



Los Angeles Housing Department, Occupancy Monitoring **PROPERTY INFORMATION UPDATE FORM**

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

Los Angeles Housing 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 Department - Occupancy Monitoring**, 1200 West 7th St., 9th Fl., Los Angeles, CA 90017 / Fax (213) 808-8965
lahd.occmonitor@lacity.org.