

PROPERTY INFORMATION UPDATE FORM

To inform HCIDLA of contact changes for a specific property, submit this form by email, fax, or mail to:

Los Angeles Housing and Community Investment Department - Occupancy Monitoring, as soon as possible.
 {Indicate the agreement/covenant program(s) your property has as HOME/Major Project, Land Use, BOND, CDBG, NSP.}

Date: _____

Program: 1st: _____ 3rd: _____
 2nd: _____ 4th: _____

Property & Owner Update Information

Property Name: _____
 Property Address: _____ City: _____ Zip: _____

Owner Name: _____ **This is a Change.**
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Contact Title: _____
 Email: _____
 Phone Number: _____ Fax: _____

If this property **is** "Owner Managed," press the PMI button on the right to populate the next section.
 If **not** "Owner Managed" type in the current Property Management Company's contact information.

Property Management Company Information Update

Property Mgmt Co.: _____ **This is a Change.**
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Contact Title: _____
 Email: _____
 Phone Number: _____ Fax: _____

Current On-Site Manager

Name: _____ **This is a Change.**
 Phone Number: _____ Fax: _____
 Email: _____

Anticipated dates for the following events (for new projects):

- | | | | | |
|---|-----------------------------------|-------|----|-------|
| 1 | Attend HCIDLA Orientation | _____ | | |
| 2 | Submit updated Property Mgmt Plan | _____ | | |
| 3 | Advertisement & outreach | _____ | to | _____ |
| 4 | New Tenant Application period | _____ | to | _____ |
| 5 | Notification of Tenant Selections | _____ | to | _____ |
| 6 | Certificate of Occupancy awarded | _____ | | |
| 7 | Tenants Move-in | _____ | to | _____ |

Type the name & title of the person submitting this document

_____ - _____

Name Title Signature

Sent this form to: **Los Angeles Housing and Community Investment Department - Occupancy Monitoring,**
 1200 West 7th St., 9th Fl., Los Angeles, CA 90017 / Fax (213) 808-8965
hcidla.occmmonitor@lacity.org.