

# Seismic Retrofit Cost Recovery Program

## How to apply

Applications for a cost pass-through may be obtained from the HCIDLA via our:

- Hotline at 866-557-7368
- Web site at [hcidla.lacity.org](http://hcidla.lacity.org)
- HCIDLA public counters
- E-mail at [hcidla.rso@lacity.org](mailto:hcidla.rso@lacity.org)

Applications MUST be submitted within 12 months of completing the retrofit work. The following items will be required with the application:

- A copy of the THP
- Documentation that supports the costs, e.g. contracts, invoices, proof of payment, etc.
- Rent roll that includes tenants' move-in dates and current rents

RSO workshops are held throughout the year. Individual assistance with applications is also available the first Tuesday of every month by appointment. Call 213-928-9075 to schedule.

## How the program works

- Up to 50% of total seismic retrofit costs may be passed through to tenants, if approved by HCIDLA.
- The maximum rent increase is \$38 per month for 120 months. The recovery period may be extended until the full approved amount is collected.
- Seismic retrofit costs are divided among all the units.

## How cost recovery applications are processed

A Case Analyst will be assigned to review the application and guide you throughout the process.

- Landlords and tenants receive notification that the application has been filed
- HCIDLA reviews documentation and determines the correct pass-through amount.
- A final determination, including an appeal form, is mailed to landlords and tenants.
- Both landlords and tenants have the right to appeal the decision.



## HCIDLA Contacts

**Tenant Habitability Program Unit**  
(213) 252-1464  
Email: [hcidla.code.seismic@lacity.org](mailto:hcidla.code.seismic@lacity.org)

<http://hcidla.lacity.org/tenant-habitability-program>

**Cost Recovery Applications & RSO Information**  
(866) 557-RENT (7368)  
Email: [hcidla.rso@lacity.org](mailto:hcidla.rso@lacity.org)

<http://hcidla.lacity.org>

## Building & Safety Contacts

**Soft-Story Retrofit Unit**  
201 N. Figueroa St., Suite 890  
(213) 482-SOFT (7638)

Email: [soft-storyretrofit@lacity.org](mailto:soft-storyretrofit@lacity.org)

<http://ladbs.org/soft-story>

# LOS ANGELES SEISMIC RETROFIT PROGRAM

## Tenant Habitability Plan & Cost Recovery Guide for Property Owners



# Tenant Habitability Program

This guide summarizes the requirements of the City of Los Angeles Tenant Habitability Program, administered by the Los Angeles Housing and Community Investment Department (HCIDLA). The legal requirements are set forth in the Los Angeles Municipal Code (LAMC) Section 152.00. A copy of Section 152.00 is available on HCIDLA's web site at [www.http://hcidla.lacity.org/tenant-habitability-program](http://hcidla.lacity.org/tenant-habitability-program).

## What is the Tenant Habitability Program?

The Tenant Habitability Program requires the development of a Tenant Habitability Plan (THP) in order to mitigate the impact on tenants during major construction in apartment buildings. Property owners undertaking major construction work must take steps to ensure that tenants can safely remain in place during construction or provide temporary relocation to tenants when the work makes the rental unit untenable, as defined by California Civil Code Section 1941.1.

**Seismic retrofit work requires the filing of a Tenant Habitability Plan.**

## What do I do when I receive a seismic retrofit order?

When building owners receive a seismic retrofit order from the Los Angeles Department of Building and Safety (LADBS), they must notify tenants in writing on the form approved by HCIDLA (LAMC Sections 91.9307.1 and 91.9506.1). Owners may download tenant notification forms from HCIDLA's web site at <http://hcidla.lacity.org/tenant-habitability-program>.

## When and how do I file a THP?

Building owners may file a THP application at any time before starting seismic retrofit work. The typical sequence of events is as follows:

- Building owner receives a LADBS seismic order and responds to LADBS requirements, i.e. provides a structural analysis and drawings.

If seismic retrofit work is necessary, then:

- LADBS will require the property owner to obtain HCIDLA's clearance of a THP.
- Building owner contacts HCIDLA to obtain and fill out the THP application forms.
- Building owner together with his/her contractor develops a THP, including an estimate of the duration of work and the impact to tenants, and proposes appropriate mitigation measures. When complete, owner submits the THP to the HCIDLA.
- HCIDLA accepts the THP if it adequately mitigates the retrofit work's impact on tenants.
- A copy of the accepted THP is served to the tenants.
- Tenants have 15 days to appeal the THP.
- If not appealed within 15 days, HCIDLA will clear the retrofit permit for issuance
- If appealed timely, then HCIDLA conducts a THP appeal hearing, and the outcome of the hearing will determine the next steps.



## What is included in a THP?

THP applications require ownership information, property identification, and a list of the tenants that includes the amount of their rent payments.

The THP must describe the anticipated impact of the work to the apartments and common areas, and the proposed mitigation measures.

The THP must also describe the anticipated impact of the work to tenants' personal property and the proposed mitigation measures.

In addition, the THP must cover planned temporary disruptions to water, electrical, gas or sewer services. For instance, if these disruptions are necessary, then they may not occur outside of the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday. The THP must also cover accidental disruptions to these services.

A THP is required even if the owner and contractor do not anticipate any impact to the apartments or to tenants' personal property. This is because the THP also covers the contractor's work hours, the estimated duration of the work, the estimated completion date and the general construction safety requirements that are applicable to the worksite.

**Avoid construction delays:** Contact the program and start preparing a THP early. LADBS will not issue a retrofit permit and retrofit work may not start until HCIDLA accepts a THP and gives clearance to issue the retrofit permit.

## Can program staff help me prepare a THP?

Yes. HCIDLA staff are available to assist in the preparation of a THP at (213) 252-1464 or [hcidla.code.seismic@lacity.org](mailto:hcidla.code.seismic@lacity.org).

**At Left — Example of Soft Story Building:** Popular in the 1950s and 1960s, apartment buildings with tuck-under parking are particularly vulnerable to collapse during earthquakes.