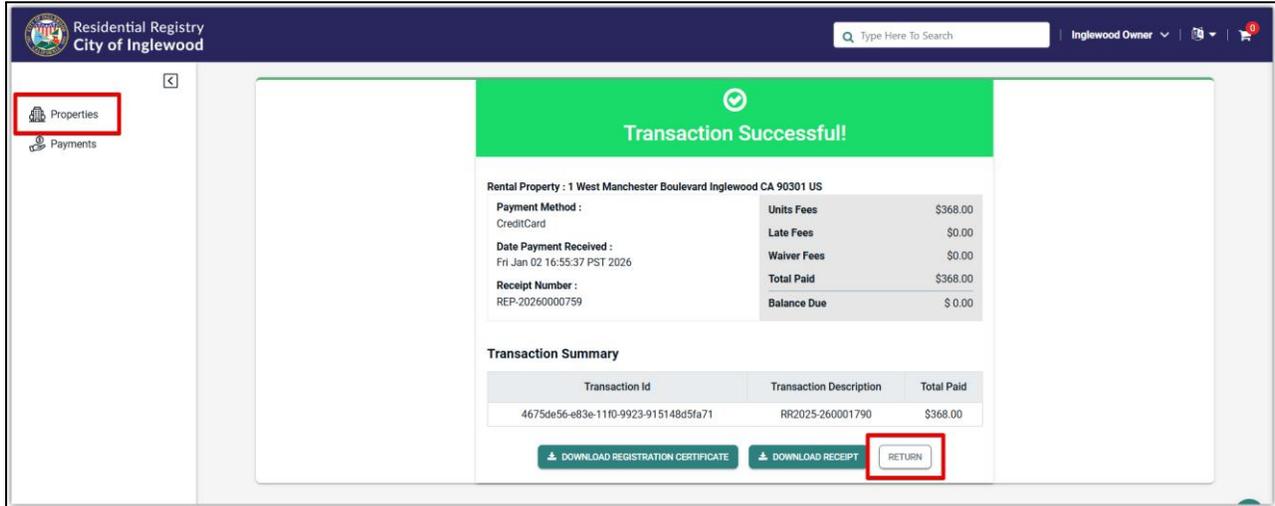
The screen will update to allow you to review the fee(s) that will be paid in the transaction. You can click on the “Proceed to Pay” button to enter your credit card details.

Enter your credit card details on the pop up. Once all the required information is entered, the Submit button will be enabled. Click on “Submit” to complete your payment.

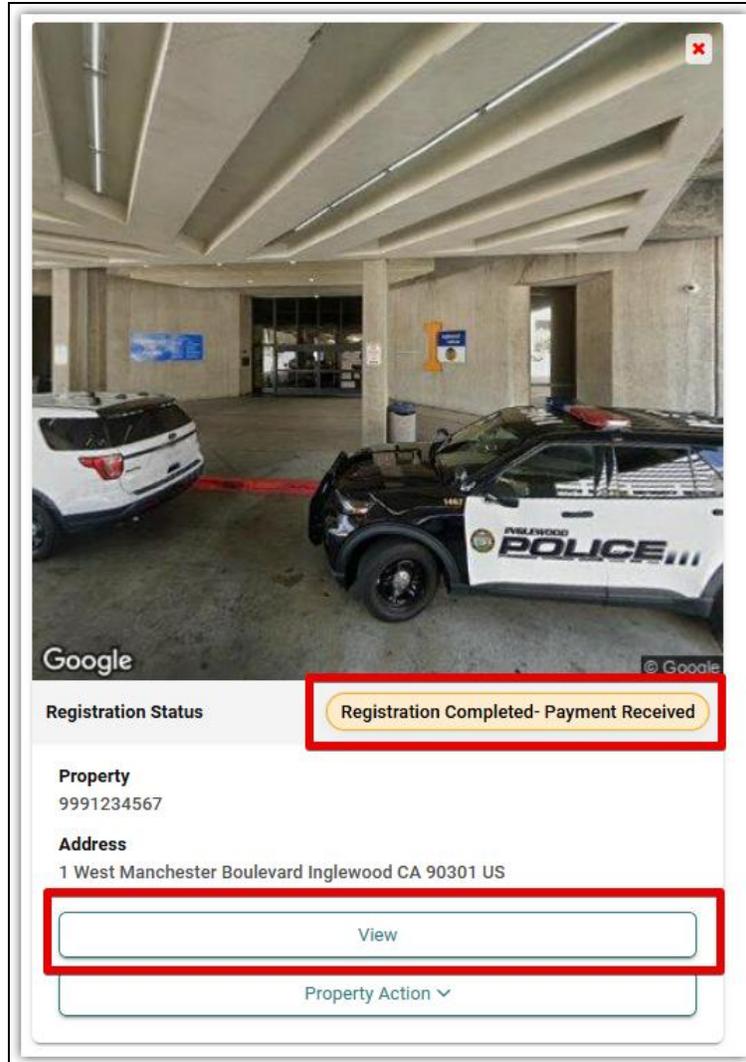
If the transaction is successful, then the 'Transaction Successful' page will be displayed as shown below. From this screen, you can easily access the Registration Certificate and/or your Receipt by clicking on the respective buttons as shown below.



To return to your dashboard, you can click on the "Return" button or the 'Properties' button in the left-menu.



The status of your property will be “Registration Completed- Payment Received”, you will no longer see the ‘Continue Registration’ button, and you will be able to see a “View” button. You can click to View the property details page to see all the information about contact, unit, generated Invoices, Payment History and generated documents. You will also be able to report changes to the information throughout the year as needed.



Registration Status Registration Completed- Payment Received

Property
9991234567

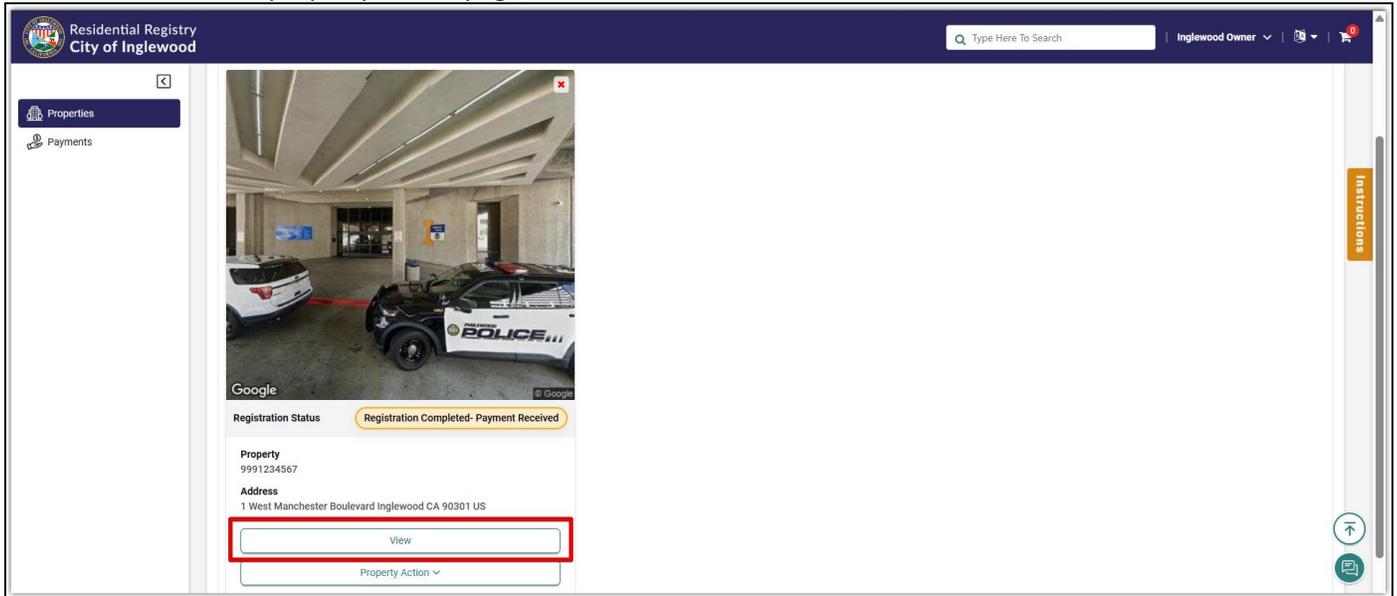
Address
1 West Manchester Boulevard Inglewood CA 90301 US

View

Property Action ▾

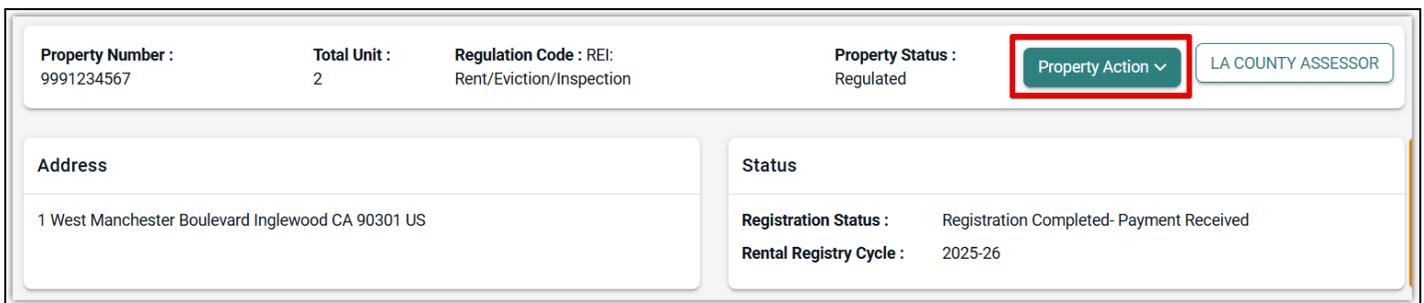
8 Property Details Page

This section will breakdown and describe the property details page so you can familiarize yourself with the screen. To access the property details page, click on the “View” button.



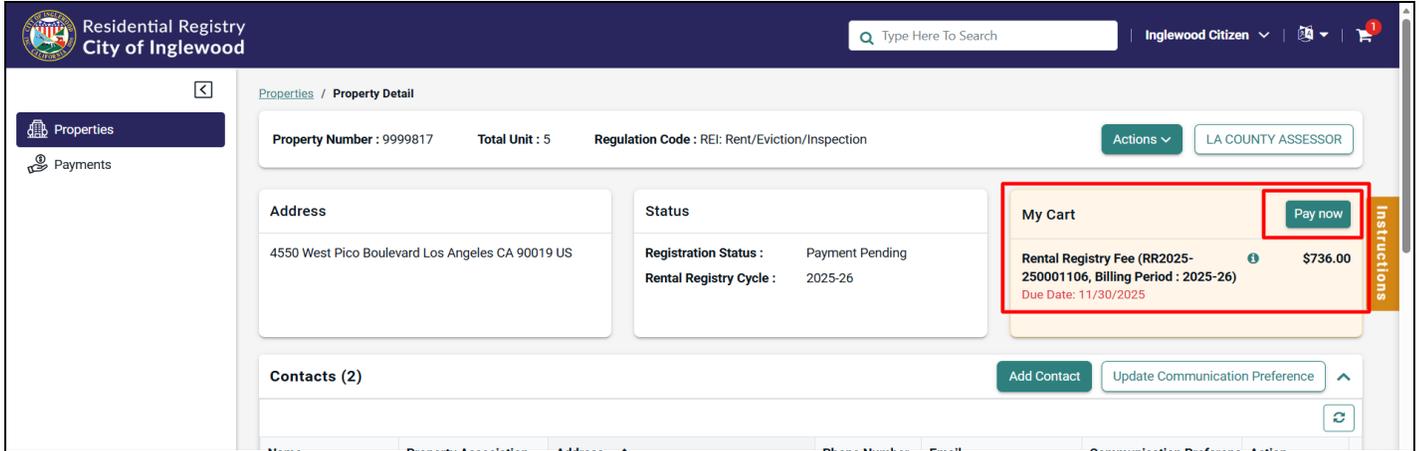
8.1 Property summary and Status Section

This section will show the details of the property information and status. It also contains the property action menu where Ownership Changes can be initiated along with the ability to download the Certificate.

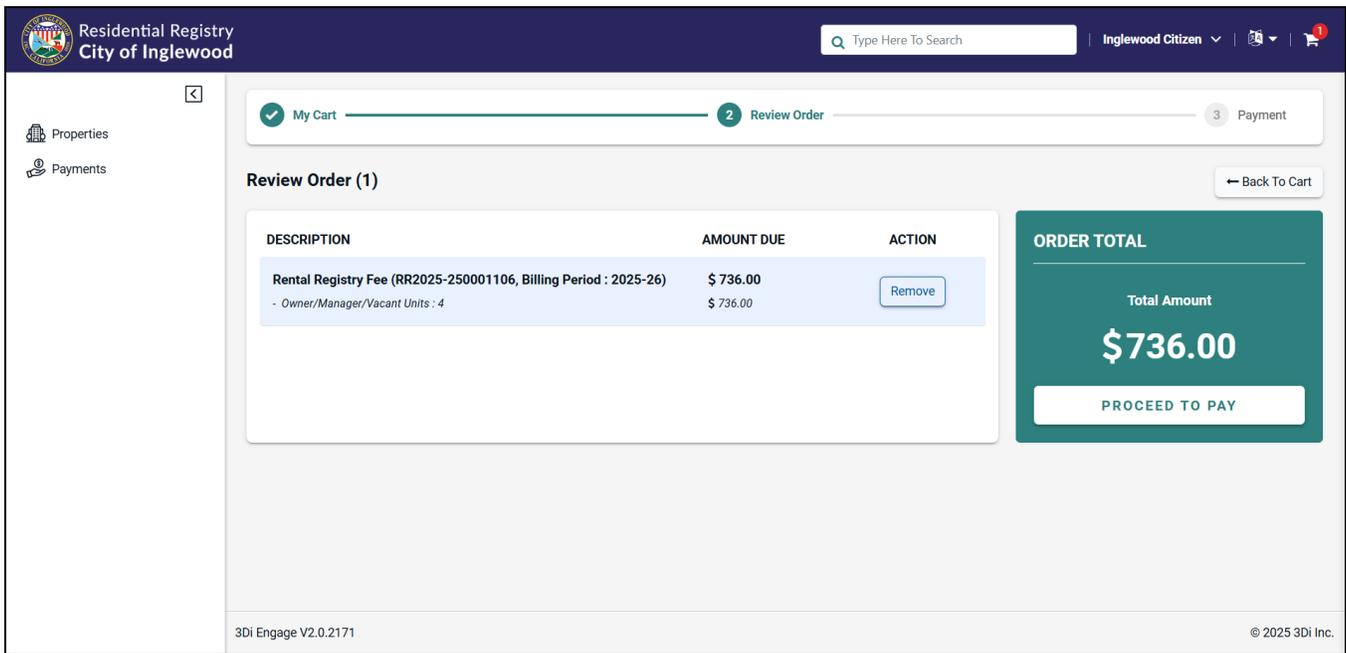


8.2 My Cart

If the property has a payment that is owed for the current year or for a past year, a section will be added to display this. It will show the breakup of fees and have a Pay Now button. You can click to go to the cart and complete the outstanding payment.



If you click on “Pay Now”, you will be redirected to your shopping cart where you can continue to pay the fees. You will need to click on ‘Proceed to Pay’ to see the pop up to enter your credit card details.



Enter the Card Information in the pop up and then click on 'Submit'.

APN:9999817 Total Amount :\$736.00

Card Number *
 4111 1111 1111 1111

Exp. Date * 09/35 Card Code 900

First Name * Daron Last Name * Hall

Zip * 90303

[Submit](#)

If the transaction is successful, then the 'Transaction Successful' page will be displayed as shown below.


Transaction Successful!

Rental Property : 4550 West Pico Boulevard Los Angeles CA 90019 US

Payment Method : CreditCard	Units Fees \$736.00
Date Payment Received : Fri Nov 28 03:47:53 PST 2025	Late Fees \$0.00
Receipt Number : REP-20250000546	Waiver Fees \$0.00
	Total Paid \$736.00
	Balance Due \$ 0.00

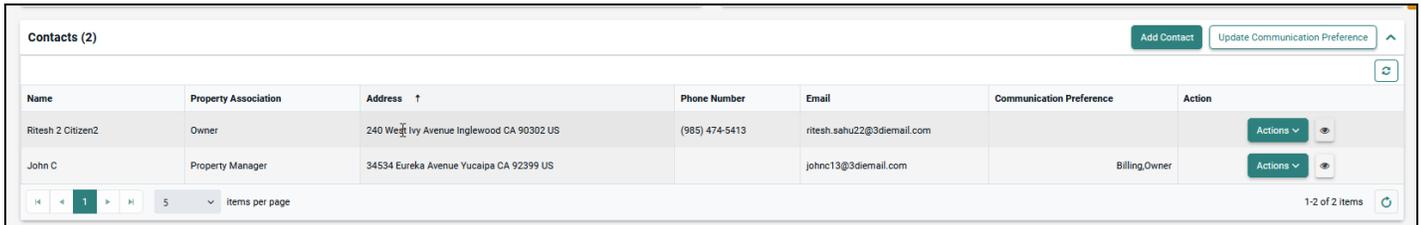
Transaction Summary

Transaction Id	Transaction Description	Total Paid
7a070a16-cc4f-11f0-9923-915148d5fa71	RR2025-250001106	\$736.00

[DOWNLOAD REGISTRATION CERTIFICATE](#) [DOWNLOAD RECEIPT](#) [RETURN](#)

8.3 Contacts

The Contacts section lists all the contacts that have been added to the property, including the person who claimed the property to their profile using the APN and Pin. You can modify the Billing Contact and/or Primary Owner using the ‘Update Communication Preference’ button. You can add additional contacts using the ‘Add Contact’ button. You can also edit contact information of the existing contacts by using the ‘Action’ button next to the contact and selecting “Edit”.

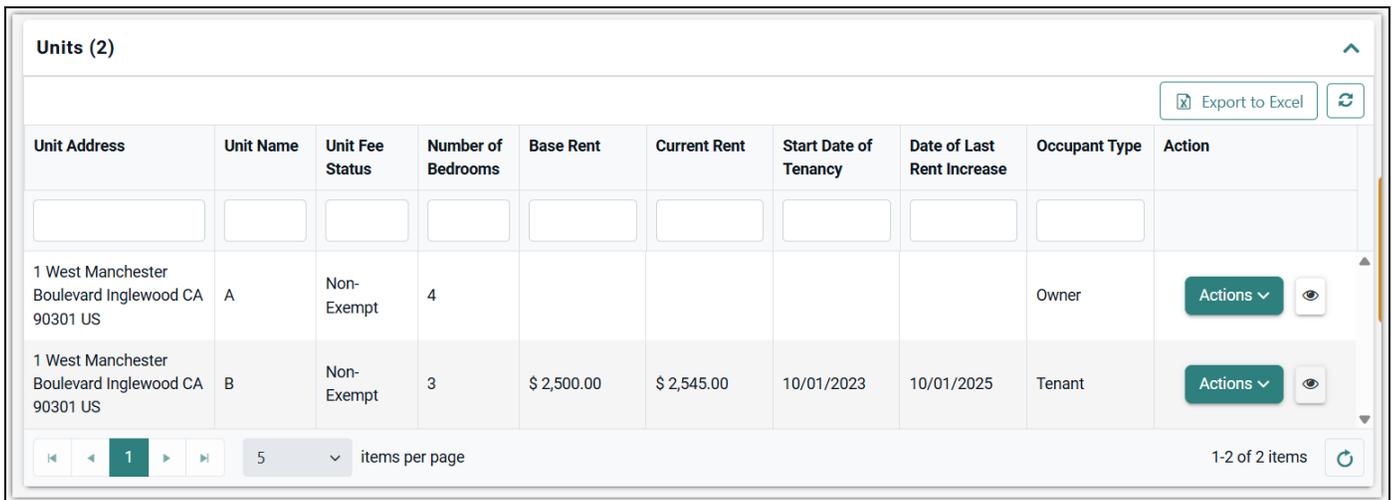


Name	Property Association	Address ↑	Phone Number	Email	Communication Preference	Action
Ritesh 2 Citizen2	Owner	240 West Ivy Avenue Inglewood CA 90302 US	(985) 474-5413	ritesh.sahu2@3diemail.com		Actions
John C	Property Manager	34534 Eureka Avenue Yucaipa CA 92399 US		johnc13@3diemail.com	Billing,Owner	Actions

To change the Ownership of the property, you will need to click on the Property Action menu at the top and select “Report New Property Ownership”.

8.4 Units

The Units table will show all the units that were added to the property. Each unit contains an “Action” menu where you can submit actions/cases to update the information.



Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1 West Manchester Boulevard Inglewood CA 90301 US	A	Non-Exempt	4					Owner	Actions
1 West Manchester Boulevard Inglewood CA 90301 US	B	Non-Exempt	3	\$ 2,500.00	\$ 2,545.00	10/01/2023	10/01/2025	Tenant	Actions

8.5 Case History

Any actions/cases that were submitted for the property and/or units will be displayed in the Case History table. You can click on a Case ID link to view the case details, including the information submitted, uploaded documents, and/or any staff notes.

Case History (3)

Columns Export to Excel Refresh

Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
RR2025-260001790	Property: 9991234567	Submit Rental Registration	01/02/2026 04:20 PM	01/02/2026 04:55 PM	Registration Completed- Payment Received
UE2025-260001789	Unit: A, 1 West Manchester Boulevard Inglewood CA 90301 US	Unit Exemption	01/02/2026 03:59 PM	01/02/2026 04:49 PM	Denied-Unit Exemption
PE2025-260001788	Property: 9991234567	Property Exemption	01/02/2026 02:47 PM	01/02/2026 04:49 PM	Property Exemption Denied

10 items per page 1-3 of 3 items

8.6 Documents

The system will list all Payment Invoices and Receipts in the Documents section along with any document that was manually uploaded to this section. Additionally, if Staff produces a Registration Letter for the property or if you/staff download the Registration Certificate, it will be displayed here.

Documents (2)

Add Document Export to Excel Refresh

Document Type	Notes	Submitted On	Created By	Action
Payment Receipt	REP-20260000759	01/02/2026	Inglewood Owner	
Invoice	INV-260005195	01/02/2026		

10 items per page 1-2 of 2 items



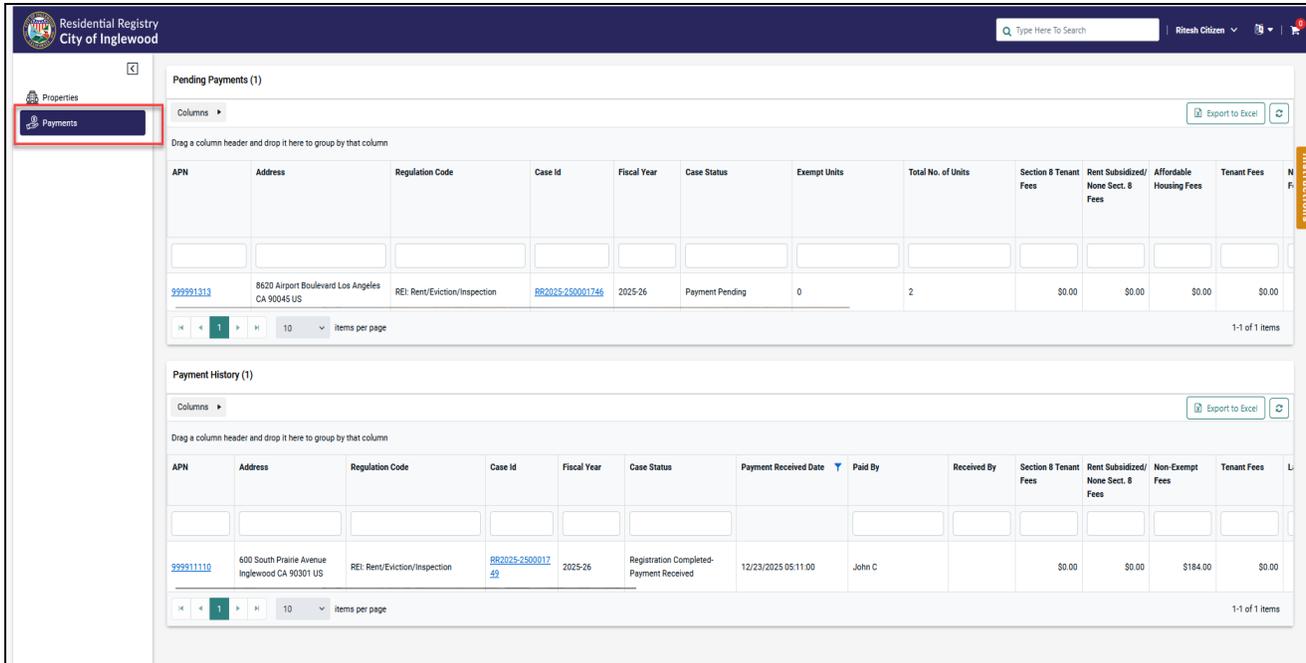
8.7 Payment History

The Payment History section will list fees that were produced, payments that were made, and any cancelled transactions.

Payment History				
Date	Invoice Number	Receipt Number	Description	Amount
01/02/2026 04:50:08 PM	INV-260005195		Rental Registry Fee (2025-26)	\$368.00
01/02/2026 04:55:37 PM		REP-20260000759		-\$368.00
				\$0.00

8.8 Left Side Menu - Payment Tab

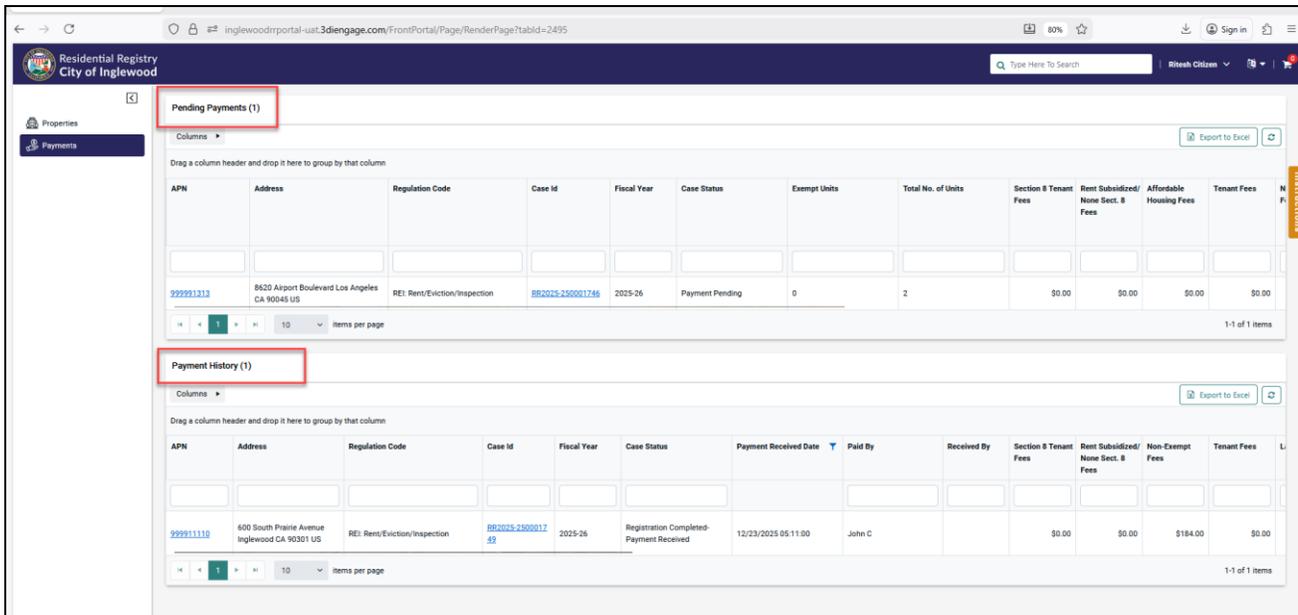
On the left-side menu of the website, there are two links: Properties and Payments. Properties will take you back to the list of properties that are claimed to your profile. The Payment tab will take you to a payment history page where you can see what fees are currently owed and what fees have been previously paid.



APN	Address	Regulation Code	Case Id	Fiscal Year	Case Status	Exempt Units	Total No. of Units	Section 8 Tenant Fees	Rent Subsidized/None Sect. 8 Fees	Affordable Housing Fees	Tenant Fees
929991313	8620 Airport Boulevard Los Angeles CA 90045 US	REI: Rent/Eviction/Inspection	RR2025-250001746	2025-26	Payment Pending	0	2	\$0.00	\$0.00	\$0.00	\$0.00

APN	Address	Regulation Code	Case Id	Fiscal Year	Case Status	Payment Received Date	Paid By	Received By	Section 8 Tenant Fees	Rent Subsidized/None Sect. 8 Fees	Non-Exempt Fees	Tenant Fees
929991110	600 South Prairie Avenue Inglewood CA 90301 US	REI: Rent/Eviction/Inspection	RR2025-250001749	2025-26	Registration Completed-Payment Received	12/23/2025 05:11:00	John C		\$0.00	\$0.00	\$184.00	\$0.00

The page is split into 2 sections. Within each table, you can access the Property Details page, Registration Case page, and download the Invoice. In the processed payments table, you can also download the receipt.



APN	Address	Regulation Code	Case Id	Fiscal Year	Case Status	Exempt Units	Total No. of Units	Section 8 Tenant Fees	Rent Subsidized/None Sect. 8 Fees	Affordable Housing Fees	Tenant Fees
929991313	8620 Airport Boulevard Los Angeles CA 90045 US	REI: Rent/Eviction/Inspection	RR2025-250001746	2025-26	Payment Pending	0	2	\$0.00	\$0.00	\$0.00	\$0.00

APN	Address	Regulation Code	Case Id	Fiscal Year	Case Status	Payment Received Date	Paid By	Received By	Section 8 Tenant Fees	Rent Subsidized/None Sect. 8 Fees	Non-Exempt Fees	Tenant Fees
929991110	600 South Prairie Avenue Inglewood CA 90301 US	REI: Rent/Eviction/Inspection	RR2025-250001749	2025-26	Registration Completed-Payment Received	12/23/2025 05:11:00	John C		\$0.00	\$0.00	\$184.00	\$0.00

9 Property Action Menu Options

This section will describe the actions that can be taken from the Action menu on the property details page.

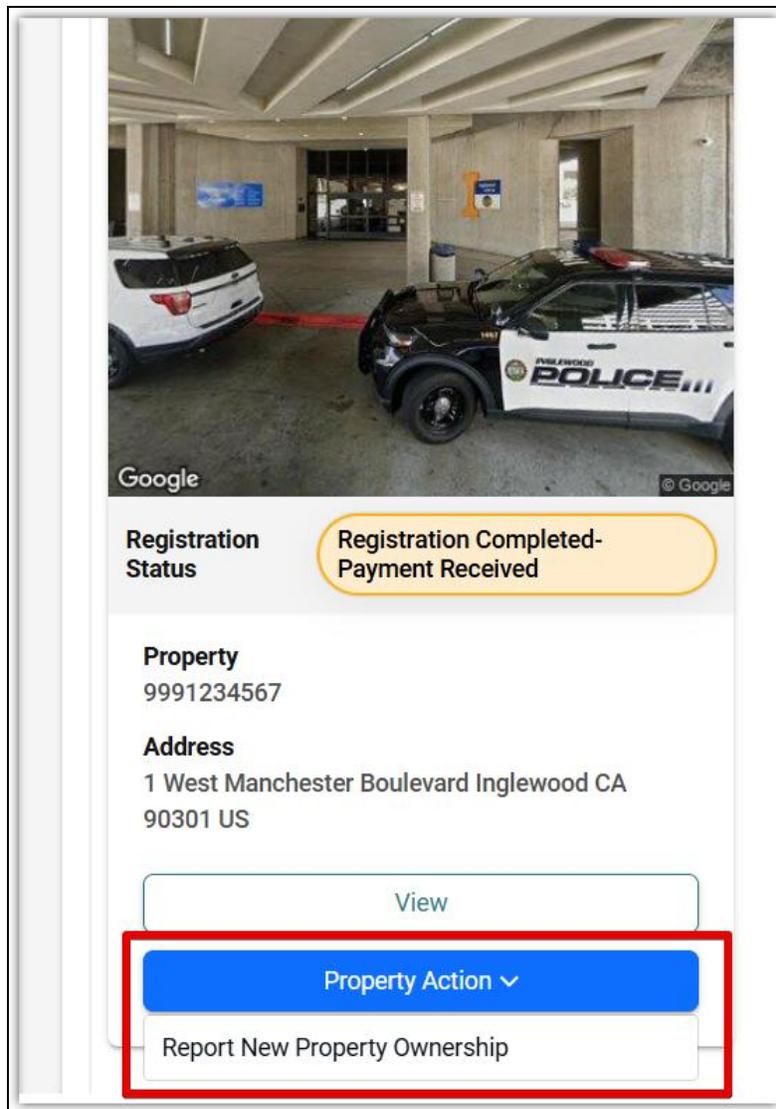
9.1 Report New Ownership of your Property

This section describes the process of reporting the Change of Ownership of a Property. If you have sold your property, it is your responsibility to inform the City of Inglewood Housing Protection Department so that you are no longer responsible for the Registration and Fees for the property.

Follow the steps listed below to learn how to report the change in Ownership to the City of Inglewood Housing Protection Department online.

There are 2 places from which this can be initiated: from the dashboard or from the property details page.

To initiate from the dashboard, click on the “Property Action” button and then select ‘Report New Property Ownership’. The pop up will appear for you to enter the details.





To initiate from the property details page, click on the “Property Action” button and then select ‘Report New Property Ownership’. The pop up will appear for you to enter the details.

The screenshot shows the 'Property Detail' page with the following information:

- Property Number: 9991234567
- Total Unit: 2
- Regulation Code: REI: Rent/Eviction/Inspection
- Property Status: Regulated
- Address: 1 West Manchester Boulevard Inglewood CA 90301 US
- Registration Status: Received
- Rental Registry Cycle: (blank)

The 'Property Action' dropdown menu is open, showing the following options:

- Report New Property Ownership (highlighted with a red box)
- View Property History
- Download Registration Certificate
- View Breakdown of Fees by Unit

In the Report New Property Ownership pop up, enter the New Owner’s contact information, if you have it. You must also enter the Date of Ownership Transfer. You must click on the calendar icon on the field to select a date from the calendar.

The 'Report New Property Ownership' pop-up form has three steps: 1. Owner Info, 2. Instructions, and 3. Preview. The 'Owner Info' step is active.

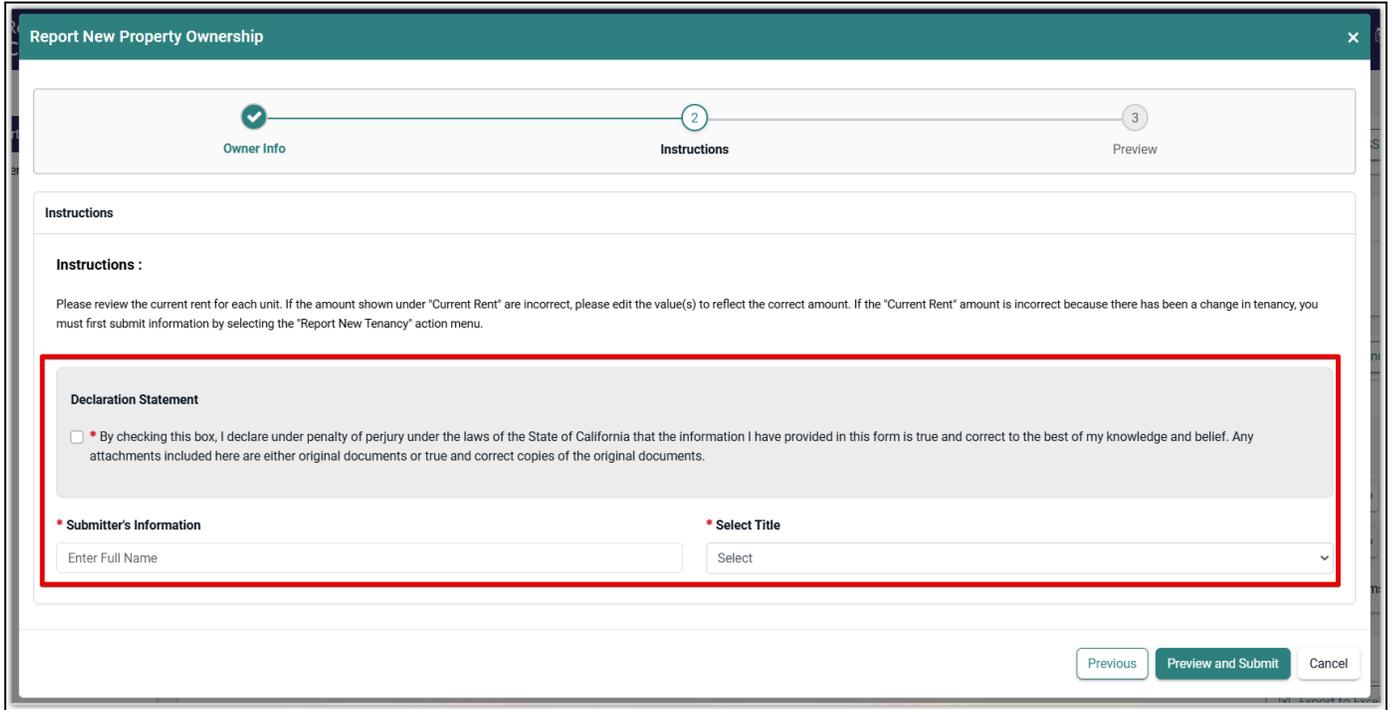
Please provide the new Owner's Name. If the owner is a Trust, LLC, Corporation or Partnership, Real Estate Investment Trust (REIT), provide name(s) of Trustee(s)/CEO/Managing Partner

Fields include:

- New Owner First Name
- New Owner Last Name
- New Owner Email
- New Owner Telephone
- * Date of Ownership Transfer (highlighted with a red box, includes a calendar icon)
- New Owner Mailing Address (Street Address, Apt/Unit Name, City, State, Zip Code)

Buttons: Next, Cancel

Once the information is entered, click on the “Next” button. Review the Declaration Statement and complete the form. Then click on “Preview and Submit”.



Report New Property Ownership

Owner Info 2 Instructions 3 Preview

Instructions

Instructions :

Please review the current rent for each unit. If the amount shown under “Current Rent” are incorrect, please edit the value(s) to reflect the correct amount. If the “Current Rent” amount is incorrect because there has been a change in tenancy, you must first submit information by selecting the “Report New Tenancy” action menu.

Declaration Statement

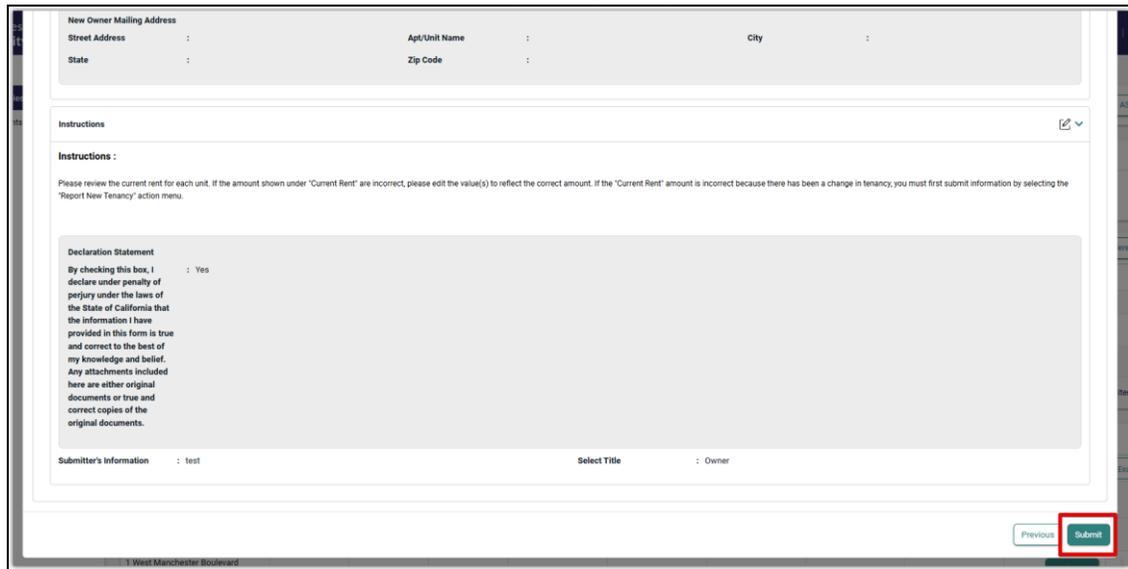
* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

*** Submitter's Information** *** Select Title**

Enter Full Name Select

Previous **Preview and Submit** Cancel

On the next screen, you will be able to review the entered data before submitting. Once you are ready, click on the “Submit” button. This will submit the Ownership Change request.



New Owner Mailing Address

Street Address : Apt/Unit Name : City :
State : Zip Code :

Instructions

Instructions :

Please review the current rent for each unit. If the amount shown under “Current Rent” are incorrect, please edit the value(s) to reflect the correct amount. If the “Current Rent” amount is incorrect because there has been a change in tenancy, you must first submit information by selecting the “Report New Tenancy” action menu.

Declaration Statement

By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information : test **Select Title** : Owner

Previous **Submit**



The Cases table will be updated to include the New Property Ownership case that was submitted. The status of the case will read “Pending Review”.

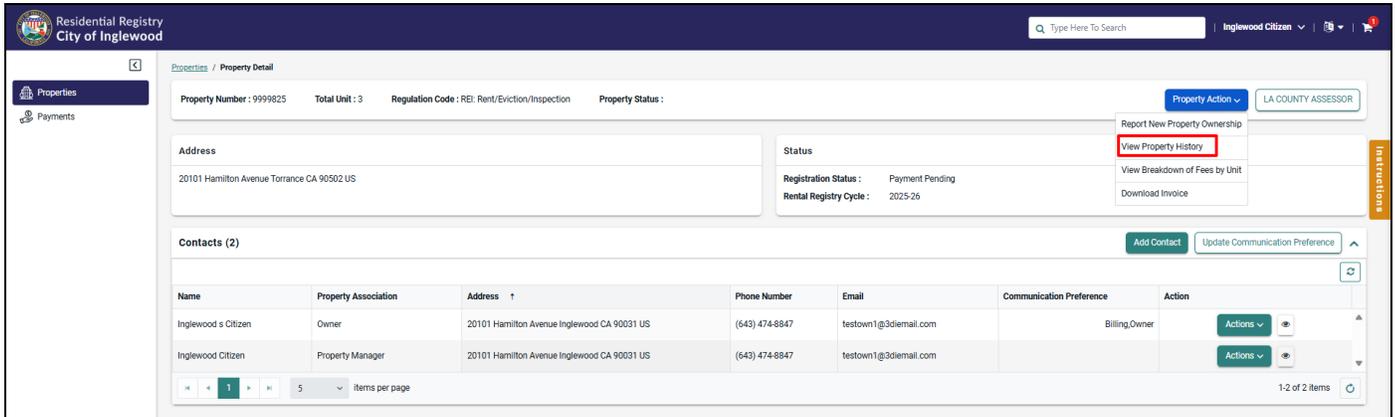
Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
NOA2024-25-730167	Property: 4014013022	Report New Property Ownership	09/18/2025 04:17 AM	09/18/2025 04:17 AM	Pending Review

*Next Steps

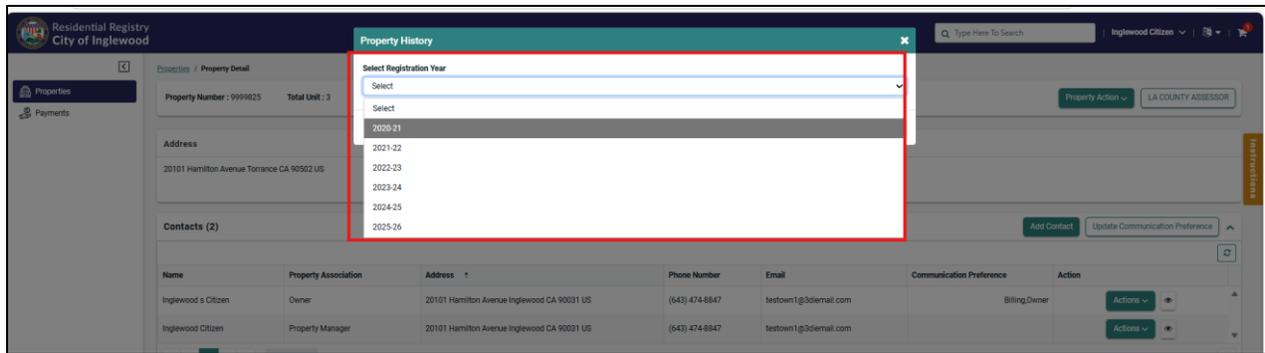
1. The City of Inglewood Housing Protection Department will review the New Property Ownership Case and reach out to the new Owner to confirm the sale. If additional information is required, it is possible that the Staff may reach out to you for more information.
2. If the Staff denies the New Ownership Amendment, the case will be closed with the status of *Denied*, and you will continue to remain the responsible party for the Property, its Registration, and Fees.
3. If the Staff approves the New Property Ownership Amendment, the case will be closed with the status of *Approved*. Additionally, you will no longer see this property on your dashboard under the “Current Properties” tab; it will appear under the “Past Properties” view. You will no longer be responsible for the Registration of this Property unless you acquire the property again in the future.

9.2 View Property Ownership

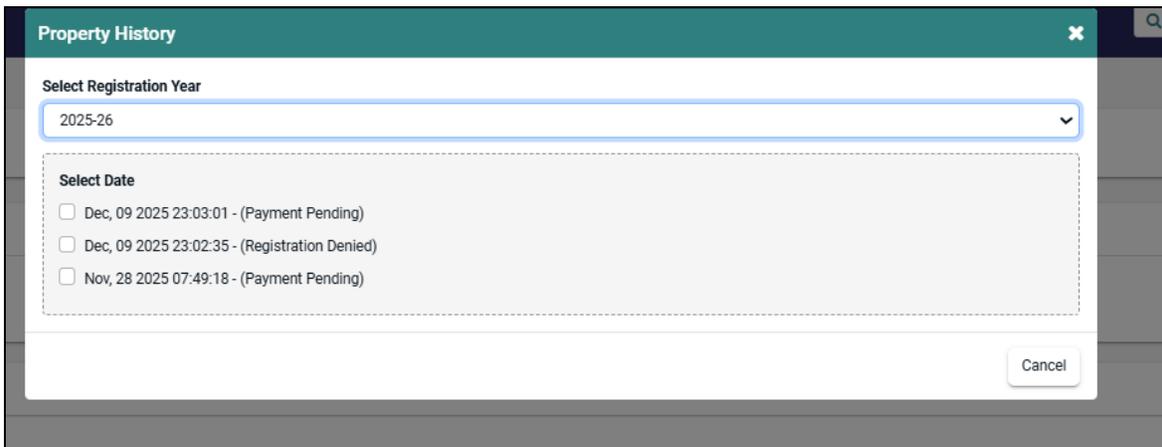
To view historical information for the property, click on the 'Property Action' menu and select "View Property History" as shown below.



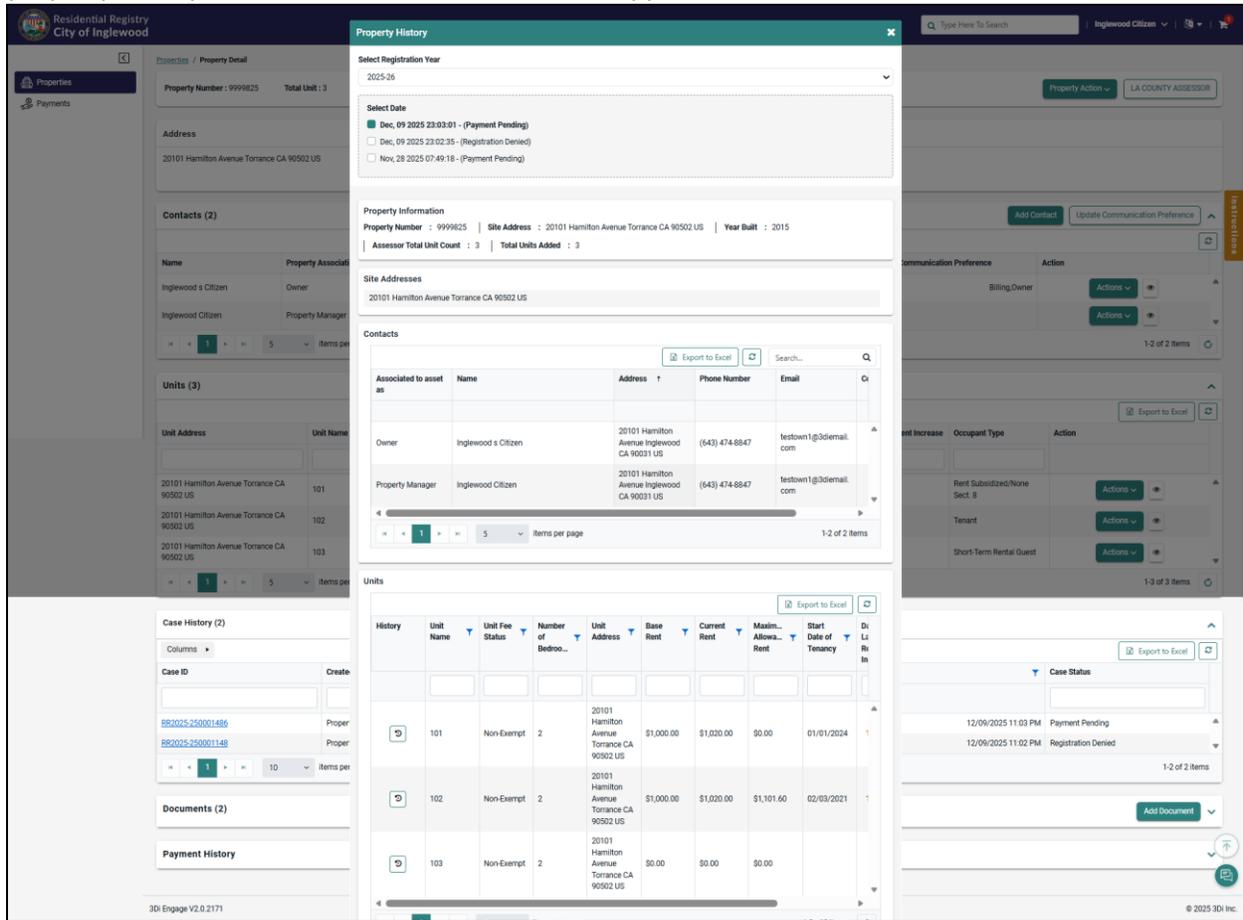
Select the Registration Year of interest from the drop down. **Note:** some years may not have data.



Select the Date from when the snapshot was taken to view the details by clicking on the checkbox.



The property history details from the selected date will appear.



Property History

Select Registration Year: 2025-26

Select Date:

- Dec, 09 2025 23:03:01 - (Payment Pending)
- Dec, 09 2025 23:02:35 - (Registration Denied)
- Nov, 28 2025 07:49:18 - (Payment Pending)

Property Information

Property Number : 9999825 | Site Address : 20101 Hamilton Avenue Torrance CA 90502 US | Year Built : 2015
 Assessor Total Unit Count : 3 | Total Units Added : 3

Site Addresses

20101 Hamilton Avenue Torrance CA 90502 US

Contacts

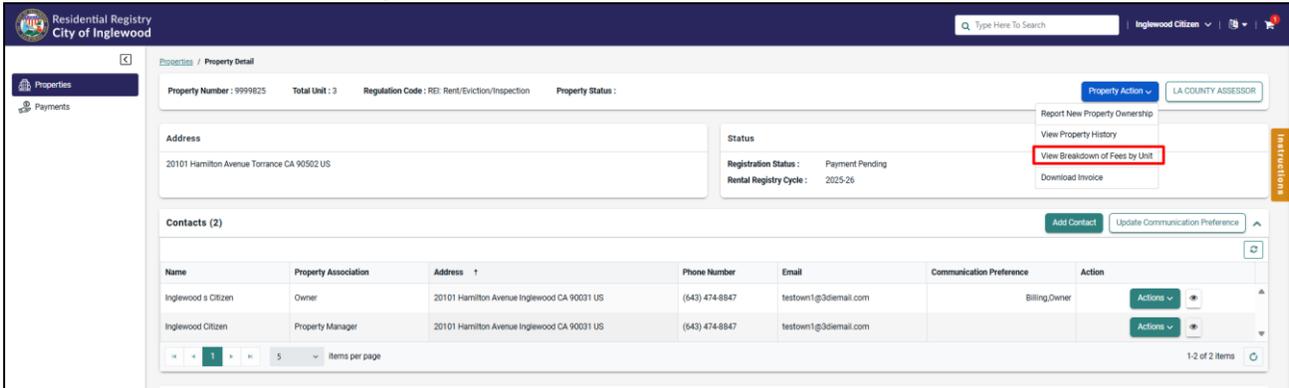
Associated to asset as	Name	Address	Phone Number	Email
Owner	Inglewood s Citizen	20101 Hamilton Avenue Inglewood CA 90031 US	(643) 474-6847	testown1@3diemail.com
Property Manager	Inglewood Citizen	20101 Hamilton Avenue Inglewood CA 90031 US	(643) 474-6847	testown1@3diemail.com

Units

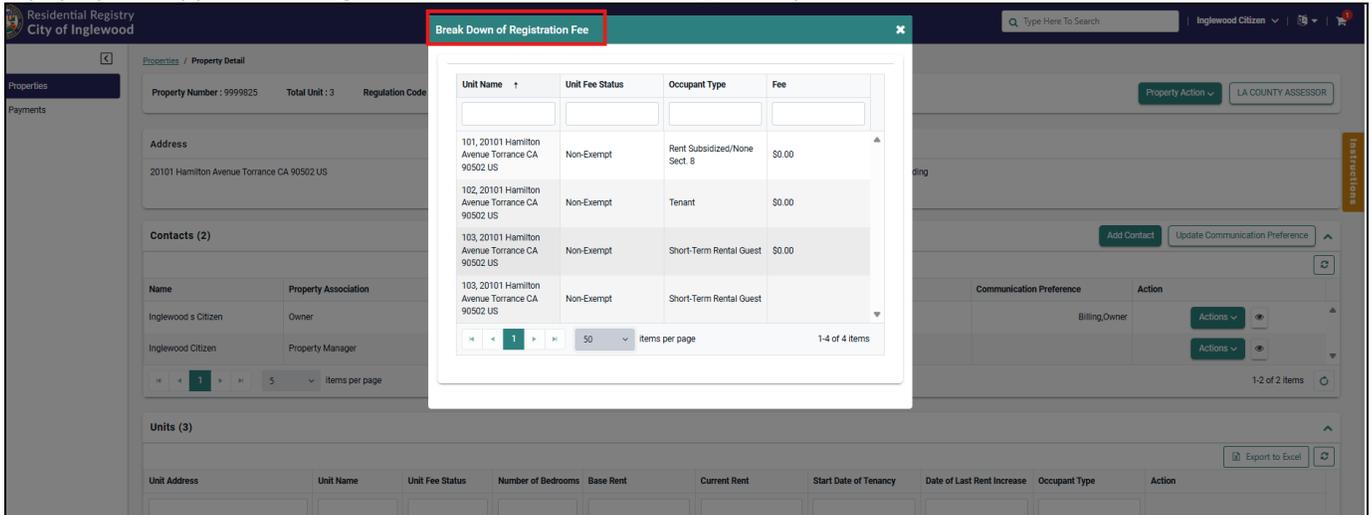
History	Unit Name	Unit Fee Status	Number of Bedroo...	Unit Address	Base Rent	Current Rent	Maxim... Allowa...	Start Date of Tenancy	Di Li Ri In
	101	Non-Exempt	2	20101 Hamilton Avenue Torrance CA 90502 US	\$1,000.00	\$1,000.00	\$0.00	01/01/2024	1
	102	Non-Exempt	2	20101 Hamilton Avenue Torrance CA 90502 US	\$1,000.00	\$1,000.00	\$1,101.60	02/03/2021	1
	103	Non-Exempt	2	20101 Hamilton Avenue Torrance CA 90502 US	\$0.00	\$0.00	\$0.00		

9.3 View Breakdown of Fees by Unit

To see the fees that were assessed for the current registration cycle, click on the 'Property Action' menu and select "View Breakdown of Fees by Unit" as shown below.

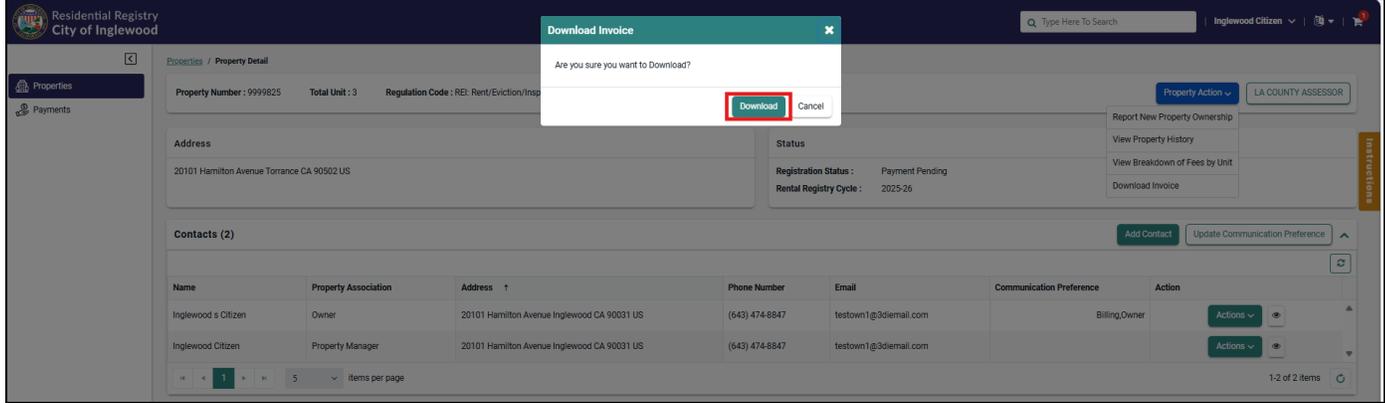


A pop up will appear showing the list of units and their fee(s), if any.



9.4 Download Invoice

If fees are owed for the current registration cycle, the ‘Download Invoice’ option will be available in ‘Property Action’ menu. Once you click on this option, you will be asked to confirm the download of the Invoice. **Note:** past invoices will not be available from the action menu.



Once you click on Download from the pop up, the Invoice will be downloaded and you can view/print as needed.

11/28/2025



City of Inglewood
Housing Services & CDBG Department
Housing Protection Long-Term Rental Division (LTRD)
One Manchester Blvd., 6th Floor
Inglewood, CA 90301
(310) 412-4330

FY 2025-26
HOUSING PROTECTION RESIDENTIAL REGISTRATION ANNUAL INVOICE
DUE DATE: 11/30/2026

20101 HAMILTON AVENUE
INGLEWOOD CA 90031

Pursuant to Inglewood Municipal Code (IMC) Section **8-126**, Property Owners of residential units must annually register their property and pay registration fees to the City of Inglewood to cover the cost of administering the Housing Protection (HP) Program. Property Owners may pass through 50% of the residential registration fee to tenants **IF** the registration has been completed and the fees have been paid in full by the due date. **Rent-subsidized tenants and tenants whose rents are below 70% for Fair Market Rent are not eligible to receive pass-through fees.**

RESIDENTIAL PROPERTY ADDRESS	: 20101 Hamilton Avenue Torrance CA 90502 US
ASSESSOR PROPERTY NUMBER	: 9999825

FEE STRUCTURE:	Registration Fee Per Unit	Number of Units	Total
Annual program fee per rental unit.	\$ 184.00	1	\$0.00
Annual program fee per rental unit occupied by rent subsidized tenants. (e.g. Section 8 Program)	\$ 92.00	0	\$0.00
Housing exempt from the HP Program fee and Housing units whose rents are below 70% Fair Market rate.	\$ 0.00	2	\$0.00
LATE FEES: As of April 1, 2025, Property Owners who have not registered by March 31, 2025, will incur a penalty of \$100 per unit. As of May 1, 2025, an additional penalty of \$200 will incur AND Property Owners will not be allowed to ADVERTISE, DEMAND, or ACCEPT rent, nor EVICT any Tenant, until all fees are paid. As of June 1, 2025, a \$500 per month penalty will incur until the annual program fee and all penalties have been paid. If penalties remain unpaid, the City reserves the right to place a lien on the property.		Unit Fees Due	\$0.00
		Late Fees Due	\$0.00
		Waiver	\$0.00
		Total Due	\$0.00

REQUIRED ACTION BY Nov 30, 2025 NOTE: Partial Payments will not be accepted

PAY FEE BY CASHIER CHECK or Business Check - **No** Personal Checks or **PAY FEE BY CREDIT CARD ONLINE** Sign into your account in the Residential Registry Online System to pay the fee by credit card. Accepted: **No** Bill Pay. Visit <https://www.hereqistry.cityofinglewood.org/#homepage>. **Return the portion below with your payment.**

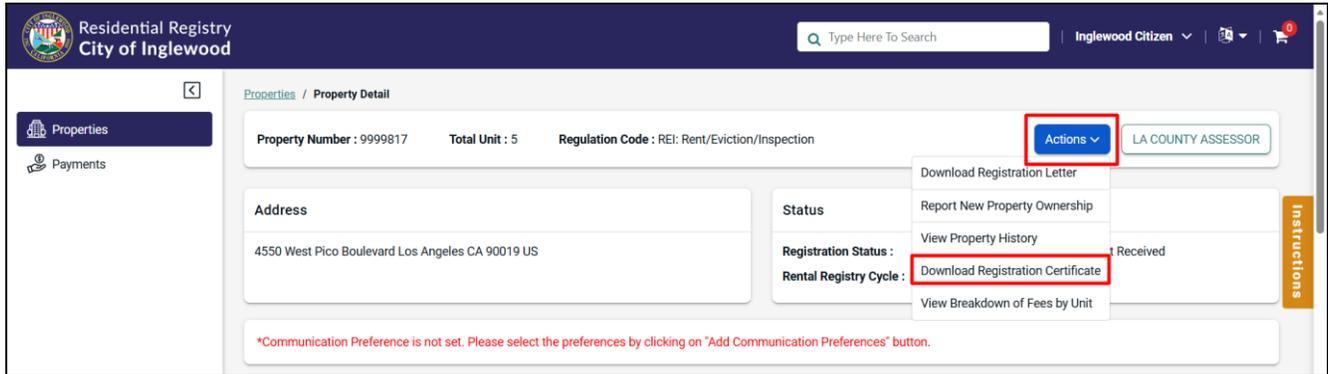
MAIL TO: **City of Inglewood Housing Protection Residential Registration Fee FY 2025-26**

City of Inglewood
Housing Protection Dept.
Long Term Rental Division
PO BOX 6007
INGLEWOOD,
CA 90312-6007

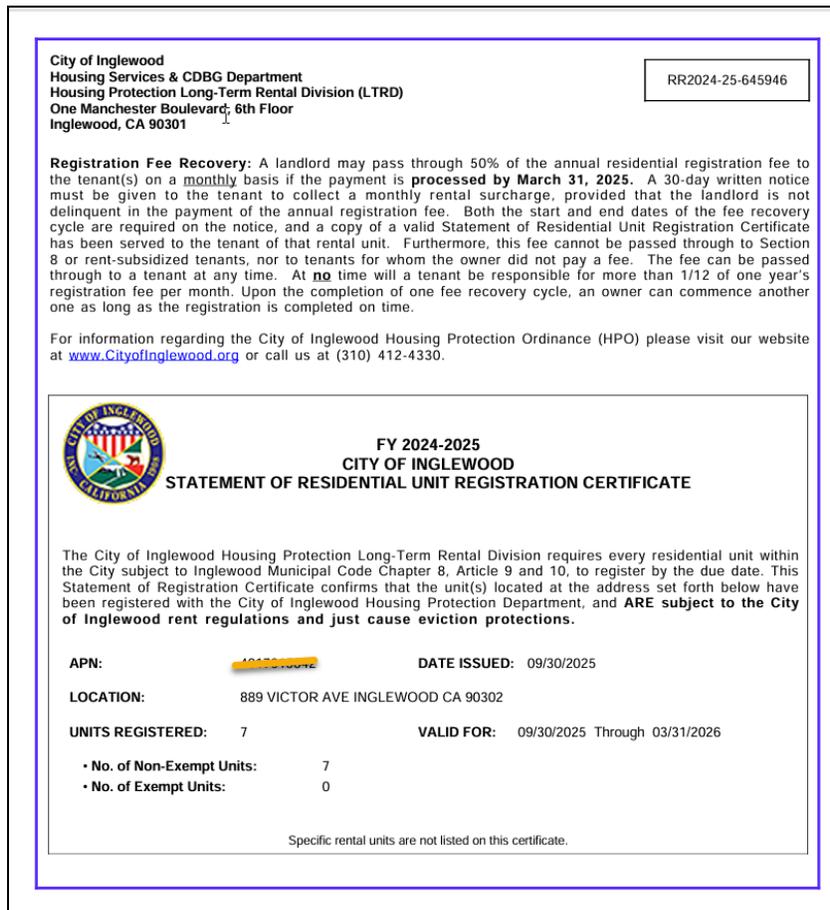
RESIDENTIAL ADDRESS	: 20101 Hamilton Avenue Torrance CA 90502 US
PROPERTY NUMBER	: 9999825
OWNER NAME	:
UNIT FEES DUE	: \$0.00
LATE FEES DUE	: \$0.00
WAIVER	: \$0.00
TOTAL DUE	: \$0.00

9.5 Download Registration Certificate

Once the Registration is completed for the property (status is either ‘Registration Completed – Payment Received’ or ‘Registration Completed – Payment Not Required’) the system will generate the Registration Certificate. This is available for download from the Property Action’ menu by selecting “Download Registration Certificate” as shown below.



Once you click on Download from the pop up, the Certificate will be downloaded and you can view/print as needed.



10 Unit Level Actions

During the Registration process, it is important to use the Unit Action menu to submit actions/cases to report modifications of the unit data. Once registration is submitted, you can continue to use the Unit Action menu to report changes to the information throughout the year. In this section, we will describe some of the additional actions that can be taken against units.

10.1 Report New Tenancy Amendment

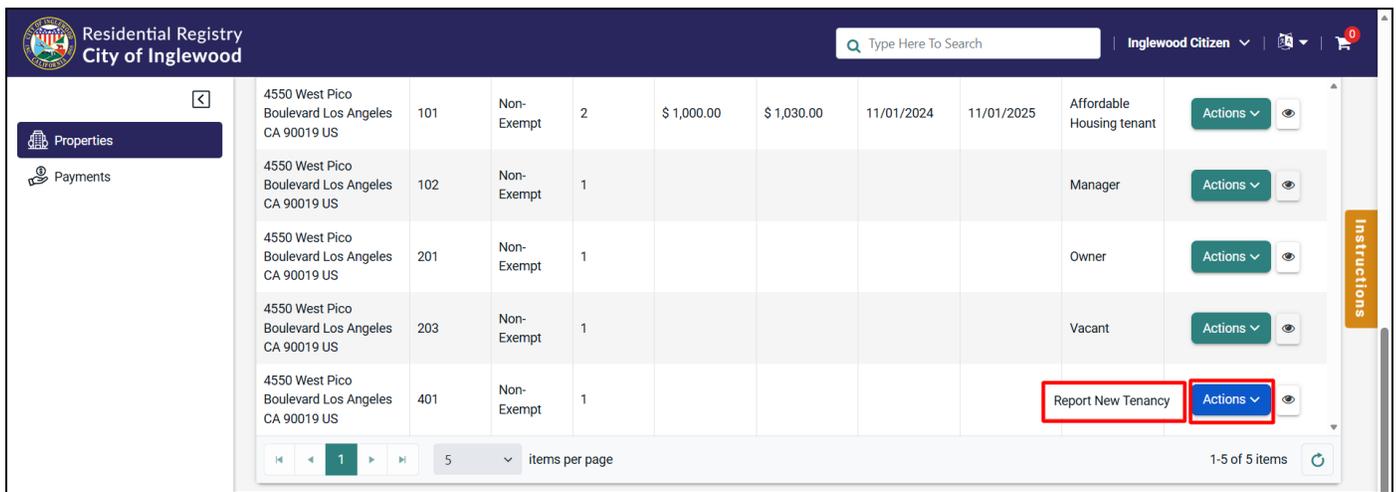
It is important to report New Tenancies to ensure that the Housing Protection Department has accurate tenancy and rent information to monitor and enforce the Ordinance of the Program. This can be done through the “Report New Tenancy” unit action.

Note: when you report a new tenancy, the Housing Protection Department must first review and accept the changes before they are reflected on the unit.

Follow the steps listed below when a new tenancy needs to be reported.

For the unit whose occupancy has changes, click on the “Action” button and select the option of “Report New Tenancy”.

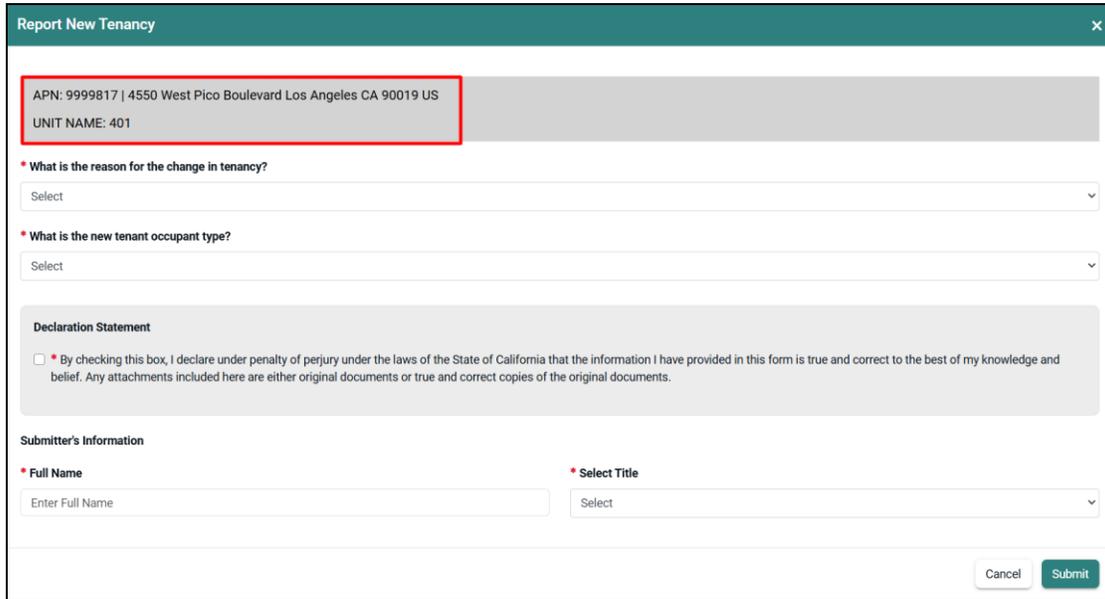
Depending on the current Occupant Type, the Action Menu options will differ from Unit to Unit.



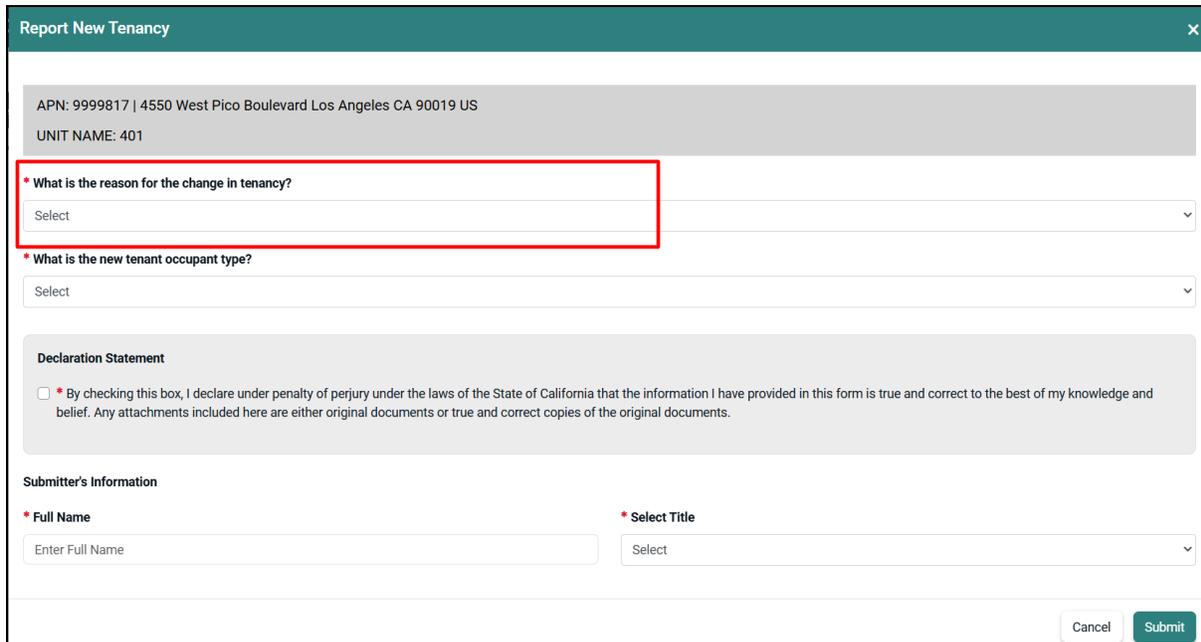
The screenshot shows the Residential Registry interface for the City of Inglewood. It features a search bar, a user profile dropdown for 'Inglewood Citizen', and a navigation sidebar with 'Properties' and 'Payments' options. The main content is a table listing five units at 4550 West Pico Boulevard, Los Angeles, CA 90019 US. The units are numbered 101, 102, 201, 203, and 401. Each unit is categorized as 'Non-Exempt' and has a specific occupancy type: 'Affordable Housing tenant', 'Manager', 'Owner', 'Vacant', and 'Vacant'. The 'Vacant' unit (401) has a 'Report New Tenancy' button and an 'Actions' dropdown menu highlighted with red boxes. The interface also includes a pagination bar at the bottom showing '1' of 5 items per page and '1-5 of 5 items'.

Address	Unit No.	Exemption	Occupancy	Start Date	End Date	Occupant Type	Actions		
4550 West Pico Boulevard Los Angeles CA 90019 US	101	Non-Exempt	2	\$ 1,000.00	\$ 1,030.00	11/01/2024	11/01/2025	Affordable Housing tenant	Actions
4550 West Pico Boulevard Los Angeles CA 90019 US	102	Non-Exempt	1					Manager	Actions
4550 West Pico Boulevard Los Angeles CA 90019 US	201	Non-Exempt	1					Owner	Actions
4550 West Pico Boulevard Los Angeles CA 90019 US	203	Non-Exempt	1					Vacant	Actions
4550 West Pico Boulevard Los Angeles CA 90019 US	401	Non-Exempt	1					Vacant	Report New Tenancy, Actions

The Report New Tenancy pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Address are displayed. The Landlord can verify that the correct Unit was selected for the Tenancy changes.



Select the “Reason for the Change in Tenancy” by selecting an option from the drop-down list.





Select the new “Occupant Type” for the Unit. Once a selection is made, the required fields for the Occupant Type will appear. Any field which contains a red asterisk (*) means the information is required.

Report New Tenancy

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 401

* What is the reason for the change in tenancy?
Select

* What is the new tenant occupant type?
Select

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

* Full Name: Enter Full Name * Select Title: Select

Cancel Submit

Double-check the data that was entered on the New Tenancy application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Submit.

Report New Tenancy

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 401

* What is the reason for the change in tenancy?
Tenant voluntarily vacated

* What is the new tenant occupant type?
Owner

* Owner Move In Date
11/01/2025

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

* Full Name: Enter Full Name * Select Title: Select

Cancel Submit

The Case table will be updated to include the New Tenant Amendment case that was submitted, and the status of the case will be “Pending Review”.

Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
NTA2025-250001147	Unit: 401, 4550 West Pico Boulevard Los Angeles CA 90019 US	Report New Tenancy	11/28/2025 07:15 AM	11/28/2025 07:15 AM	Pending Review
RR2025-250001106	Property: 9999817	Submit Rental Registration	11/28/2025 02:31 AM	11/28/2025 03:47 AM	Registration Completed-Payment Received

***Next Steps**

The City of Inglewood Housing Protection Department will review the New Tenant Amendment Case along with the Tenancy History to ensure the information looks accurate. If additional information is required, it is possible that the Staff may reach out to the Landlord or Property Manager for more information.

- If the Staff denies the New Tenant Amendment, the case will be closed with the status of *Denied*, and the Unit Occupancy and details will remain as-is, and the reported changes will be discarded. The Landlord will be able to submit another New Tenant Amendment for the Unit.
- If the Staff accepts the New Tenant Amendment, the case will be closed with the status of *Accepted*, and the Unit Occupancy and details will be updated. The Landlord will be able to submit another New Tenant Amendment for the Unit.

10.2 Record an Eviction

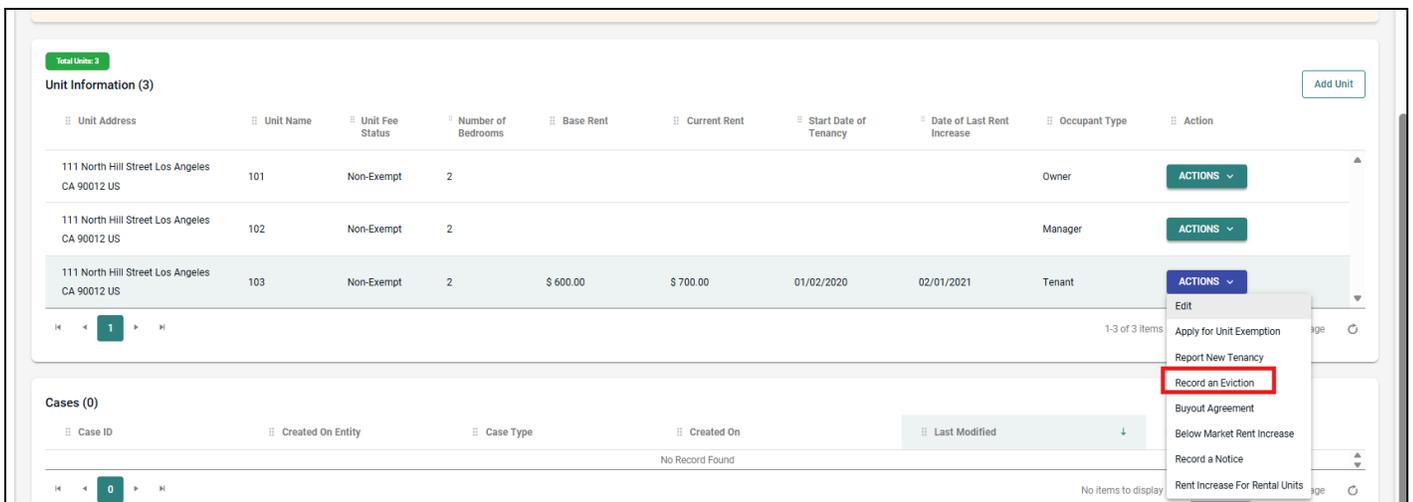
This section describes the process of reporting an Eviction of the Tenant(s) for At Fault/No Fault reasons to the City of Inglewood Housing Protection Department. There are several reasons why a Tenancy may need to be terminated whether it is at the fault of the Tenant or not.

Please note the following:

- Applying for a Request for Eviction/Termination of Termination Case does not guarantee that it will be approved.
- If a Unit has an Eviction Request Case (the City of Inglewood Housing Protection Department has not yet processed the Eviction Request/Termination of Termination Case), then another request for Eviction cannot be submitted until the City of Inglewood Housing Protection Department comes to a determination of the active case.

Follow the steps listed below when an Eviction needs to be reported.

For the unit where an eviction took place, click on the “Action” button and select the option of “Record an Eviction”.



The screenshot displays the 'Unit Information' section of the 3Di Residential Registry. It features a table with columns for Unit Address, Unit Name, Unit Fee Status, Number of Bedrooms, Base Rent, Current Rent, Start Date of Tenancy, Date of Last Rent Increase, Occupant Type, and Action. Three units are listed, all at 111 North Hill Street Los Angeles, CA 90012 US. The third unit (Unit 103) is highlighted, and its 'Action' dropdown menu is open, showing options like 'Edit', 'Apply for Unit Exemption', 'Report New Tenancy', 'Record an Eviction' (highlighted with a red box), 'Buyout Agreement', 'Below Market Rent Increase', 'Record a Notice', and 'Rent Increase For Rental Units'. Below the table is a 'Cases (0)' section with columns for Case ID, Created On Entity, Case Type, Created On, and Last Modified, showing 'No Record Found'.

Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
111 North Hill Street Los Angeles CA 90012 US	101	Non-Exempt	2					Owner	ACTIONS
111 North Hill Street Los Angeles CA 90012 US	102	Non-Exempt	2					Manager	ACTIONS
111 North Hill Street Los Angeles CA 90012 US	103	Non-Exempt	2	\$ 600.00	\$ 700.00	01/02/2020	02/01/2021	Tenant	ACTIONS

The 'Record an Eviction' pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Address are displayed. The Landlord can verify that the correct Unit was selected for the Eviction changes.

The first page of the pop-up has instructions for filing along with important information. Be sure to read this in its entirety. Once you have read this, click on the "Next" button at the bottom to begin filling in the form.

Record an Eviction [Close]

1 Record an Eviction 2 Termination of Tenancy Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Record an Eviction

Instructions

Purpose

A landlord must file this form and required documentation with the Housing Protection Department when a landlord serves a tenant with a notice of termination of tenancy for any of the following reasons set forth in section 8-121 of the City of Inglewood Ordinance:

AT- FAULT TERMINATIONS:

- (1) Failure to pay rent
- (2) Violation of a material term of the lease agreement
- (3) Criminal activity and Illegal Purpose
- (4) Committing waste as described in Code of Civil Procedure section 1161(4)
- (5) Refusal to allow the Owner to enter the Rental Unit
- (6) The employee, agent, or licensee's failure to vacate the Rental Unit after their termination of employment
- (7) A Tenant's failure to timely deliver possession of the Rental Unit

NO- FAULT TERMINATIONS:

- (8) Intent to occupy the Rental Unit by the Owner or a Close Relative
- (9) Withdrawal of the Rental Unit from the rental market
- (10) Government agency or court order
- (11) Intent to demolish

For Your Information

This form becomes a public record when submitted and is subject to disclosure.

Next Cancel



Enter the “Date the Termination of Tenancy Notice was Served to the Tenant”. Click on the Calendar icon to the far right of the field to use the calendar to set the date.

Record an Eviction

1 Record an Eviction 2 Termination of Tenancy Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Termination of Tenancy Information

*** When was the termination of tenancy notice served to the tenant?**
MM/DD/YYYY

*** When is the effective date to vacate the unit?**
MM/DD/YYYY

Please specify the grounds for the termination of tenancy and refer to Section 8-121 of the Housing Protection Ordinance.

Please take note :

- The reason for the termination of tenancy must be made honestly and without the intent of deception.
- All restrictions placed on the unit after the termination of tenancy apply regardless of a change in ownership.
- An owner must disclose to any buyer and/or buyer’s agent that the rental unit is subject to the Housing Protection Ordinance and subject to the restriction caused by the relevant ground for termination indicated below.

*** Grounds for Termination of Tenancy.**
Select

*** How was the termination of tenancy notice served?**
 In Person Post and Mail Other

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

*** Full Name** *** Select Title**

Previous Preview and Submit Cancel

Enter the “Effective Date to vacate the Unit”. Click on the Calendar icon to the far right of the field to use the calendar to set the date.

Record an Eviction [Close]

1 Record an Eviction 2 Termination of Tenancy Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Termination of Tenancy Information

* When was the termination of tenancy notice served to the tenant?
MM/DD/YYYY [Calendar]

*** When is the effective date to vacate the unit?**
MM/DD/YYYY [Calendar]

Please specify the grounds for the termination of tenancy and refer to Section 8-121 of the Housing Protection Ordinance.

Please take note :

- The reason for the termination of tenancy must be made honestly and without the intent of deception.
- All restrictions placed on the unit after the termination of tenancy apply regardless of a change in ownership.
- An owner must disclose to any buyer and/or buyer's agent that the rental unit is subject to the Housing Protection Ordinance and subject to the restriction caused by the relevant ground for termination indicated below.

* Grounds for Termination of Tenancy.
Select

* How was the termination of tenancy notice served?
 In Person Post and Mail Other

Declaration Statement

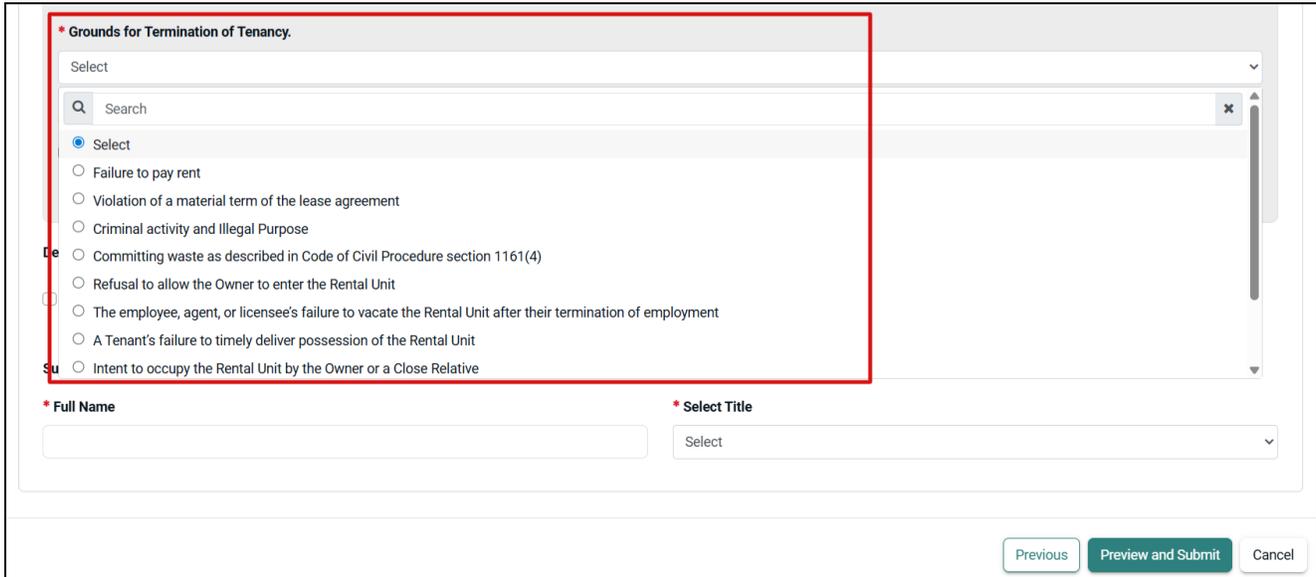
* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

* Full Name [Text Field] * Select Title [Dropdown: Select]

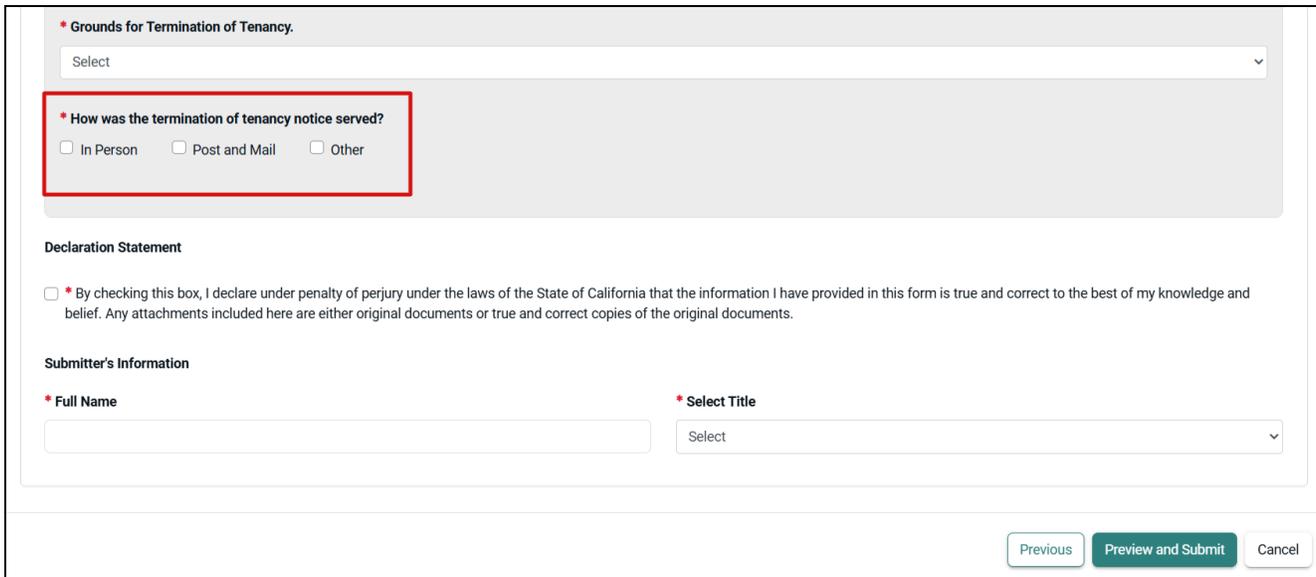
Previous Preview and Submit Cancel

Select the “Grounds for Termination of Tenancy” from the dropdown list. This is required. Depending on the selection made, you may be required to enter additional details.



The screenshot shows a web form with a dropdown menu titled “* Grounds for Termination of Tenancy.”. The dropdown is open, displaying a search bar and a list of options: “Select”, “Failure to pay rent”, “Violation of a material term of the lease agreement”, “Criminal activity and Illegal Purpose”, “Committing waste as described in Code of Civil Procedure section 1161(4)”, “Refusal to allow the Owner to enter the Rental Unit”, “The employee, agent, or licensee’s failure to vacate the Rental Unit after their termination of employment”, “A Tenant’s failure to timely deliver possession of the Rental Unit”, and “Intent to occupy the Rental Unit by the Owner or a Close Relative”. Below the dropdown are two input fields: “* Full Name” and “* Select Title”. At the bottom right are three buttons: “Previous”, “Preview and Submit”, and “Cancel”.

Indicate how the Eviction Notice was served to the Tenant. More than one method can be selected. If another method was used, select “Other” and enter the method in the text field as shown below.



The screenshot shows a web form with a dropdown menu titled “* Grounds for Termination of Tenancy.”. Below the dropdown is a section titled “* How was the termination of tenancy notice served?” with three radio button options: “In Person”, “Post and Mail”, and “Other”. Below this section is a “Declaration Statement” with a checkbox and text: “* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.” Below the declaration is a “Submitter’s Information” section with two input fields: “* Full Name” and “* Select Title”. At the bottom right are three buttons: “Previous”, “Preview and Submit”, and “Cancel”.

If the selected “Grounds of Termination of Tenancy” is for a No-Fault Eviction, then the Relocation Assistance section will appear as shown below.

What is the amount of relocation assistance for this household?

* Amount of Rent paid by Tenant

* Household Occupants ⓘ

Children below 18 Adult Disabled Person Senior (at least 62 years of age)

* Tenure of stay prior to notice served

Select ▼

Base Relocation Assistance

Additional Relocation Assistance

Based on the information you have provided, the tenant is entitled to below amount in relocation assistance.

Relocation Amount

* Relocation Assistance payment to be distributed via

Direct Pay Escrow Account

10.2.1 Rules for the Relocation Assistance:

The Owner shall provide a Base Relocation Assistance amount equal to three times the monthly Rent in effect when the Owner issued the notice to terminate the tenancy. For purposes of this calculation, only the portion of rent paid by the Tenant(s) will be used. If one or more minor(s) reside in the Rental Unit, the Base Relocation Assistance shall be increased by \$2,000.

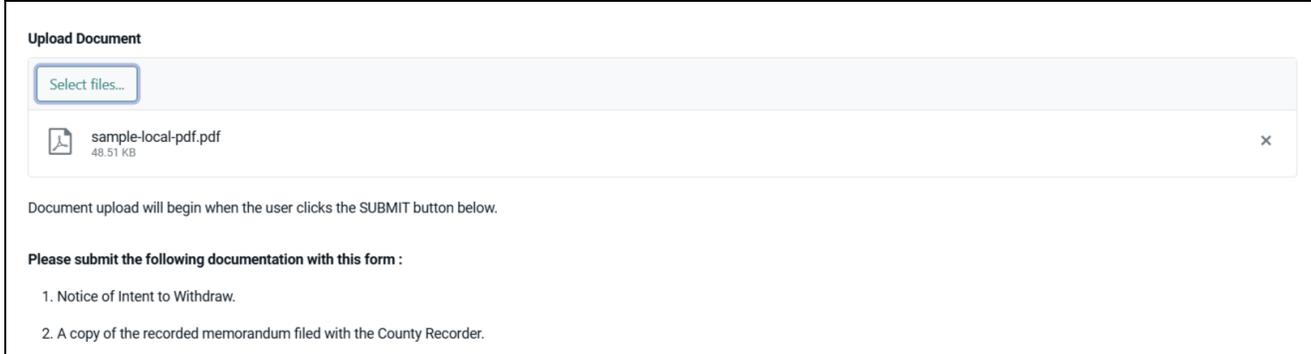
In addition to the Base Relocation Assistance, the Owner shall pay Additional Relocation Assistance for any Tenant whose status makes them eligible for such Assistance as follows:

10.2.2 Additional Relocation Assistance:

- Adult residing between 2 to 4 years prior to notice \$2,000
- Adult residing between 5 to 10 years prior to notice \$3,000
- Adult residing 11 or more years prior to notice \$5,000
- Disabled Adult OR Senior \$7,500

The Owner shall pay only the highest Additional Relocation Assistance for which any one Tenant of that Rental Unit qualifies.

Depending upon the selection for the “Grounds of Termination of Tenancy” made, additional instructions may appear on the screen to describe the type of documentation that is required to be provided for the selected Termination Grounds.



Upload Document

Select files...

sample-local-pdf.pdf
48.51 KB

Document upload will begin when the user clicks the SUBMIT button below.

Please submit the following documentation with this form :

1. Notice of Intent to Withdraw.
2. A copy of the recorded memorandum filed with the County Recorder.

Upload the required documentation to the Eviction application. Click on the “Select File” button to select a document(s) from your device to upload to the Eviction case.



Upload Document

Select files...

sample-local-pdf.pdf
48.51 KB

Document upload will begin when the user clicks the SUBMIT button below.

Please submit the following documentation with this form :

1. Notice of Intent to Withdraw.
2. A copy of the recorded memorandum filed with the County Recorder.

Once a document or documents have been selected and added to the Eviction Case, they will be listed below the “Select File” area. There is also an “X” next to each, which allows users to delete the document if it was added by mistake.



Upload Document

Select files...

sample-local-pdf.pdf
48.51 KB

Document upload will begin when the user clicks the SUBMIT button below.

Please submit the following documentation with this form :

1. Notice of Intent to Withdraw.
2. A copy of the recorded memorandum filed with the County Recorder.

Double-check the data that was entered on the Eviction application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Preview and Submit.

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

* Full Name

* Select Title

Once you preview and confirm the data, click on the "Submit" button to submit the case for Staff review (if required).

Is the person that is to occupy the rental unit similarly situated to the displaced tenant? : No / Not Applicable

Name of person moving into the unit : Christina

Relationship to the owner of the person moving into the unit : Parents

Are there currently any vacant units in the building that are comparable in size and amenities? : No

Submitter's Information

Full Name : Inglewood Owner Select Title : Owner

The Cases table will be updated to include the new Eviction case that was submitted. The status of the case may be 'Recorded-At-Fault' and does not require review OR may be "Pending Review" and require Staff review.

Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
ER2025-250001215	Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US	Eviction Request	11/29/2025 06:18 AM	11/29/2025 06:18 AM	Pending Review
ER2025-250001214	Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US	Eviction Request	11/29/2025 06:17 AM	11/29/2025 06:17 AM	Recorded-At-Fault



***Next Steps**

The City of Inglewood Housing Protection Department will review the Eviction Request Case along with the documentation to come to a determination on how to proceed. If additional information is required, it is possible that the Staff may reach out to you for more information.

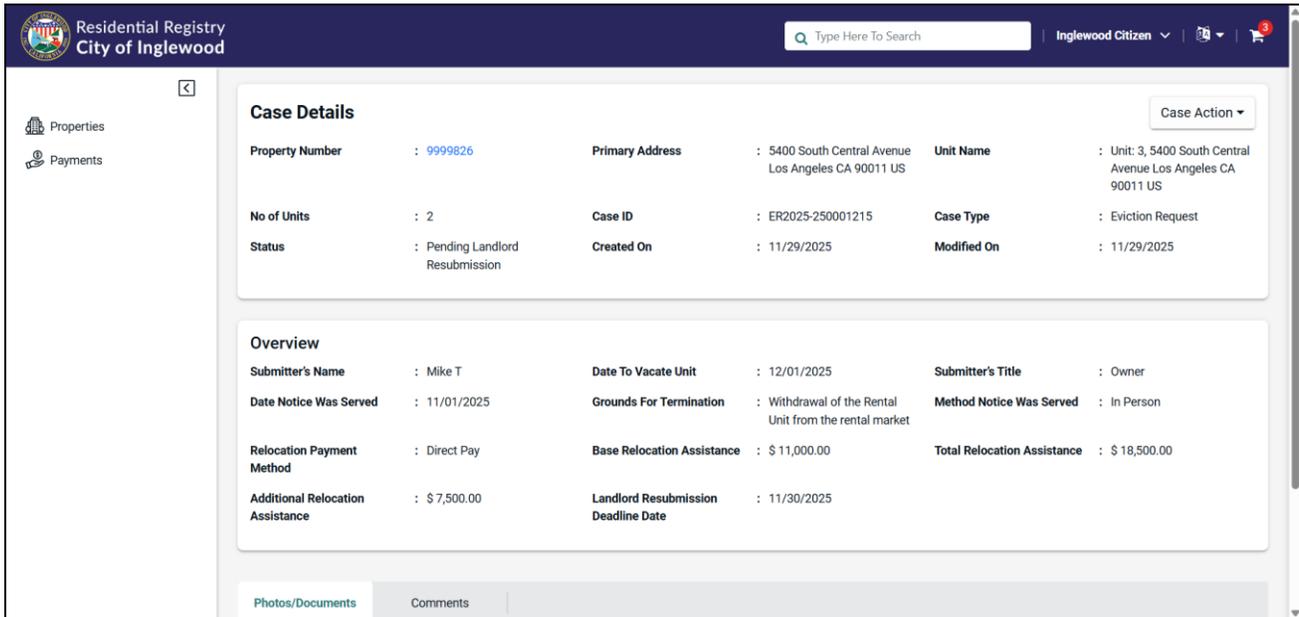
Additionally, it is possible that the Staff may request some updates to be made to the submission of the Eviction Request Case. If this occurs, the City of Inglewood Housing Protection Department will update the status of the Eviction Request Case to “Pending Landlord Resubmission” and will contact you to instruct them to resubmit the case by a pre-set Deadline. If you fail to resubmit the case by the given deadline, it is possible that the Eviction Request will be withdrawn.

If you are instructed to resubmit the Eviction Request, follow the steps listed below to understand how to resubmit the case.

Navigate to the Property Details for the Property where the Eviction Request Case needs to be resubmitted and scroll to the Cases table. Click on the Case ID link/record to view the Case Details page. The Eviction Request Case, which requires resubmission, will have the status of “Pending Landlord Resubmission” as shown below.

Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
ER2025-250001215	Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US	Eviction Request	11/29/2025 06:18 AM	11/29/2025 06:23 AM	Pending Landlord Resubmission
ER2025-250001214	Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US	Eviction Request	11/29/2025 06:17 AM	11/29/2025 06:17 AM	Recorded-At-Fault

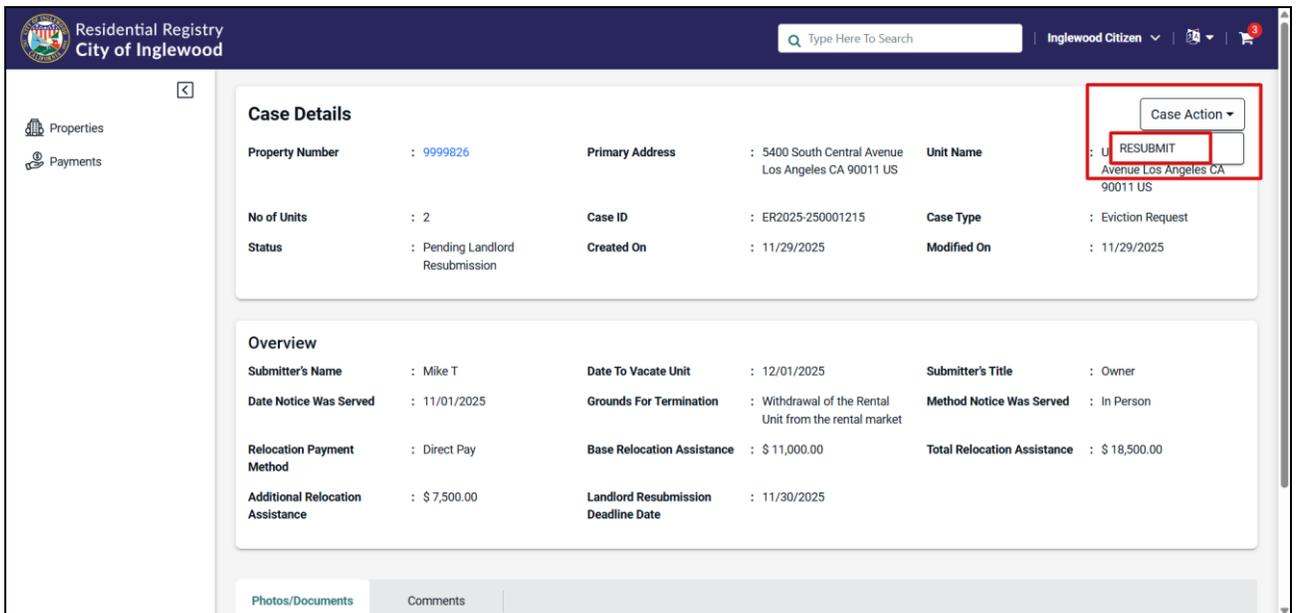
The Case Details will open in a new page.



Case Details		Case Action			
Property Number	: 9999826	Primary Address	: 5400 South Central Avenue Los Angeles CA 90011 US	Unit Name	: Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US
No of Units	: 2	Case ID	: ER2025-250001215	Case Type	: Eviction Request
Status	: Pending Landlord Resubmission	Created On	: 11/29/2025	Modified On	: 11/29/2025

Overview					
Submitter's Name	: Mike T	Date To Vacate Unit	: 12/01/2025	Submitter's Title	: Owner
Date Notice Was Served	: 11/01/2025	Grounds For Termination	: Withdrawal of the Rental Unit from the rental market	Method Notice Was Served	: In Person
Relocation Payment Method	: Direct Pay	Base Relocation Assistance	: \$ 11,000.00	Total Relocation Assistance	: \$ 18,500.00
Additional Relocation Assistance	: \$ 7,500.00	Landlord Resubmission Deadline Date	: 11/30/2025		

Click on the 'Case Action' menu and then click on "RESUBMIT" action to resubmit the case.



Case Details		Case Action			
Property Number	: 9999826	Primary Address	: 5400 South Central Avenue Los Angeles CA 90011 US	Unit Name	: U Avenue Los Angeles CA 90011 US
No of Units	: 2	Case ID	: ER2025-250001215	Case Type	: Eviction Request
Status	: Pending Landlord Resubmission	Created On	: 11/29/2025	Modified On	: 11/29/2025

Overview					
Submitter's Name	: Mike T	Date To Vacate Unit	: 12/01/2025	Submitter's Title	: Owner
Date Notice Was Served	: 11/01/2025	Grounds For Termination	: Withdrawal of the Rental Unit from the rental market	Method Notice Was Served	: In Person
Relocation Payment Method	: Direct Pay	Base Relocation Assistance	: \$ 11,000.00	Total Relocation Assistance	: \$ 18,500.00
Additional Relocation Assistance	: \$ 7,500.00	Landlord Resubmission Deadline Date	: 11/30/2025		

The 'Record an Eviction' pop-up will appear and will display the Instructions screen. You can click on the "Next" button to view the case fields.

NO- FAULT TERMINATIONS:

- (8) Intent to occupy the Rental Unit by the Owner or a Close Relative
- (9) Withdrawal of the Rental Unit from the rental market
- (10) Government agency or court order
- (11) Intent to demolish

For Your Information

This form becomes a public record when submitted and is subject to disclosure.

The data from the original submission of the Eviction Request will be prefilled. Edit the fields where the Staff have requested changes to be made. Keep in mind that all required fields must be entered.

RESUBMIT

Record an Eviction Termination of Tenancy Information Preview

Termination of Tenancy Information

* When was the termination of tenancy notice served to the tenant?
11/01/2025

* When is the effective date to vacate the unit?
12/01/2025

Please specify the grounds for the termination of tenancy and refer to Section 8-121 of the Housing Protection Ordinance.

Please take note :

- The reason for the termination of tenancy must be made honestly and without the intent of deception.
- All restrictions placed on the unit after the termination of tenancy apply regardless of a change in ownership.
- An owner must disclose to any buyer and/or buyer's agent that the rental unit is subject to the Housing Protection Ordinance and subject to the restriction caused by the relevant ground for termination indicated below.

* Grounds for Termination of Tenancy.
Withdrawal of the Rental Unit from the rental market

* How was the termination of tenancy notice served?
 In Person Post and Mail Other

What is the amount of relocation assistance for this household?

* Amount of Rent paid by Tenant
\$ 3,000.00

* Household Occupants ②
 Children below 18 Adult Disabled Person Senior (at least 62 years of age)

* Tenure of stay prior to notice served
<2 Years

Based on the information you have provided, the tenant is entitled to below amount in relocation assistance.

Relocation Amount
\$ 18,500.00

* Relocation Assistance payment to be distributed via
 Direct Pay Escrow Account

The document(s) will need to be uploaded again, and the Declaration Statement will need to be accepted again to ensure the resubmission is happening under the Penalty of Perjury.

Upload Document

Select files...

sample-local-pdf.pdf
48.51 KB

Document upload will begin when the user clicks the SUBMIT button below.

Please submit the following documentation with this form :

1. Notice of Intent to Withdraw.
2. A copy of the recorded memorandum filed with the County Recorder.

Declaration Statement

* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Information

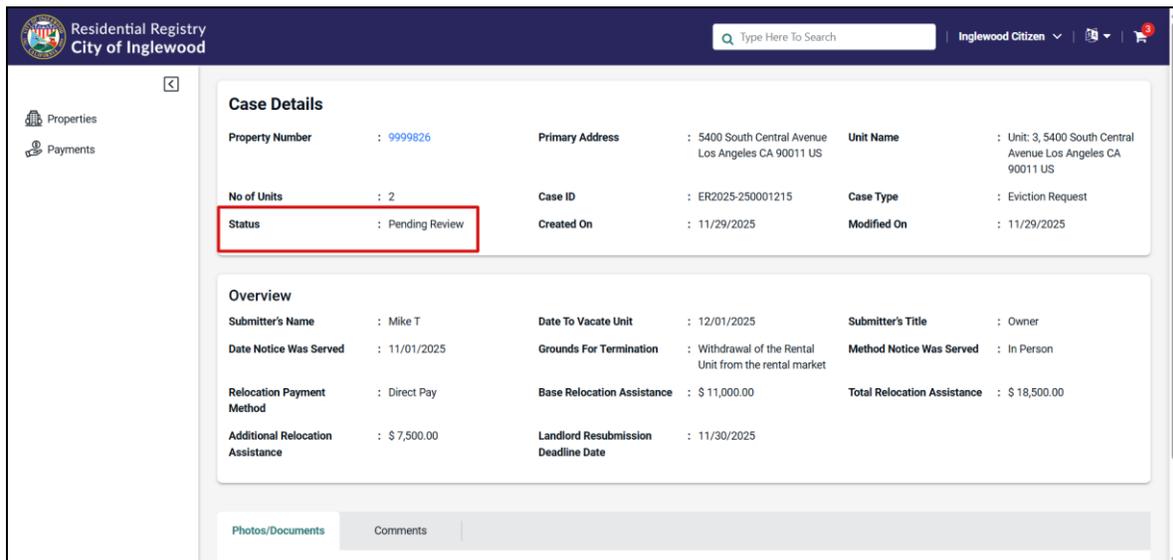
* Full Name

* Select Title

Previous Preview and Submit Cancel

To complete the Resubmission of the Eviction Request, click on the “Preview and Submit” button.

The Case Details page will be updated to reflect the changes that were submitted to the City of Inglewood Housing Protection Department. The Case Status will be “Pending Review” again.



Residential Registry
City of Inglewood

Search: Type Here To Search | Inglewood Citizen

Case Details

Property Number	: 9999826	Primary Address	: 5400 South Central Avenue Los Angeles CA 90011 US	Unit Name	: Unit: 3, 5400 South Central Avenue Los Angeles CA 90011 US
No of Units	: 2	Case ID	: ER2025-250001215	Case Type	: Eviction Request
Status	: Pending Review	Created On	: 11/29/2025	Modified On	: 11/29/2025

Overview

Submitter's Name	: Mike T	Date To Vacate Unit	: 12/01/2025	Submitter's Title	: Owner
Date Notice Was Served	: 11/01/2025	Grounds For Termination	: Withdrawal of the Rental Unit from the rental market	Method Notice Was Served	: In Person
Relocation Payment Method	: Direct Pay	Base Relocation Assistance	: \$ 11,000.00	Total Relocation Assistance	: \$ 18,500.00
Additional Relocation Assistance	: \$ 7,500.00	Landlord Resubmission Deadline Date	: 11/30/2025		

Photos/Documents | Comments

10.3 Buyout Agreement

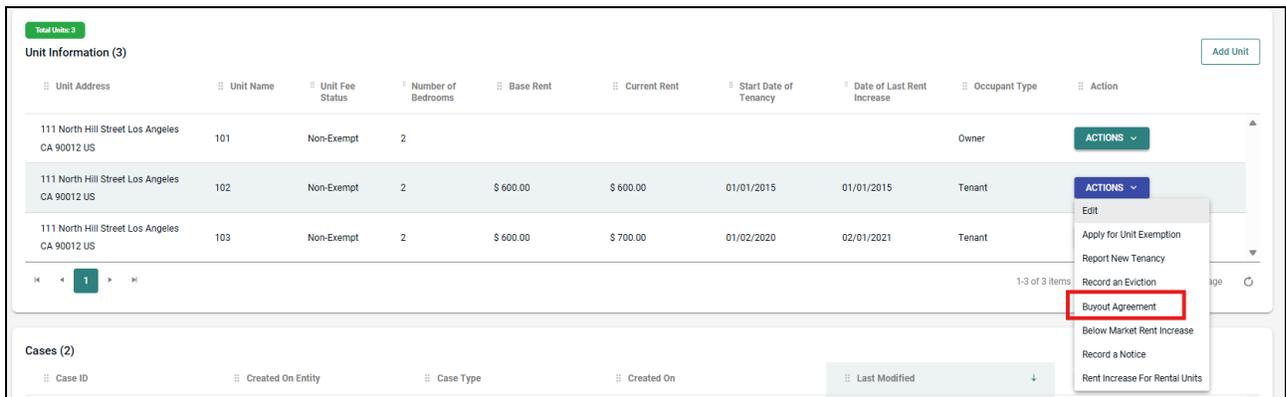
This section describes the process of reporting a Buyout Agreement to the City of Inglewood Housing Protection Department. A Buyout Agreement is a written agreement between a Landlord and a Tenant, by which a Tenant agrees to vacate a rental unit, typically in consideration for monetary payment, notwithstanding that there may be no grounds for a Landlord to terminate a tenancy.

Before making an offer of a Buyout Agreement to a Tenant, the Landlord must disclose to the Tenant the Tenant’s rights concerning a Buyout Agreement by serving the Tenant with a written copy of the Buyout Agreement Disclosure form.

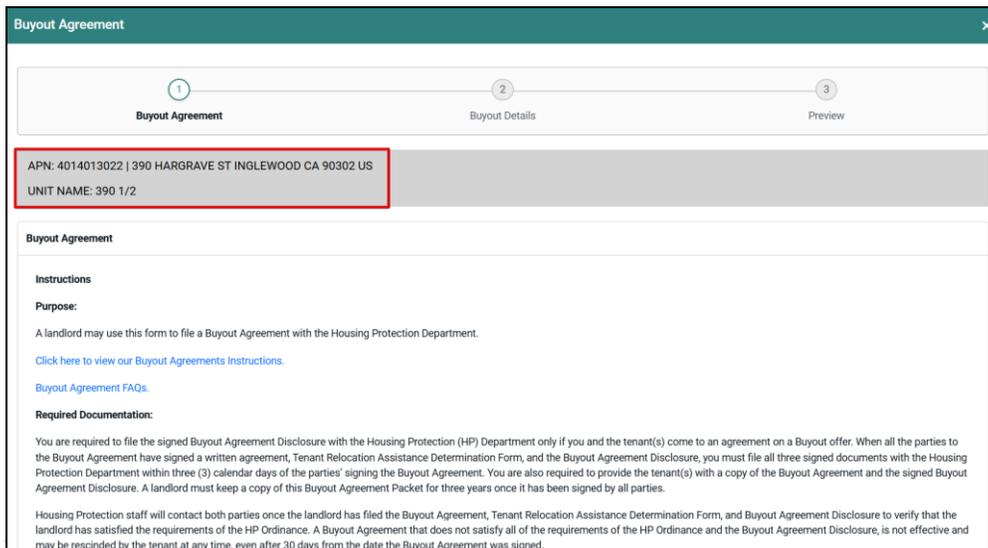
Note: when you report a buyout, the Housing Protection Department must first review and accept the changes before they are reflected on the unit.

Follow the steps listed below when a tenant buyout needs to be reported.

For the unit whose tenant was given a buyout, click on the “Action” button and select the option of “Buyout Agreement”.



The Buyout Agreement pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Name are displayed so the Landlord can confirm the correct unit was selected.



The first page of the pop-up has instructions for filing along with important information. The Buyout Agreement FAQ's and Instructions are available in the first page of the Buyout Agreement form. Be sure to read this in its entirety. Once you have read this, click on the "Next" button to begin filling in the form.

Buyout Agreement

1 Buyout Agreement 2 Buyout Details 3 Preview

APN: 4014013022 | 390 HARGRAVE ST INGLEWOOD CA 90302 US
UNIT NAME: 390 1/2

Buyout Agreement

Instructions

Purpose:
A landlord may use this form to file a Buyout Agreement with the Housing Protection Department.
[Click here to view our Buyout Agreements Instructions.](#)
[Buyout Agreement FAQs.](#)

Required Documentation:
You are required to file the signed Buyout Agreement Disclosure with the Housing Protection (HP) Department only if you and the tenant(s) come to an agreement on a Buyout offer. When all the parties to the Buyout Agreement have signed a written agreement, Tenant Relocation Assistance Determination Form, and the Buyout Agreement Disclosure, you must file all three signed documents with the Housing Protection Department within three (3) calendar days of the parties' signing the Buyout Agreement. You are also required to provide the tenant(s) with a copy of the Buyout Agreement and the signed Buyout Agreement Disclosure. A landlord must keep a copy of this Buyout Agreement Packet for three years once it has been signed by all parties.
Housing Protection staff will contact both parties once the landlord has filed the Buyout Agreement, Tenant Relocation Assistance Determination Form, and Buyout Agreement Disclosure to verify that the landlord has satisfied the requirements of the HP Ordinance. A Buyout Agreement that does not satisfy all of the requirements of the HP Ordinance and the Buyout Agreement Disclosure, is not effective and may be rescinded by the tenant at any time, even after 30 days from the date the Buyout Agreement was signed.
A landlord shall take no retaliatory action against a tenant for a tenant's refusal to enter into a Buyout Agreement or for rescinding a Buyout Agreement.

Next Cancel

Enter the Landlord Name.

Buyout Agreement

1 Buyout Agreement 2 Buyout Details 3 Preview

APN: 4014013022 | 390 HARGRAVE ST INGLEWOOD CA 90302 US
UNIT NAME: 390 1/2

Buyout Details

* Landlord Name

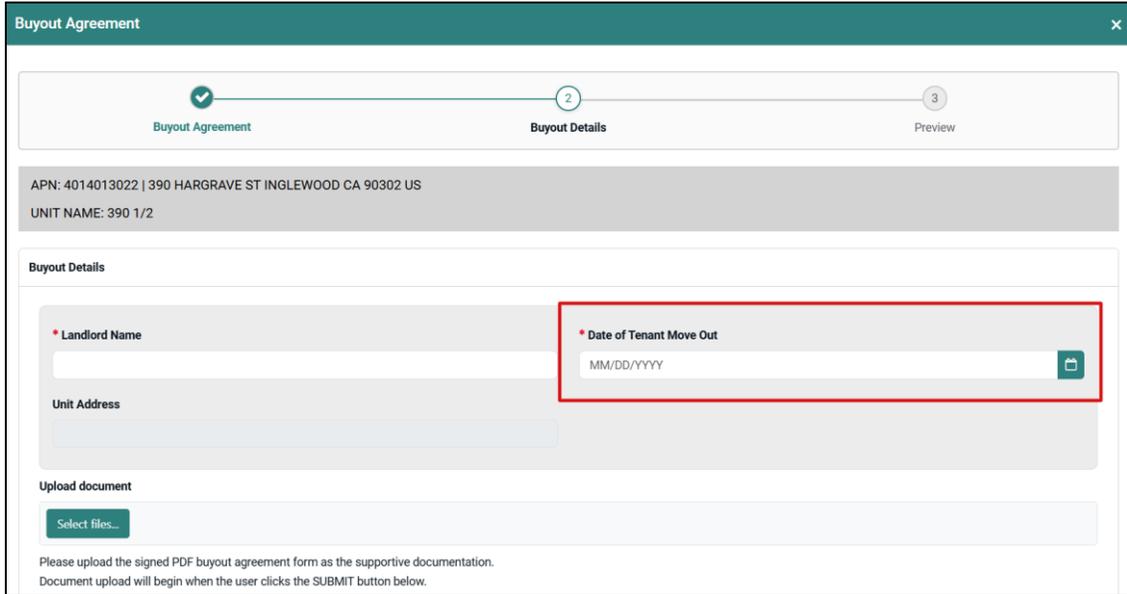
* Date of Tenant Move Out
MM/DD/YYYY

Unit Address

Upload document
Select files...

Please upload the signed PDF buyout agreement form as the supportive documentation.
Document upload will begin when the user clicks the SUBMIT button below.

Enter the Date of Tenant Move Out. Click on the Calendar icon to the far right of the field to use the calendar to set the date.



Buyout Agreement

Buyout Agreement (1) Buyout Details (2) Preview (3)

APN: 4014013022 | 390 HARGRAVE ST INGLEWOOD CA 90302 US
UNIT NAME: 390 1/2

Buyout Details

* Landlord Name

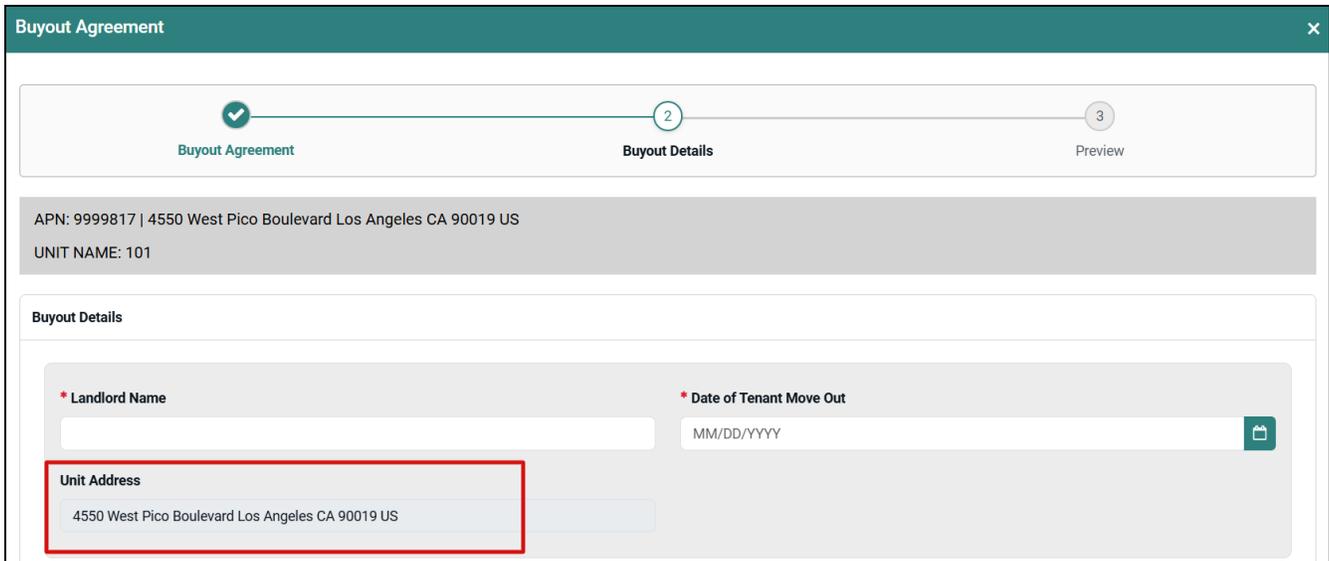
* Date of Tenant Move Out 

Unit Address

Upload document

Please upload the signed PDF buyout agreement form as the supportive documentation. Document upload will begin when the user clicks the SUBMIT button below.

The Unit Address will be pre-populated and displayed. This is not editable. Please verify if the Unit's Name that is reference is accurate. If it is not, click on Cancel and initiate the Buyout Agreement request for the appropriate Unit. If it is correct, move to the next step.



Buyout Agreement

Buyout Agreement (1) Buyout Details (2) Preview (3)

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Buyout Details

* Landlord Name

* Date of Tenant Move Out 

Unit Address



Upload the required documentation. Click on the “Select File” button to select a document(s) from your device to upload to the Buyout Agreement.

Upload document

Select files...

Please upload the signed PDF buyout agreement form as the supportive documentation.
Document upload will begin when the user clicks the SUBMIT button below.

Once a document or documents have been selected and added to the Buyout Agreement, they will be listed below the “Select File” area. There is also an “X” next to each, which allows users to delete the document if it was added by mistake.

Upload document

Select files...

inglewood1.png
154.45 KB

Please upload the signed PDF buyout agreement form as the supportive documentation.
Document upload will begin when the user clicks the SUBMIT button below.

Double-check the data that was entered on the Eviction application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Preview and Submit.

Declaration Statement

I declare that each rental unit included in this submission has been properly enrolled and registered with the City of Inglewood Housing Protection Department, I am in compliance with the City of Inglewood’s rent ordinance and regulations, I have paid all residential rent program fees and business license tax for this rental unit, and the unit complies with applicable state and city health, safety, building, and housing codes.

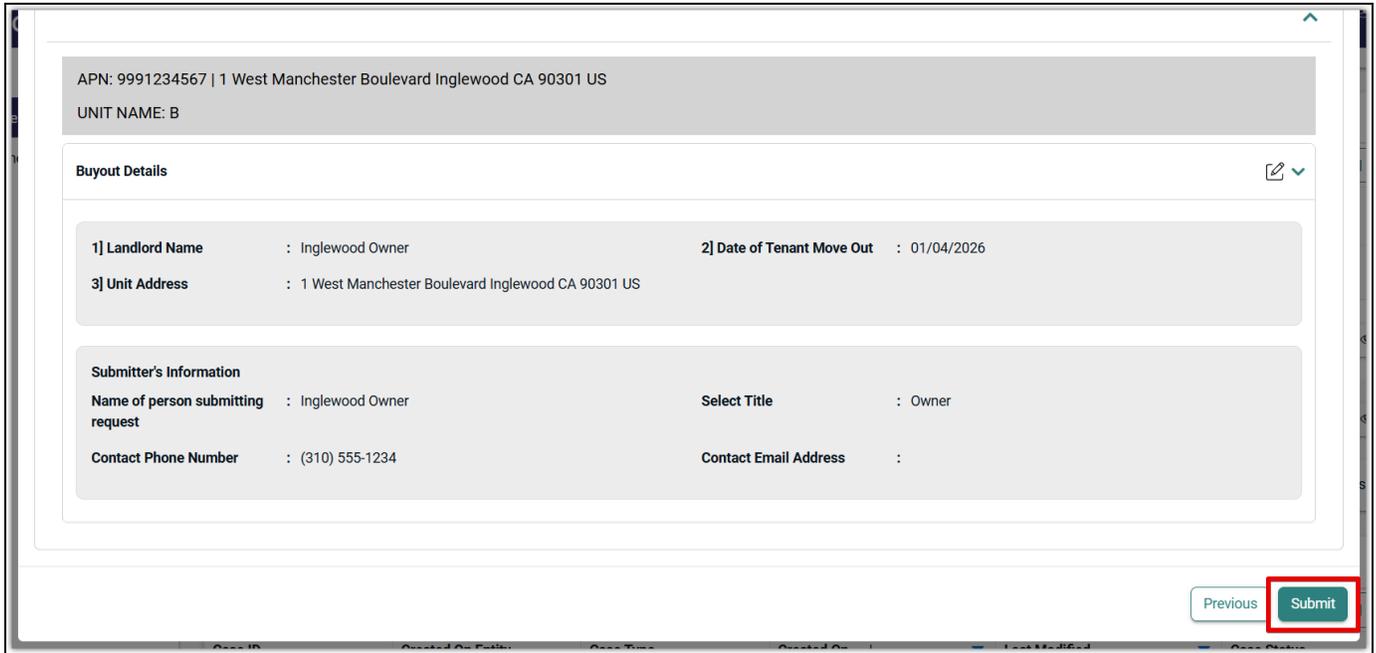
I declare under penalty of perjury under the laws of the State of California that the information provided on this submission and any attachments are true and correct to the best of my knowledge and belief.

Submitter's Information

* Name of person submitting request	* Select Title
<input type="text"/>	Select
* Contact Phone Number	Contact Email Address
<input type="text"/>	<input type="text"/>

Previous **Preview and Submit** Cancel

Once you preview and confirm the data, click on the “Submit” button to submit the case for Staff.



APN: 9991234567 | 1 West Manchester Boulevard Inglewood CA 90301 US
UNIT NAME: B

Buyout Details

1] Landlord Name : Inglewood Owner 2] Date of Tenant Move Out : 01/04/2026
3] Unit Address : 1 West Manchester Boulevard Inglewood CA 90301 US

Submitter's Information

Name of person submitting request : Inglewood Owner Select Title : Owner
Contact Phone Number : (310) 555-1234 Contact Email Address :

Previous **Submit**

The Cases table will be updated to include the new Buyout Agreement case that was submitted, and the status of the case will be “Pending Review”.

Case Id	Created on Entity	Case Type	Created Date	Last Modified	Case Status	Action
BA2021-22-322670	Unit: APT 01,2312 W 79TH ST INGLEWOOD CA 90305	Buyout Agreement	12/27/2021	12/27/2021	Pending Review	
RR2020-21-310566	APN: 4010020010	Rent Registry	11/18/2021	12/27/2021	Registration completed- Payment Not Required	

***Next Steps**

The City of Inglewood Housing Protection Department will review the Buyout Agreement Case along with the documentation submitted to come to a determination on how to proceed. If additional information is required, it is possible that the Staff may reach out to the Landlord or Property Manager for more information.

Additionally, it is possible that the Staff may request some updates to be made to the submission of the Buyout Agreement Case. If this occurs, the City of Inglewood Housing Protection Department will update the status of the Buyout Agreement Case to “Pending Landlord Action” and will contact the Landlord to instruct them to submit any missing documents before the pre-set Deadline. If the Landlord fails to submit the necessary documents by the given deadline, it is possible that the Buyout Agreement case will be withdrawn.

10.4 Below Market Rent Increase

This section describes the process of reporting a Below Market Rent Increase Request to the City of Inglewood Housing Protection Department. A landlord may use this form to file a Below Market Rent Increase Request for rents that are less than 80% of the Fair Market Rents (FMR) value upon approval of the Deputy Director of the Housing Protection Department.

The Deputy Director may only approve rent increases for a 12-month period. Please note the following:

- Applying for a Below Market Rent Increase Case does not guarantee that it will be approved.
- If a Unit has a Below Market Rent Increase Request (the City of Inglewood Housing Protection Department has not yet processed the Below Market Rent Increase Request Case), then another request for Below Market Rent Increase cannot be submitted until the City of Inglewood Housing Protection Department comes to a determination of the active case.

Follow the steps listed below when applying for a Below Market Rent Increase.

For the Tenant-Occupied unit whose rent is below the FMR, click on the “Action” button and select the option of “Below Market Rent Increase” as shown below.

Units (5)									
Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
4550 West Pico Boulevard Los Angeles CA 90019 US	101	Non-Exempt	2	\$ 1,000.00	\$ 1,030.00	11/01/2024	11/01		Report New Tenancy Record an Eviction Buyout Agreement Below Market Rent Increase Record a Notice Rent Increase For Rental Units
4550 West Pico Boulevard Los Angeles CA 90019 US	102	Non-Exempt	1						Actions Eye
4550 West Pico Boulevard Los Angeles CA 90019 US	201	Non-Exempt	1						Actions Eye
4550 West Pico Boulevard Los Angeles CA 90019 US	203	Non-Exempt	1					Vacant	Actions Eye

The Below Market Rent Increase Agreement pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Name are displayed.

The first page of the pop-up has instructions for filing along with important information. Current allowable rent increase figures are available to view by clicking on the “Click here for the Current Allowable Rent Increase Figures” link. Be sure to read this in its entirety. Once you have read this, click on the “Next” button to begin filling in the form.



Enter the "Landlord Name".

The screenshot shows a web form titled "Below Market Rent Increase" with a progress bar at the top. The progress bar has three steps: "Instructions" (completed), "Below Market Rent Increase Information" (current step), and "Preview". Below the progress bar, the form displays the following information:

- APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
- UNIT NAME: 101

The "Below Market Rent Increase Information" section contains the following fields:

- * Landlord Name**: A text input field with "Landlord Name" as a placeholder. This field is highlighted with a red border.
- * Number of Bedrooms**: A dropdown menu with the value "2".
- Date of Last Rent Increase**: A date input field with the value "11/01/2025".
- * Current Rent**: A text input field with the value "\$ 1,030.00".
- * Select the Increase Effective Date**: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon.

The Number of Bedrooms, Date of Last Rent Increase, and Current Rent values will be prefilled from the Unit's Details. These are not editable. However, if they are incorrect, you may need to first process an Amendment before moving forward with the Below Market Rent Increase.

This screenshot is identical to the one above, showing the "Below Market Rent Increase" form. In this version, the "Number of Bedrooms" dropdown and the "Date of Last Rent Increase" field are highlighted with red borders, indicating they are pre-filled and not editable.



Enter the "Increase Effective Date". Click on the Calendar icon next to the field to view and select a value from the calendar picker.

Below Market Rent Increase

Instructions 2 Below Market Rent Increase Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Below Market Rent Increase Information

* Landlord Name	Landlord Name	* Number of Bedrooms	2
Date of Last Rent Increase	11/01/2025	* Current Rent	\$ 1,030.00
* Select the Increase Effective Date	MM/DD/YYYY		

Double-check the data that was entered on the Eviction application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Preview and Submit.

Declaration Statement

I declare that each rental unit included in this submission has been properly enrolled and registered with the City of Inglewood, I am in compliance with the City of Inglewood's Housing Protection ordinance and regulations, I have paid all residential rent program fees and business license tax for this rental unit, and the unit complies with applicable state and city health, safety, building, and housing codes.

I declare under penalty of perjury under the laws of the State of California that the information provided on this submission and any attachments are true and correct to the best of my knowledge and belief.

Submitter's Information

* Name of person submitting request	Name of person submitting request	* Select Title	Select
* Contact Phone Number	Contact Phone Number	Contact Email Address	Contact Email Address

Previous **Preview and Submit** Cancel

Once you preview and confirm the data, click on the “Submit” button to submit the case for Staff.

Below Market Rent Increase Information

2] Landlord Name : Inglewood Owner	3] Number of Bedrooms : 3
4] Date of Last Rent Increase : 10/01/2025	5] Current Rent : \$ 2,545.00
6] Select the Increase Effective Date : 12/01/2025	

Submitter's Information

Name of person submitting request : Inglewood Owner	Select Title : Owner
Contact Phone Number : (310) 555-1234	Contact Email Address :

Previous Submit

The Cases table will be updated to include the new Below Market Rent Increase case that was submitted, and the status of the case will be “Pending Review”.

Case ID	Created On Entity	Case Type	Created On	Last Modified	Case Status
BMRI2025-250001216	Unit: 101, 1414 South Grand Avenue Los Angeles CA 90015 US	Below Market Rent Increase	11/29/2025 06:45 AM	11/29/2025 06:45 AM	Pending Review
PE2025-250001193	Property: 9999820	Property Exemption	11/29/2025 02:07 AM	11/29/2025 02:07 AM	Pending Review

***Next Steps**

The City of Inglewood Housing Protection Department will review the Below Market Rent Increase Case along with the documentation provided, to decide on how to proceed. If additional information is required, it is possible that the Staff may reach out to you.

Additionally, it is possible that the Staff may request some updates to be made to the submission of the Below Market Rent Increase Case. If this occurs, the City of Inglewood Housing Protection Department will update the status of the Below Market Rent Increase Case to “Pending Landlord Action” and will contact the Landlord to instruct them to submit any missing documents by a pre-set Deadline. If the Landlord fails to submit the documents by the given deadline, it is possible that the Below Market Rent Increase case will be withdrawn.

The Landlord will receive an Approval or Denial email upon receipt of the completed Below Market Rent Increase Request Form.

Once the Below Market Rent Increase request has been approved, the Landlord must report the new rental amount and effective date for each rental unit and upload the Housing Protection Approval Letter along with the Rent Increase Change of Terms Notice served on the Tenant(s) in the Registry System by requesting a “Rent Increase for Rental Units” case type. This case type will be covered in the next section of the user guide.

10.5 Rent Increase for Rental Units

This section describes the process of reporting a Rent Increase for Rental Units to the City of Inglewood Housing Protection Department. A Landlord of any Residential Rental Property shall not, over the course of any 12-month period, increase the rent for a Rental Unit on such property as follows:

*By more than 3% OR the percentage change in the cost of living (measured by the CPI), whichever is greater for property containing five (5) or more rental units.

*By more than 5% PLUS the percentage change in the cost of living (measured by the CPI), OR 10%, whichever is lower, for property containing four or fewer rental units.

Please note the following:

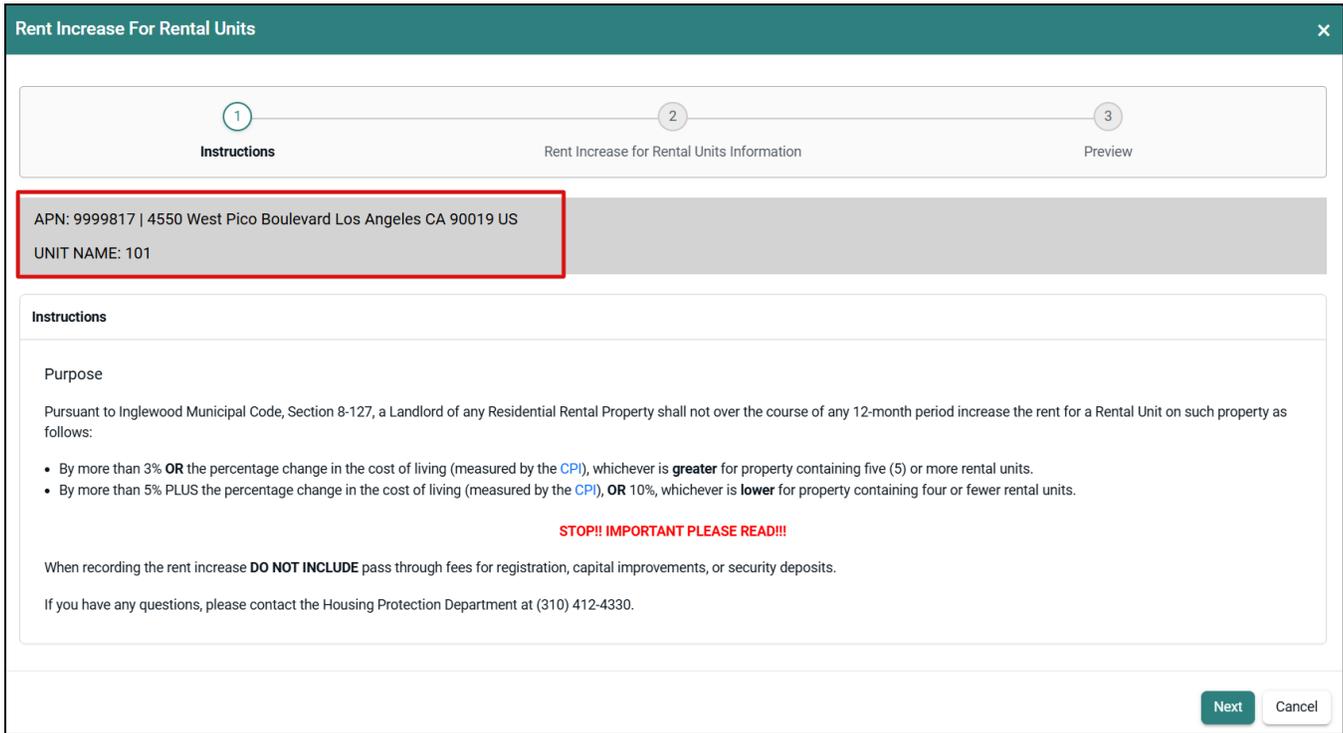
- Applying for a Rent Increase for Rental Units Case does not guarantee it will be approved.
- If a Unit has a Rent Increase for Rental Units case (the City of Inglewood Housing Protection Department has not yet processed the Rent Increase Case), then another request for Rent Increase for Rental Units cannot be submitted until the City of Inglewood Housing Protection Department comes to a determination of the active case.

Follow the steps listed below when applying for a Below Market Rent Increase.

For the Tenant-Occupied unit whose rent is increased, click on the “Action” button and select the option of “Rent Increase for Rental Units” as shown below.

Units (5)									
Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
4550 West Pico Boulevard Los Angeles CA 90019 US	101	Non-Exempt	2	\$ 1,000.00	\$ 1,030.00	11/01/2024	11/01/2024	Tenant-Occupied	<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px;">Actions</div> <div style="margin-left: 5px;"> <ul style="list-style-type: none"> Report New Tenancy Record an Eviction Buyout Agreement Below Market Rent Increase Record a Notice <li style="border: 1px solid red; padding: 2px;">Rent Increase For Rental Units </div> </div>
4550 West Pico Boulevard Los Angeles CA 90019 US	102	Non-Exempt	1					Tenant-Occupied	<div style="display: flex; align-items: center;"> <div style="padding: 2px;">Actions</div> <div style="margin-left: 5px;"> <ul style="list-style-type: none"> Report New Tenancy Record an Eviction Buyout Agreement Below Market Rent Increase Record a Notice </div> </div>
4550 West Pico Boulevard Los Angeles CA 90019 US	201	Non-Exempt	1					Tenant-Occupied	<div style="display: flex; align-items: center;"> <div style="padding: 2px;">Actions</div> <div style="margin-left: 5px;"> <ul style="list-style-type: none"> Report New Tenancy Record an Eviction Buyout Agreement Below Market Rent Increase Record a Notice </div> </div>
4550 West Pico Boulevard Los Angeles CA 90019 US	203	Non-Exempt	1					Vacant	<div style="display: flex; align-items: center;"> <div style="padding: 2px;">Actions</div> <div style="margin-left: 5px;"> <ul style="list-style-type: none"> Report New Tenancy Record an Eviction Buyout Agreement Below Market Rent Increase Record a Notice </div> </div>

The Rent Increase Intake for Rental Units pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Name are displayed.



Rent Increase For Rental Units [Close]

1 Instructions 2 Rent Increase for Rental Units Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Instructions

Purpose

Pursuant to Inglewood Municipal Code, Section 8-127, a Landlord of any Residential Rental Property shall not over the course of any 12-month period increase the rent for a Rental Unit on such property as follows:

- By more than 3% **OR** the percentage change in the cost of living (measured by the **CPI**), whichever is **greater** for property containing five (5) or more rental units.
- By more than 5% **PLUS** the percentage change in the cost of living (measured by the **CPI**), **OR** 10%, whichever is **lower** for property containing four or fewer rental units.

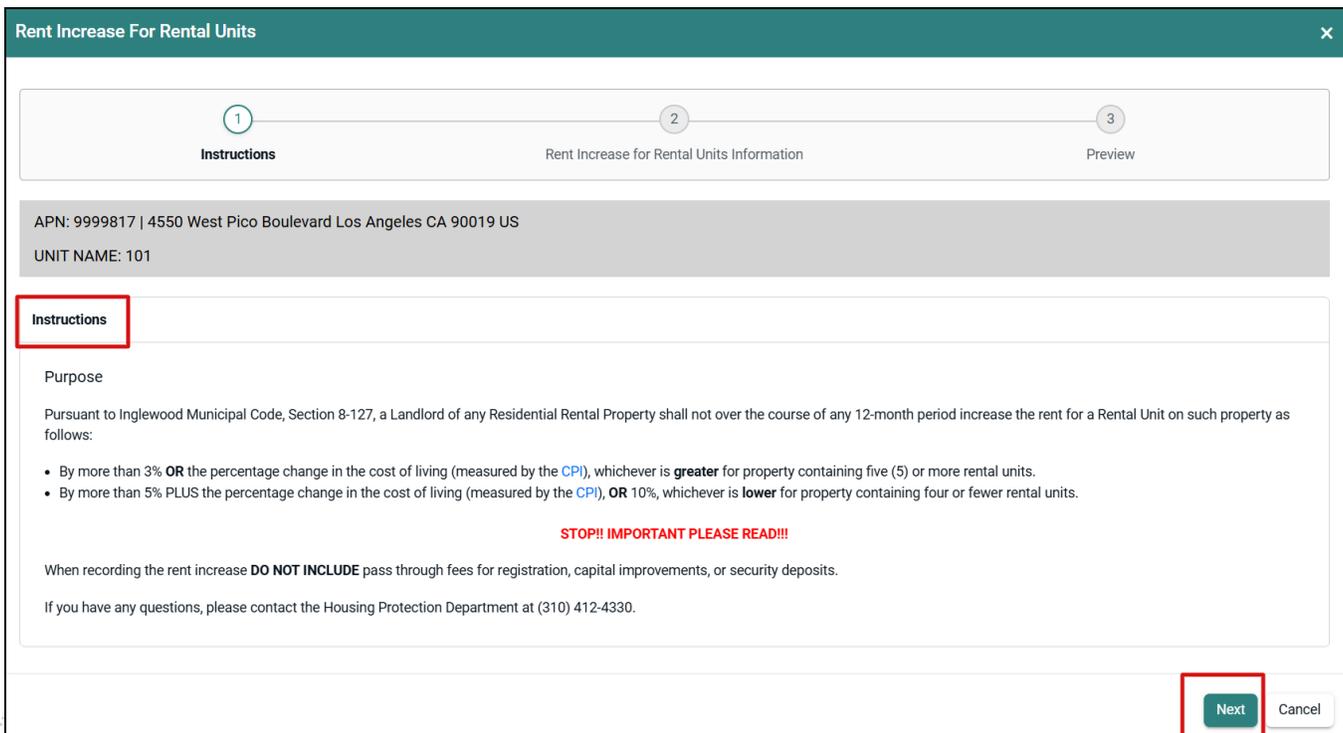
STOP!! IMPORTANT PLEASE READ!!!

When recording the rent increase **DO NOT INCLUDE** pass through fees for registration, capital improvements, or security deposits.

If you have any questions, please contact the Housing Protection Department at (310) 412-4330.

Next Cancel

The first page of the pop-up has instructions for filing along with important information. Be sure to read this in its entirety. Once you have read this, click on the “Next” button to begin filling in the form.



Rent Increase For Rental Units [Close]

1 Instructions 2 Rent Increase for Rental Units Information 3 Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Instructions

Purpose

Pursuant to Inglewood Municipal Code, Section 8-127, a Landlord of any Residential Rental Property shall not over the course of any 12-month period increase the rent for a Rental Unit on such property as follows:

- By more than 3% **OR** the percentage change in the cost of living (measured by the **CPI**), whichever is **greater** for property containing five (5) or more rental units.
- By more than 5% **PLUS** the percentage change in the cost of living (measured by the **CPI**), **OR** 10%, whichever is **lower** for property containing four or fewer rental units.

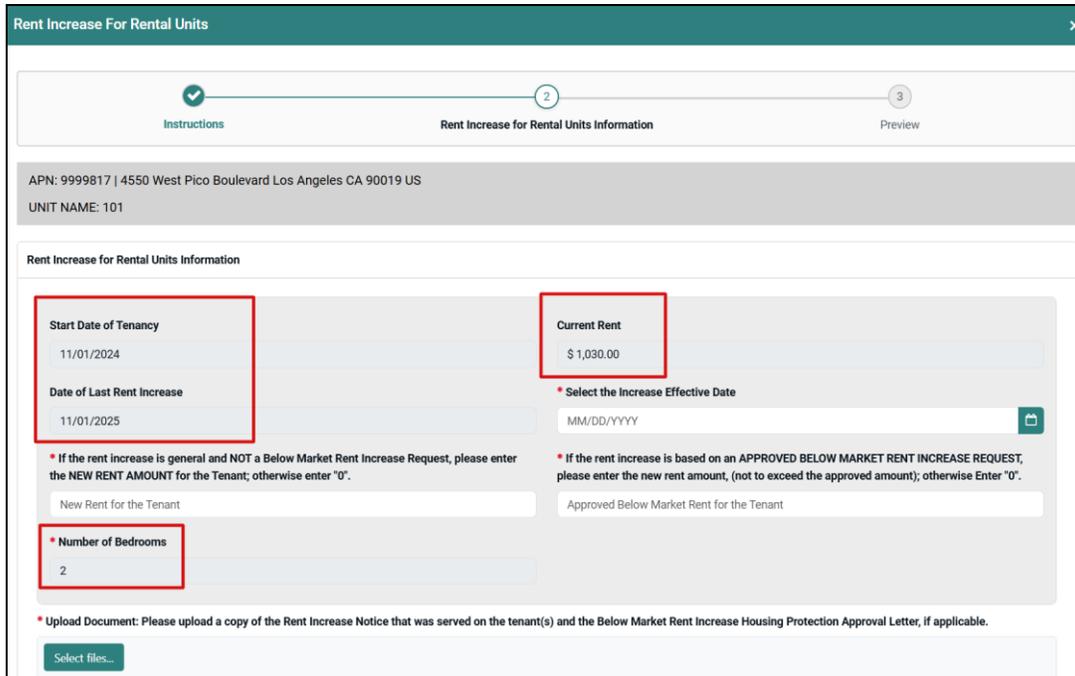
STOP!! IMPORTANT PLEASE READ!!!

When recording the rent increase **DO NOT INCLUDE** pass through fees for registration, capital improvements, or security deposits.

If you have any questions, please contact the Housing Protection Department at (310) 412-4330.

Next Cancel

Clicking on the Next button will take you to the Rent Increase Intake form. Many of the fields related to the Occupancy and Rent details for the Unit will be prefilled with the data from the Unit itself. These fields are not editable and are there as a reference. These fields include Number of Bedrooms, Start Date of Tenancy, Current Rent, and Date of Last Rent Increase. Refer to the screenshots below.



Rent Increase For Rental Units

Instructions | **Rent Increase for Rental Units Information** | Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Rent Increase for Rental Units Information

Start Date of Tenancy 11/01/2024	Current Rent \$ 1,030.00
Date of Last Rent Increase 11/01/2025	* Select the Increase Effective Date MM/DD/YYYY

*** If the rent increase is general and NOT a Below Market Rent Increase Request, please enter the NEW RENT AMOUNT for the Tenant; otherwise enter "0".**

*** If the rent increase is based on an APPROVED BELOW MARKET RENT INCREASE REQUEST, please enter the new rent amount, (not to exceed the approved amount); otherwise Enter "0".**

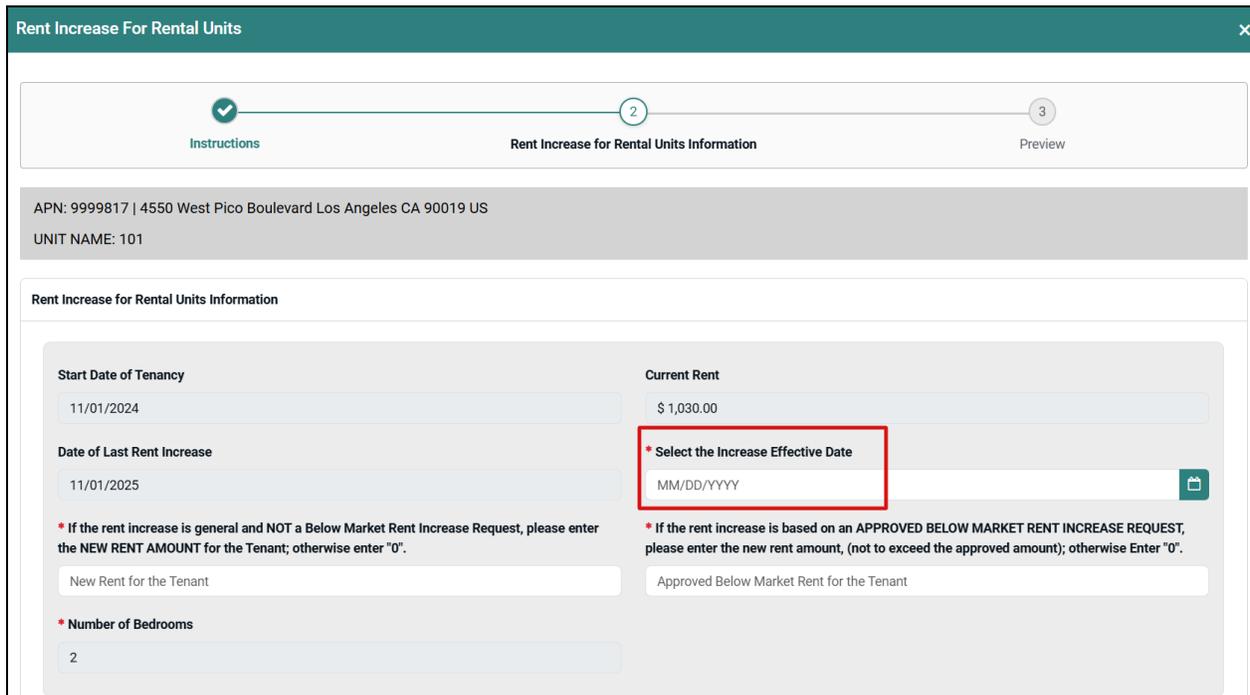
New Rent for the Tenant: _____
Approved Below Market Rent for the Tenant: _____

*** Number of Bedrooms**
2

*** Upload Document:** Please upload a copy of the Rent Increase Notice that was served on the tenant(s) and the Below Market Rent Increase Housing Protection Approval Letter, if applicable.

Select files...

Enter the "Increase Effective Date". Click on the Calendar icon next to the field to view and select a value from the calendar picker.



Rent Increase For Rental Units

Instructions | **Rent Increase for Rental Units Information** | Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Rent Increase for Rental Units Information

Start Date of Tenancy 11/01/2024	Current Rent \$ 1,030.00
Date of Last Rent Increase 11/01/2025	* Select the Increase Effective Date MM/DD/YYYY

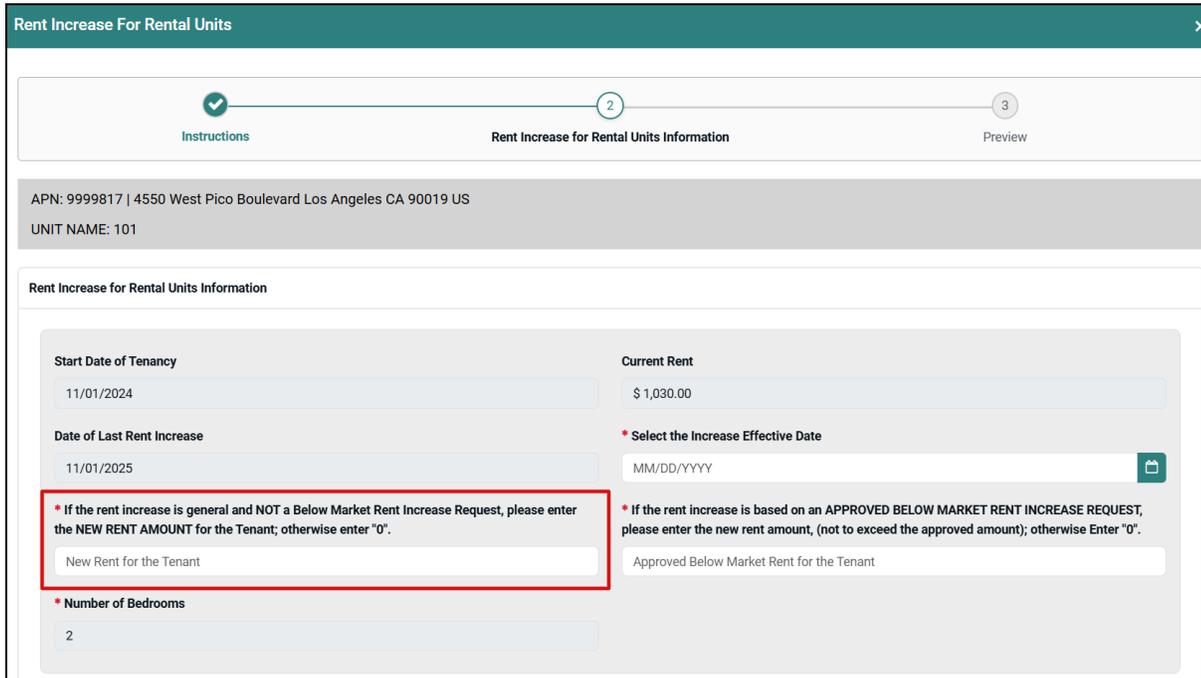
*** If the rent increase is general and NOT a Below Market Rent Increase Request, please enter the NEW RENT AMOUNT for the Tenant; otherwise enter "0".**

*** If the rent increase is based on an APPROVED BELOW MARKET RENT INCREASE REQUEST, please enter the new rent amount, (not to exceed the approved amount); otherwise Enter "0".**

New Rent for the Tenant: _____
Approved Below Market Rent for the Tenant: _____

*** Number of Bedrooms**
2

Enter the New Rent for the Tenant. If the Rent Increase is NOT related to an *approved* Below Market Rent Increase, then please enter the New Rent for the Tenant; otherwise, enter 0. In this example, we will proceed with a Rent Increase that is not related to a Below Market Rent Increase.



Rent Increase For Rental Units

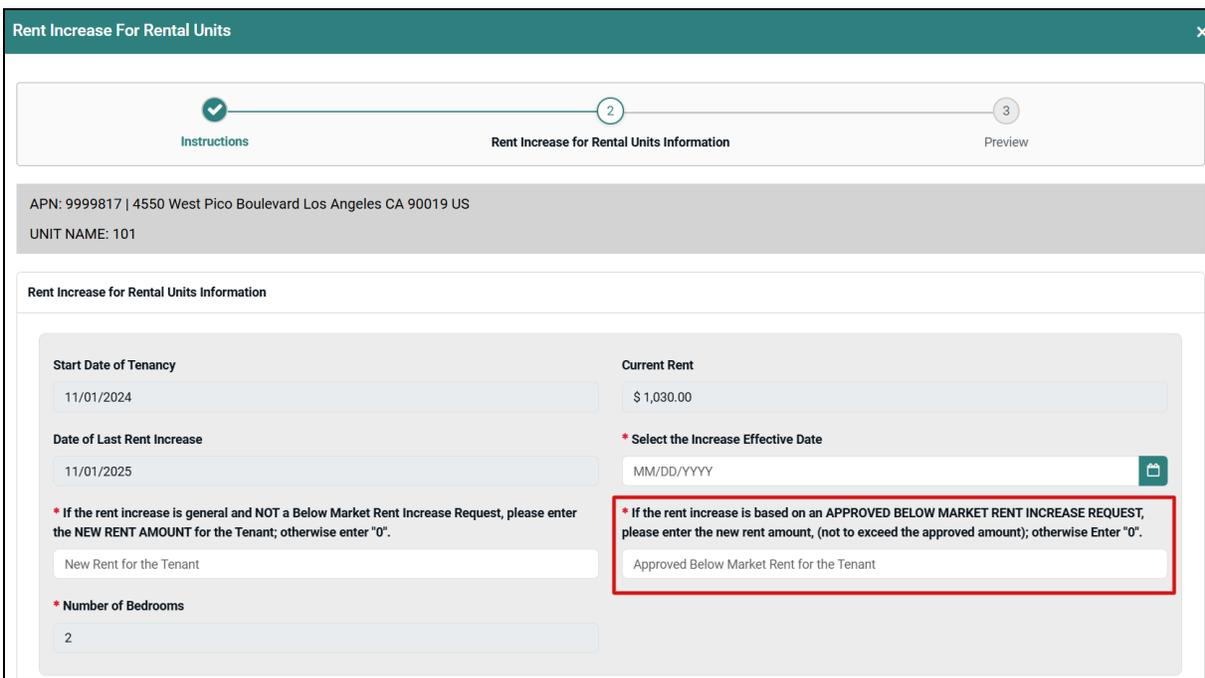
Instructions Rent Increase for Rental Units Information Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Rent Increase for Rental Units Information

Start Date of Tenancy 11/01/2024	Current Rent \$ 1,030.00
Date of Last Rent Increase 11/01/2025	* Select the Increase Effective Date MM/DD/YYYY
* If the rent increase is general and NOT a Below Market Rent Increase Request, please enter the NEW RENT AMOUNT for the Tenant; otherwise enter "0". New Rent for the Tenant	* If the rent increase is based on an APPROVED BELOW MARKET RENT INCREASE REQUEST, please enter the new rent amount, (not to exceed the approved amount); otherwise Enter "0". Approved Below Market Rent for the Tenant
* Number of Bedrooms 2	

Enter the Approved Below Market Rent for the Tenant. If you are applying for a Rent Increase based on an Approved Below Market Rent Request, then please enter the approved Below Market Rent; otherwise, enter "0". In this example, we will proceed with a Rent Increase that is not related to a Below Market Rent Increase.



Rent Increase For Rental Units

Instructions Rent Increase for Rental Units Information Preview

APN: 9999817 | 4550 West Pico Boulevard Los Angeles CA 90019 US
UNIT NAME: 101

Rent Increase for Rental Units Information

Start Date of Tenancy 11/01/2024	Current Rent \$ 1,030.00
Date of Last Rent Increase 11/01/2025	* Select the Increase Effective Date MM/DD/YYYY
* If the rent increase is general and NOT a Below Market Rent Increase Request, please enter the NEW RENT AMOUNT for the Tenant; otherwise enter "0". New Rent for the Tenant	* If the rent increase is based on an APPROVED BELOW MARKET RENT INCREASE REQUEST, please enter the new rent amount, (not to exceed the approved amount); otherwise Enter "0". Approved Below Market Rent for the Tenant
* Number of Bedrooms 2	

Upload the required documentation. Click on the “Select File” button to select a document(s) from your device to upload to the Rent Increase for Rental Units case.

*** Upload Document: Please upload a copy of the Rent Increase Notice that was served on the tenant(s) and the Below Market Rent Increase Housing Protection Approval Letter, if applicable.**

Select files...

Declaration Statement

* I declare that each rental unit included in this submission has been properly enrolled and registered with the City of Inglewood Housing Protection Department, I am in compliance with the City of Inglewood’s rent ordinance and regulations, I have paid all rent program fees and business license tax for this rental unit, and the unit complies with applicable state and city health, safety, building, and housing codes.

* I declare under penalty of perjury under the laws of the State of California that the information provided on this submission and any attachments are true and correct to the best of my knowledge and belief.

Submitter’s Information

*** Name of person submitting request** *** Select Title**

Name of person submitting request Select

*** Contact Phone Number** **Contact Email Address**

Contact Phone Number Contact Email Address

Previous Preview and Submit Cancel

Once a document or documents have been selected and added to the Rent Increase for Rental Units case, they will be listed below the “Select File” area. There is also an “X” next to each, which allows users to delete the document if it was added by mistake.

Upload Document

Select files...

sample-local-pdf.pdf
48.51 KB

X

Double-check the data that was entered on the Eviction application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Preview and Submit.

Declaration Statement

* I declare that each rental unit included in this submission has been properly enrolled and registered with the City of Inglewood Housing Protection Department, I am in compliance with the City of Inglewood’s rent ordinance and regulations, I have paid all rent program fees and business license tax for this rental unit, and the unit complies with applicable state and city health, safety, building, and housing codes.

* I declare under penalty of perjury under the laws of the State of California that the information provided on this submission and any attachments are true and correct to the best of my knowledge and belief.

Submitter’s Information

*** Name of person submitting request** *** Select Title**

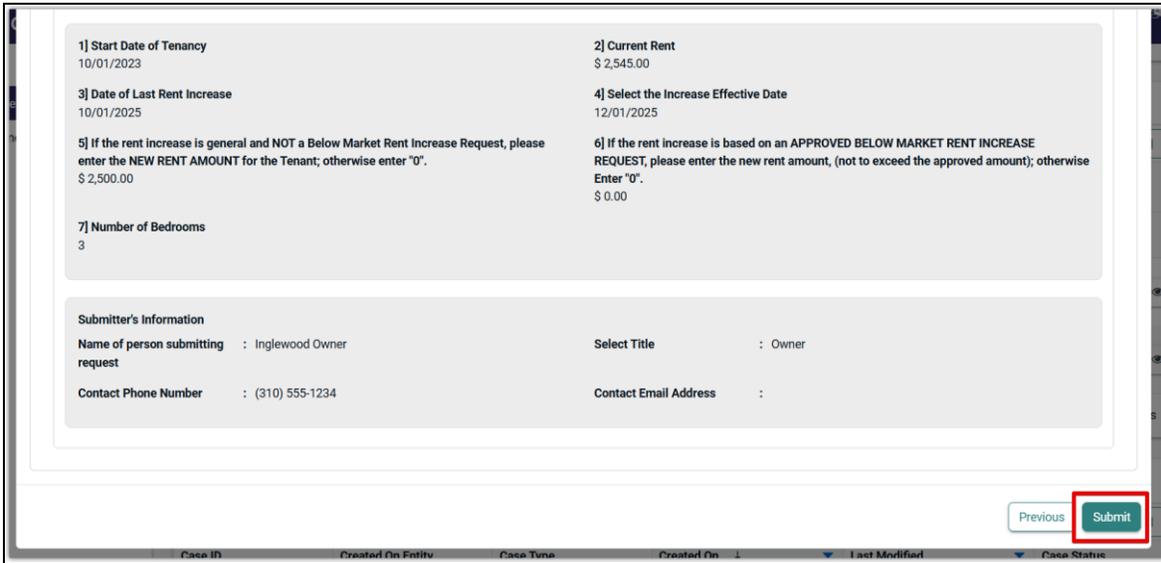
Name of person submitting request Select

*** Contact Phone Number** **Contact Email Address**

Contact Phone Number Contact Email Address

Previous Preview and Submit Cancel

Once you preview and confirm the data, click on the “Submit” button to submit the case for Staff.



1] Start Date of Tenancy
10/01/2023

2] Current Rent
\$ 2,545.00

3] Date of Last Rent Increase
10/01/2025

4] Select the Increase Effective Date
12/01/2025

5] If the rent increase is general and NOT a Below Market Rent Increase Request, please enter the NEW RENT AMOUNT for the Tenant; otherwise enter "0".
\$ 2,500.00

6] If the rent increase is based on an APPROVED BELOW MARKET RENT INCREASE REQUEST, please enter the new rent amount, (not to exceed the approved amount); otherwise Enter "0".
\$ 0.00

7] Number of Bedrooms
3

Submitter's Information

Name of person submitting : Inglewood Owner
Select Title : Owner

Contact Phone Number : (310) 555-1234
Contact Email Address :

Previous Submit

The Cases table will be updated to include the new Rent Increase for Rental Units case that was submitted, and the status of the case will be “Pending Review”. You will receive an email upon submission.

Case ID	Created On Entity	Case Type	Created On ↓	Last Modified	Case Status
RIFRU2025-250001217	Unit: , 1414 South Grand Avenue Los Angeles CA 90015 US	Rent Increase For Rental Units	11/29/2025 06:52 AM	11/29/2025 06:52 AM	Pending Review
BMRI2025-250001216	Unit: 101, 1414 South Grand Avenue Los Angeles	Below Market Rent Increase	11/29/2025 06:45 AM	11/29/2025 06:45 AM	Pending Review

***Next Steps**

The City of Inglewood Housing Protection Department will review the Rent Increase for Rental Units Case, along with the documentation provided, to decide on how to proceed. If additional information is required, it is possible that the Staff may reach out to the Landlord and Property Manager for more information.

Additionally, it is possible that the Staff may request some updates to be made to the submission of the Rent Increase for Rental Units Case. If this occurs, the City of Inglewood Housing Protection Department will update the status of the Rent Increase for Rental Units Case to “Pending Landlord Action” and will contact the Landlord to instruct them to submit any missing documents by a pre-set Deadline. If the Landlord fails to submit the documents by the given deadline, it is possible that the Rent Increase for Rental Units case will be withdrawn.

10.6 Record a Notice

This section describes the process of recording a notice.

Follow the steps listed below when a Record a Notice needs to be applied.

For the unit where a notice needs to be recorded, click on the “Action” button and select the option of “Record a Notice” as shown below.

Units (2) Add Unit ^									
Export to Excel Refresh									
Unit Address	Unit Name	Unit Fee Status	Number of Bedrooms	Base Rent	Current Rent	Start Date of Tenancy	Date of Last Rent Increase	Occupant Type	Action
1414 South Grand Avenue Los Angeles CA 90015 US		Applied for Exemption	2	\$ 1,000.00	\$ 1,020.00	11/01/2025	11/01/		Actions ▾ Eye
1414 South Grand Avenue Los Angeles CA 90015 US	101	Non-Exempt	1	\$ 500.00	\$ 700.00	10/10/2024	10/10/		Actions ▾ Eye

◀ ▶ 1 5 items per page

Cases (2)

- Record a Notice
- Rent Increase For Rental Units

The Record a Notice pop-up will appear. At the top of the pop-up, the Property Number, Primary Address, and Unit Name are displayed so the Landlord can confirm the correct unit was selected.

Record a Notice
✕

1
2
3

Instructions
Record a Notice Information
Preview

APN: 9999820 | 1414 South Grand Avenue Los Angeles CA 90015 US

Instructions

Purpose

Pursuant to the Housing Protection Ordinance No. 21-09, an owner shall file with the Housing Protection Department a copy of any notice to cure and any notice terminating a tenancy within three (3) days after serving the notice on the Tenant.

Please use this feature to record any Notices to Cure, 3-Day Pay or Quit, or miscellaneous written agreements that you would like to have on file between you and the tenant.

Please DO NOT use this feature to file any Rent Increase, request for Below Market Rent Increase, or Unlawful Detainer. Please go to the blue “Actions” button and select the applicable type to perform those actions.

Next
Cancel



The first page of the pop-up has instructions for filing along with important information. Be sure to read this in its entirety. Once you have read this, click on the “NEXT” button to begin filling in the form.

The screenshot shows a pop-up window titled "Record a Notice" with a close button (X) in the top right corner. At the top, there is a progress bar with three steps: 1. Instructions (highlighted with a red circle), 2. Record a Notice Information, and 3. Preview. Below the progress bar, the APN is listed as "APN: 9999820 | 1414 South Grand Avenue Los Angeles CA 90015 US". The main content area is titled "Instructions" and contains the following text:

Purpose

Pursuant to the Housing Protection Ordinance No. 21-09, an owner shall file with the Housing Protection Department a copy of any notice to cure and any notice terminating a tenancy within three (3) days after serving the notice on the Tenant.

Please use this feature to record any Notices to Cure, 3-Day Pay or Quit, or miscellaneous written agreements that you would like to have on file between you and the tenant.

Please DO NOT use this feature to file any Rent Increase, request for Below Market Rent Increase, or Unlawful Detainer. Please go to the blue "Actions" button and select the applicable type to perform those actions.

At the bottom right of the form, there are two buttons: "Next" (highlighted with a red box) and "Cancel".

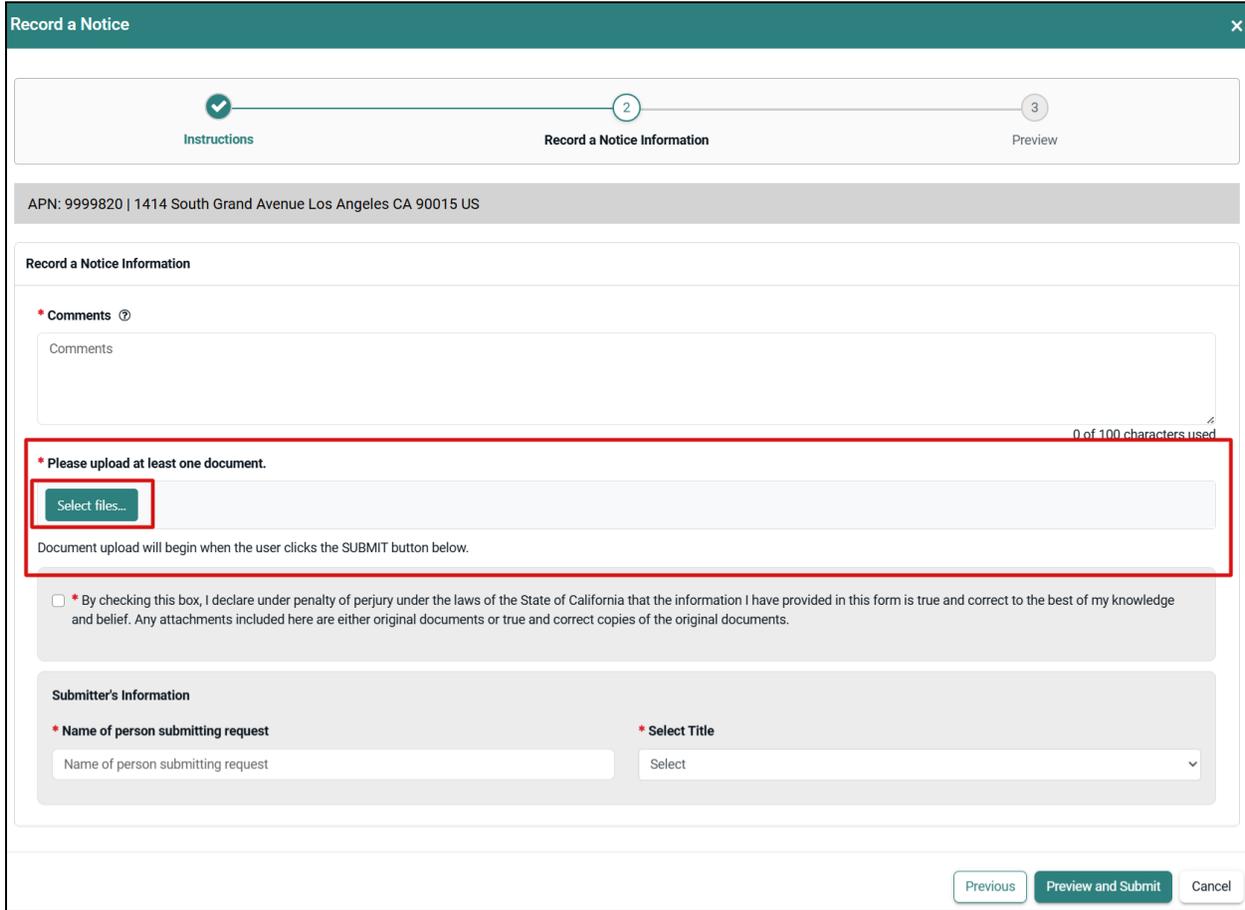
Enter the comment in the comment section to describe the notice that is being uploaded.

The screenshot shows the same "Record a Notice" pop-up window, but now the second step, "Record a Notice Information", is active and highlighted with a checkmark. The progress bar shows step 1 as completed. The main content area is titled "Record a Notice Information" and contains the following sections:

- Comments**: A text input field with a red box around it. Below the field, it says "0 of 100 characters used".
- File Upload**: A section with the instruction "Please upload at least one document." and a "Select files..." button. Below this, it says "Document upload will begin when the user clicks the SUBMIT button below."
- Declaration**: A checkbox with the text: "By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents."
- Submitter's Information**: A section with two fields: "Name of person submitting request" (text input) and "Select Title" (dropdown menu).

At the bottom of the form, there are three buttons: "Previous", "Preview and Submit" (highlighted with a green box), and "Cancel".

Upload the required documentation. Click on the “Select File” button to select a document(s) from your device to upload to the Notice.



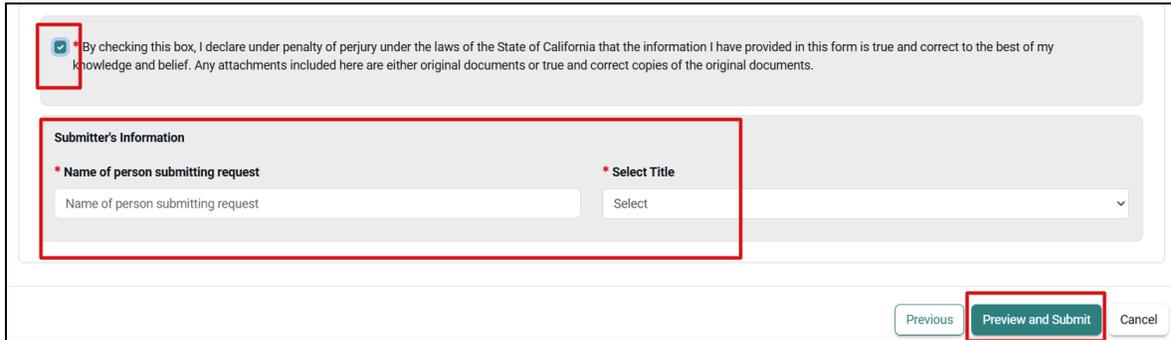
The screenshot shows a web form titled "Record a Notice" with a progress bar at the top. The second step, "Record a Notice Information", is active. Below the progress bar, the APN and address are displayed: "APN: 9999820 | 1414 South Grand Avenue Los Angeles CA 90015 US". The main section is titled "Record a Notice Information" and contains a "Comments" text area. Below this is a red-bordered box containing the instruction: "* Please upload at least one document." and a "Select files..." button. A note below the button states: "Document upload will begin when the user clicks the SUBMIT button below." Below the red box is a checkbox with the text: "* By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents." At the bottom, there is a "Submitter's Information" section with two fields: "* Name of person submitting request" (text input) and "* Select Title" (dropdown menu). At the very bottom of the form are three buttons: "Previous", "Preview and Submit", and "Cancel".

Select the required documents from your device to upload to the Record a Notice case. Once a document or documents have been selected and added, they will be listed below the “Select File” area. There is also an “X” next to each, which allows users to delete the document if it was added by mistake.



This close-up screenshot shows the document upload area. At the top, it says "* Please upload at least one document." Below this is a "Select files..." button. Underneath, a document titled "Inglewood2.png" (107.60 KB) is shown with a small thumbnail image. To the right of the document name is a red-bordered box containing a white "X" icon, used for deleting the document. Below the document list, a note reads: "Document upload will begin when the user clicks the SUBMIT button below."

Double-check the data that was entered on the Eviction application for accuracy. Review and confirm the Declaration Statement. Ensure all the required information is present and click on Preview and Submit.



By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

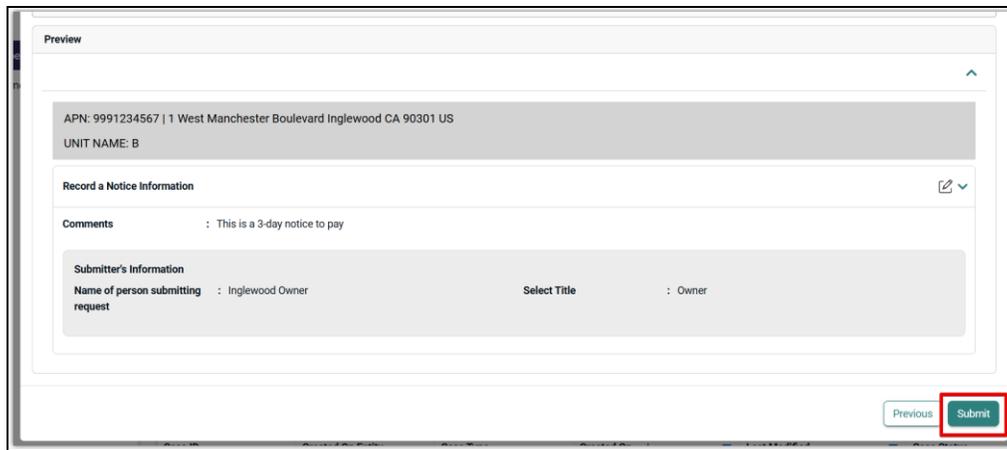
Submitter's Information

Name of person submitting request **Select Title**

Name of person submitting request Select

Previous **Preview and Submit** Cancel

Once you preview and confirm the data, click on the "Submit" button to submit the case for Staff.



Preview

APN: 9991234567 | 1 West Manchester Boulevard Inglewood CA 90301 US
UNIT NAME: B

Record a Notice Information

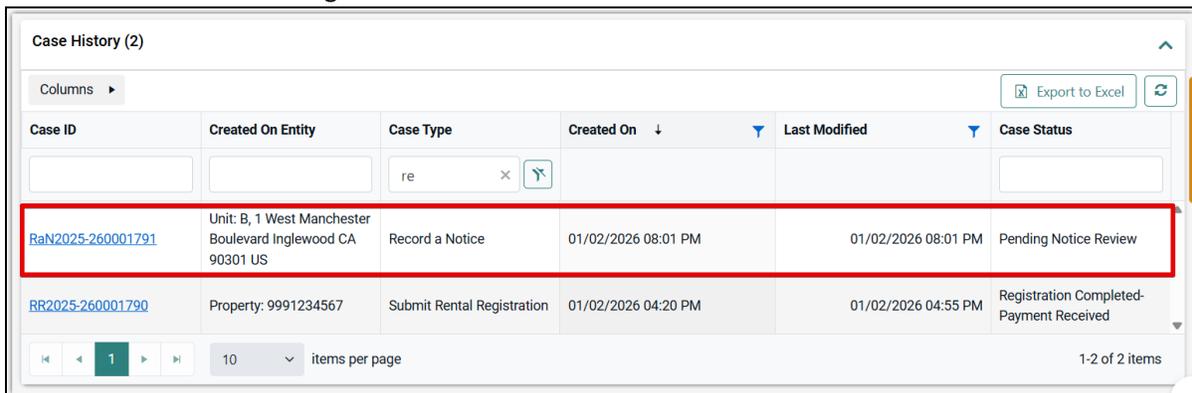
Comments : This is a 3-day notice to pay

Submitter's Information

Name of person submitting request : Inglewood Owner **Select Title** : Owner

Previous **Submit**

The Cases table will be updated to include the new Record a Notice case that was submitted, and the status of the case will be "Pending Notice Review".



Case ID	Created On Entity	Case Type	Created On	Last Modified	Case Status
RaN2025-260001791	Unit: B, 1 West Manchester Boulevard Inglewood CA 90301 US	Record a Notice	01/02/2026 08:01 PM	01/02/2026 08:01 PM	Pending Notice Review
RR2025-260001790	Property: 9991234567	Submit Rental Registration	01/02/2026 04:20 PM	01/02/2026 04:55 PM	Registration Completed- Payment Received

***Next Steps**

The City of Inglewood Housing Protection Department will review the Record a Notice Case along with the documentation submitted to come to a determination on how to proceed.

11 Frequently Asked Questions

This section will outline some questions and scenarios that Landlords may find themselves in along with tips on how to proceed.

1. I am having trouble with creating my account and/or with my password. What do I do?
 - a. If your account exists, you can try to use the 'Forgot Password' function to reset your password.
 - b. If your account does not exist, you can 'Create an Account'.
 - c. If you are not receiving the emails for account verification or reset password, you can contact the Helpdesk at (310) 987-7013 or use the Helpdesk chat feature.
2. I cannot find my Property Pin to add my property and/or it is not working. What do I do?
 - a. Contact the City of Inglewood Housing Protection Department at (310) 412-4330 and let them know you are having issues with your Property's PIN. Be ready to provide them with the Property Number where you are having trouble. Staff may provide you with a new PIN.
3. I no longer own a property that is on my profile. What do I do?
 - a. You will need to submit a New Property Ownership with the City of Inglewood Residential Registry system. Refer to the section titled "Report New Ownership of your Property" in this document.
4. There is a change in contact information for the Owner or Manager on record. What do I do?
 - a. If you have not yet submitted the property for Registration, click on the "Continue Registration" button. In step 2, you can scroll to the Contacts table and use the action button to "Edit" contact.
 - b. If you have submitted the property for registration, click on "View Property" and scroll to the Contacts table. You can use the action button to "Edit" contact.
5. The notices are being addressed to the wrong contact and/or I want to change who is addressed in the notices (letters, receipts, invoices, etc).
 - a. If you have not yet submitted the property for Registration, click on the "Continue Registration" button. In step 2, you can scroll below the Contacts table and use the dropdown to select the "Billing Contact".
 - b. If you have submitted the property for registration, click on "View Property" and scroll to the Contacts table. Next click on the "Update Communication Preference" button and select the appropriate "Billing Contact" in the popup.
6. My property does not accurately list the Site Addresses. What do I do?
 - a. Contact the City of Inglewood Housing Protection Department at (310) 412-4330, provide them with your Property Number (APN), and let them know there are issues with the Site Addresses. Explain the issue (need a Site Address added, edited, or removed) and indicate if any Units need to be added/removed from the Site Address.

7. My Property shows an inaccurate Total Unit Count. What do I do?
 - a. Contact the City of Inglewood Housing Protection Department at (310) 412-4330, provide them with your Property Number (APN), and let them know the Total Unit count is incorrect. If a new Unit needs to be added to rectify the count, provide them with the Unit Name and Total Bedrooms. Staff can add a new Unit on your behalf. If a Unit needs to be removed to rectify the count, provide the Staff with the Unit Name of the Unit which needs to be removed

8. There is inaccurate information on one or more of my units. What do I do?
 - a. If the occupant has changed, you can use the unit's action menu to 'Report New Tenancy'. The pop up will allow you to indicate the new occupant type (if any) and submit for Staff review.
 - b. If the tenant's rent has changed, you can use the unit's action menu to report a 'Rent Increase for Rental Unit'. The pop up will allow you to indicate the new rent details and submit for Staff review.
 - c. If there is other information that needs to be modified and you have not yet submitted the property for registration, you can use the unit's action menu to 'Edit' some limited information. If the information that requires modification is restricted, then you can contact the City of Inglewood Housing Protection Department at (310) 412-4330 for assistance.
 - d. If there is other information that needs to be modified and you have submitted the property for registration, you can contact the City of Inglewood Housing Protection Department at (310) 412-4330 for assistance.

9. My unit's fee status should be Exempt. What do I do?
 - a. If you have not submitted the property for registration and the registration deadline has not yet passed, you can use the unit's action menu to 'Apply for Unit Exemption'. The pop up will allow you to indicate the exemption details and submit for Staff review.
 - b. If you have submitted the property for registration, contact the City of Inglewood Housing Protection Department at (310) 412-4330 and inform them that you need to modify your registration.
 - c. If the registration deadline has passed, contact the City of Inglewood Housing Protection Department at (310) 412-4330 for more information.

10. My entire property should be Exempt. What do I do?
 - a. Click on the "Continue Registration" button. In step 2, scroll down to the bottom and click on the checkbox 'Do you want to apply for Property Exemption?'. The pop up will allow you to indicate the exemption details and submit for Staff review. Then, you must continue the registration process and submit the property for registration.

11. I am missing a Unit on my Property. What do I do?
 - a. If you have not yet submitted for registration, click on the "Continue Registration" button. In step 3, scroll down to the Unit Information and click on the "Add Unit" button. A pop up



will appear where you can enter the details of the unit and its occupancy information.

- b. If you have submitted for registration, contact City of Inglewood Housing Protection Department at (310) 412-4330 to inform them that a unit is missing on your property.

12. There is an extra Unit on my Property. What do I do?

- a. Contact City of Inglewood Housing Protection Department at (310) 412-4330 to inform them that there is an added unit to your property that should be removed.

13. How do I pay the fees?

- a. If you owe fees for a current or past registration cycle, you can click on the shopping cart icon on the top right corner of the website. The shopping cart will list any and all outstanding fees owed and they can be paid together or separately.
- b. If a property is in the "Payment Pending" status, you can initiate the payment from the property details page. There is a 'Pay Now' button that will take you to the shopping cart page to complete payment.

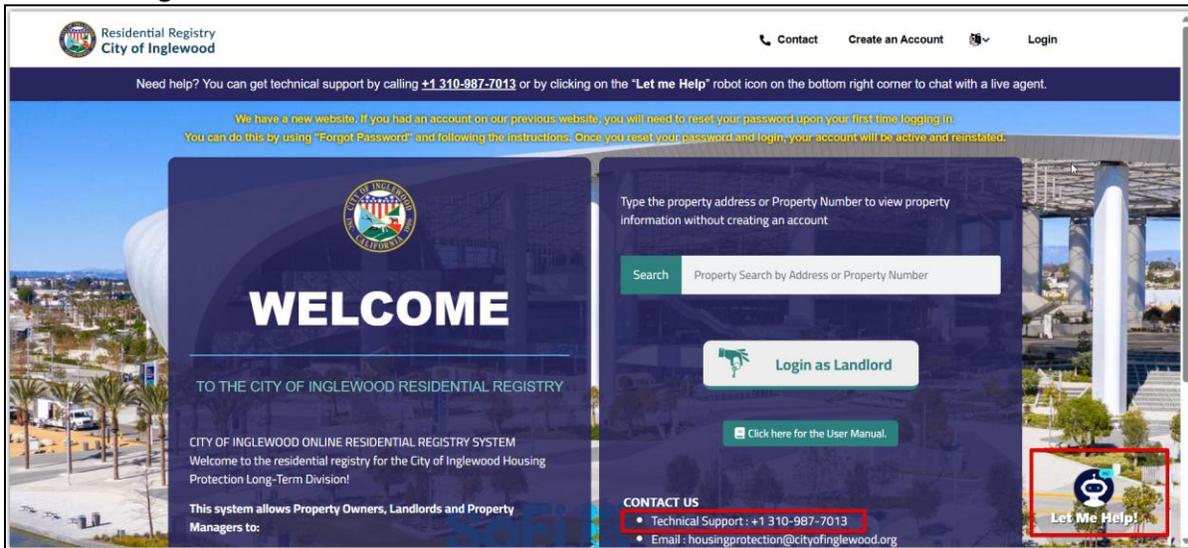
12 Technical Support/Helpdesk

If you are unable to navigate the registration process and you need additional assistance with the website, you can get technical support. The technical support (Helpdesk) will be available Monday through Friday (except major holidays) from 8 AM PST to 12 PM PST.

Technical support is available through the following methods:

- Call **1-310-987-7013** for direct assistance.
- Click the **“Let Me Help”** icon to chat with a support agent for real-time help (or the chat icon if you are logged in).

From the Home Page:



From the Dashboard:

