



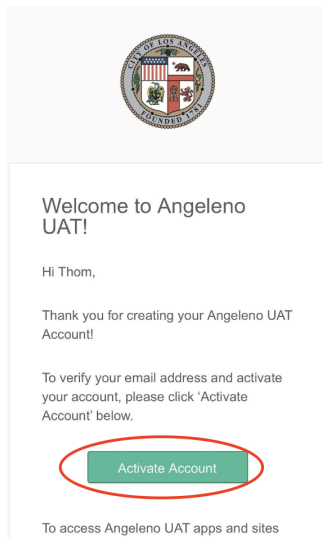
Instructions on How to File a Tenant Buyout Online

This guide will go over step by step instructions on how Angelenos can register and file Tenant Buyout records.

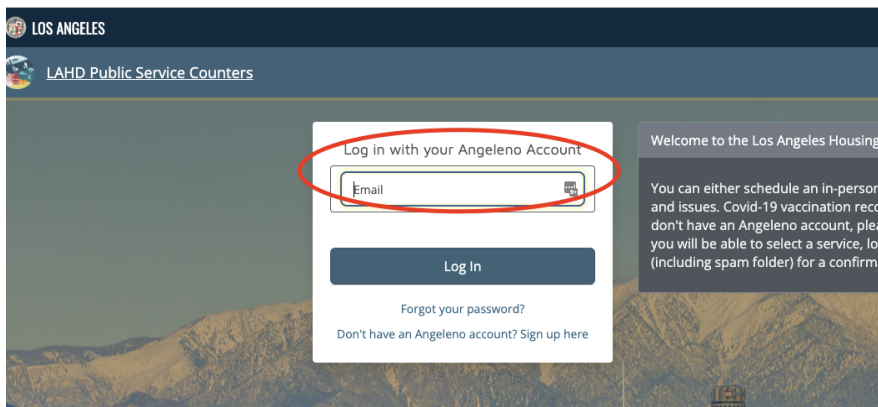
Tenant Buyout Online Filing

1. **All returning Angelenos or new Angelenos applying for an account, will need to “register” for a new account before accessing the Tenant Buyout System. To do so, go to the Angeleno <https://angelenologin.lacity.org/signin/register> Check your email address to “Activate Account”.**

Welcome to Angeleno UAT! -
Activate your account

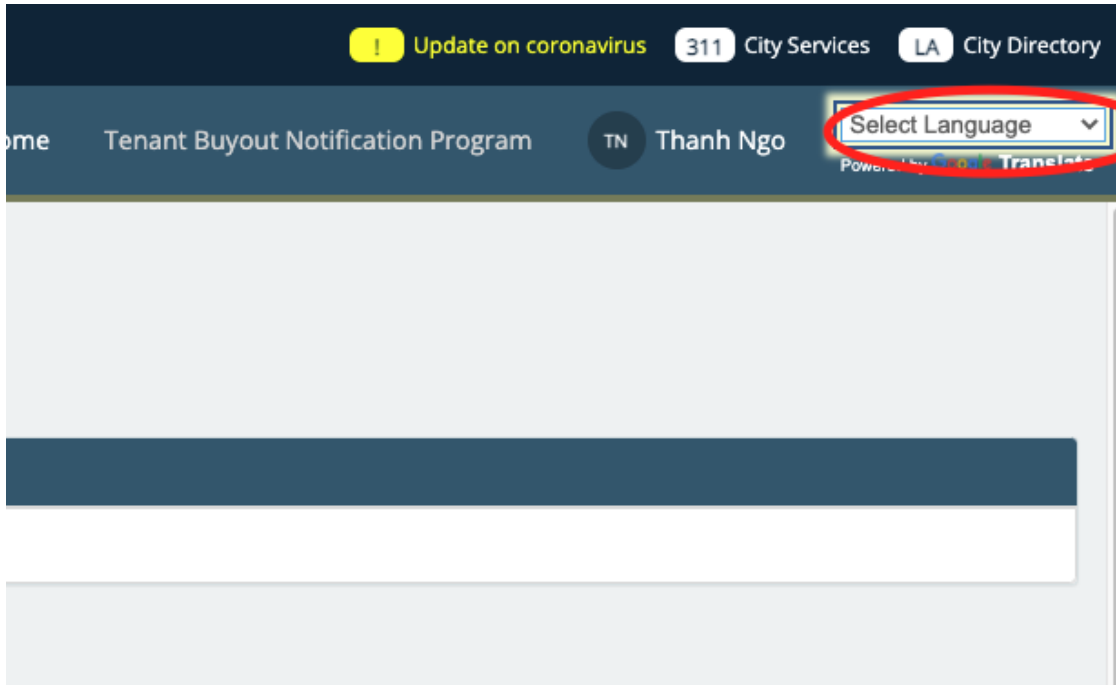


2. Once you have an Angeleno Account go to this link to start a Tenant Buyout: [Tenant Buyout](#) You should see the following screen below. Log in with your Angeleno Account.



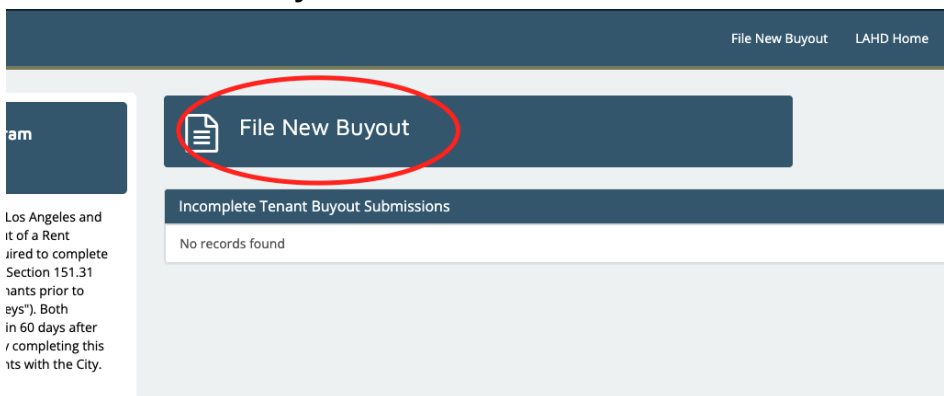


- The option for a different **language** is available on the top right hand corner of the screen.



- The LAHD Logo will take you back to the Tenant Buyout homepage (current page). Update on coronavirus will take you to <https://coronavirus.lacity.org/>. The 311 City Services will take you to [MYLA311](#). The LA City Directory will take you to the LA City [Directory](#). Please be advised that **“Supported Browsers: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge.”**

- Click on **"File New Buyout"**.





6. A series of questionnaires will appear. All fields with a RED label are mandatory. Please populate these fields.

File New Buyout

LAHD Home

Tenant Buyout Notification Program

TN Thanh Ngo

Select Language

Powered by Trans

Supported Browsers: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge.

Status: New

Tenant Information

* Tenant First Name

Tenant's first name required

* Tenant Last Name

Tenant's last name required

Tenant Telephone Number (i.e. 5550005555)

Tenant Email Address (i.e. name@domain.com)

Tenant Address Search

* Tenant Street

Tenant's street required

Tenant Unit/Apt Number (i.e. Apt 101, Apt B, ½, ¼)



- 7. For the "Tenant Address Street" field, start typing the address in the "Tenant Address Search" box and the dropdown will display the address. Please select the correct address from the dropdown. It will automatically populate the Tenant Street, Tenant City, Tenant State and Tenant Zip based on the selection.

The City of Los Angeles and its family move out of a Rent Buyout, are required to complete the Rental Code Section 151.31 given to tenants prior to "cash for keys". Both parties. By completing this documents with the City.

out the tenant, landlord and rent. ts separately and title them: l. Buyout Agreement. ormation you will have 10 ng this time you may save a complete it no later than 10 form. Be sure to click the completed entering the documents. If you do not l the documents. Once filed i email confirming the filing. count including the spam

Tenant Buyout Notification Download the Disclosure Notice

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Tenant First Name:

Tenant Last Name:

Tenant Telephone Number (i.e. 5550005555):

Tenant Email Address (i.e. name@domain.com):

Tenant Address Search:

- * Tenant: 200 North Main Street Los Angeles, CA, USA
- * Tenant: 200 North Main Street Santa Ana, CA, USA
- * Tenant: 200 North Main Street Las Vegas, NV, USA
- * Tenant: 200 North Main Street Corona, CA, USA
- * Tenant: 200 North Main Street Orange, CA, USA

* Tenant City:

* Tenant State:

* Tenant Zip:

Tenant's city required

Tenant's state required

Tenant's zipcode

Tenant Address Search:

Tenant Street:

Tenant Unit/Apt Number (i.e. Apt 101, Apt B, 1/2, 1/4):

Tenant City:

Tenant State:

Tenant Zip (i.e. 00000):



8. Scroll all the way down and click **“Save as Draft”**. This will save your record and keep you on the same page. "By clicking ‘Save as Draft’ your record will be temporarily saved for 10 days from initiated filing and you may return to complete the data entry and upload the documents. If you do not complete the data entry, upload documents and click the ‘Submit’ button your buyout will not be considered filed. After you are done with the form and uploading both required documents, please click the ‘Submit’ button to file the buyout."

9. Be sure to enter the answers to all the required fields.
10. Upload the two mandatory documents, which are the signed disclosure notice and the agreement. Click into the checkbox and the “Upload” button will appear. Both attachments are required before you can submit.



11. The attachment files will display. Delete and reupload new attachments if necessary.

Upload Tenant Buyout Documentation

Upload Disclosure Notice

Upload Buyout Agreement

Attachment(s): BA_DN_image0 (5).jpeg DN_image0 (5).jpeg

12. Click on the "Submit" button when ready.

Upload Disclosure Notice

Upload Buyout Agreement

Attachment(s): BA_DN_image0 (5).jpeg DN_image0 (5).jpeg

Save as Draft **Submit**

! "By clicking "Save as Draft" your record will be temporarily saved for 10 days from initiated filing and you may return to complete the data entry and upload the documents. If you do not complete the data entry, upload documents and click the "Submit" button your buyout will not be considered filed. Please click the "Submit" button to file the buyout."

13. A message prompt will appear and your TB record is set to "Filed".

Tenant Buyout

File New Buyout LAHD Home Tenant Buyout Notification Program TN Thanh Ngo Select Language

Thank you for completing your application. You will be notified when your application has been processed.

Supported Browsers: Google Chrome, Mozilla Firefox, Safari, Microsoft Edge. Application: TB0048661 Status: **Filed**

Tenant Information

Tenant First Name Tenant Last Name

Thanh N



14. An email confirmation will be sent.

IT Service Desk <donotreplylahd@lacity.org>
to Lahd-Snow-Dev

4:51 PM (1 minute ago) ☆ ↶ ⋮

LAHD
LOS ANGELES HOUSING DEPARTMENT

This communication is intended for the above-named person only. If you have received this communication in error, please delete the original message without reading or saving in any manner.

Dear Thanh Ngo,

You have submitted Tenant Buyout forms with the Los Angeles Housing Department (LAHD). Please be sure you submit only one unit per file number. Each unit must have its own file number with LAHD. If you have questions, please call (213) 808-8620.

DATE SUBMITTED: 01-11-2022
FILE NUMBER: TB0048661
TENANT STREET ADDRESS: 200 N Main St
TENANT UNIT NUMBER:
APN: 5161014901
TENANT FIRST NAME: Thanh
TENANT LAST NAME: N

[Return to Tenant Buyout Portal](#)

Thank you.
-The Los Angeles Housing Department

Esta comunicación es designada a la persona arriba mencionada únicamente. Si usted recibió este mensaje por error, por favor elimine el mensaje original sin leerlo o guardarlo de ninguna manera.

Estimado/a Thanh Ngo,

15. On the Tenant Buyout homescreen, it will display all Incomplete filings and Filed records. The option to click and view each record is available. You will be able to view all the filings you submit under your Angeleno Account.

Tenant Buyout File New Buyout LAHD Home Tenant Buyout

Buyout Notification Program (Filing Form)

Who owns property in the City of Los Angeles and a tenant to voluntarily move out of a Rent Ordinance (RSO) unit, are required to complete the Los Angeles Municipal Code Section 151.31 Disclosure Notice be given to tenants prior to Buyout Agreement ("cash for keys"). Both must be filed with the City within 60 days after unit is signed by both parties. By completing this you will be filing both documents with the City.

Form requires:

Additional information about the tenant, landlord and terms of the agreement.

Upload two documents separately and title them:

File New Buyout

Incomplete Tenant Buyout Submissions

TB0048662
Incomplete Filing • You • to • • •

Filed Tenant Buyout Submissions

TB0048661
Filed • Non-Compliant • Thanh • N • 200 N Main St •





16. All Tenant Buyout Records with Incomplete Filing status will get an email reminder to complete the record.

Incomplete Filing of the Tenant Buyout Forms- Los Angeles Housing Department Body Inbox X

LAHD Snow Admin <donotreplylahd@lacity.org>
to Lahd-Snow-Test

5:24 PM (1 hour ago) ☆ ↶ ⋮

****This communication is intended for the above-named person only. If you have received this communication in error, please delete the original message without reading or saving in any manner.****

Dear Emma Garcia,

Your attempt to submit the Tenant Buyout Forms was not successful because you did not click the "Submit" button, you did not answer all the questions or you did not upload both the RSO Disclosure Notice and the Buyout Agreement (Cash for Keys Agreement). Please note that landlords are required to submit both documents within 60 days of the date the agreement is executed.

You may attempt to file online again by visiting our [LAHD Tenant Buyout Filing System](#). If you need assistance, please contact (213) 808-8620.

[Return to Tenant Buyout Portal](#)

Thank you.
-The Los Angeles Housing Department

****Esta comunicación está destinada para la persona arriba mencionada únicamente. Si usted recibió este mensaje por error, por favor elimine el mensaje original sin leerlo o guardarlo de ninguna manera. ****

Archivo Incompleto de los Formularios de Compra de Inquilinato - Departamento de Vivienda de Los Angeles

Estimado/a Emma Garcia,

Su intento de someter los formularios de compra del inquilinato no tuvo éxito porque no hizo clic en el botón "Enviar", no respondió todas las preguntas o no sometió tanto el Aviso de Declaración de Derechos de Inquilino como el Acuerdo de Compra. Tenga en cuenta que los propietarios deben presentar ambos documentos dentro de los 60 días posteriores a la fecha de ejecución del acuerdo.

Puede intentar someter los documentos nuevamente en línea visitando nuestro [Sistema de Archivo de Compra de Inquilinatos](#) con LAHD. Si tiene preguntas, llame al (213) 808-8620.

[Visite lista de compra de inquilinatos](#)

***Please be sure to check your email account, including your spam folder, for notices.**

*** For information about the tenant buyout rules please go to**

<https://housing.lacity.org/rental-property-owners/tenant-buyout-notification-program>