



CITY OF INGLEWOOD HOUSING PROTECTION DEPARTMENT



Registration Frequently Asked Questions

Are all residential property owners and landlords required to register their properties?

Yes. The City of Inglewood Housing Protection Department requires that **ALL residential properties/units register** through the online Inglewood Residential Registry, including single family homes and condos (rented or not), duplexes, multi-family complexes (including new developments) and units occupied by a tenant whose rents are subsidized through the Housing Choice Voucher (Section 8) program.

When does the registration period begin for property owners and landlords to register?

The Program Fiscal Year is from October 1st through September 30th. For the initial year (October 1, 2021), the City Council delayed the registration date to January 7, 2022. The online Inglewood Residential Registry will be open to property owners and landlords beginning January 7, 2022 through March 31, 2022.

Please note: **Registration fees for ALL properties registered from January 7, 2022 through March 31, 2022, will be waived.**

How do property owners and landlords register?

The Housing Protection Department (HPD) will send notices in December to all property owners and landlords within the City informing them of their unique pin code, and the link to the online Inglewood Residential Registry.

What will property owners and landlords need to register their properties?

Property owners, landlords and any property management company acting as the owner's agent will need their property's Assessor Parcel Number(s) and the unique pin (provided in the notices mailed to you from the HPD), and a valid Business Tax Certificate (if applicable) to register the property.

How often is registration required?

All residential property owners and landlords will be required to register annually. In addition, property owners and landlords must update the registration information when there is a change in tenancy and/or a change in property ownership.

Who is the online Inglewood Residential Registry accessible to?

The online Inglewood Residential Registry provides access to property owners, landlords, and any property management company acting as the owner's agent.

What information is public?

Property owners, landlords, tenants and members of the public may request non-exempt residential registry information under the California Public Records Act.

Per California State law, tenant information in the online Inglewood Residential Registry is considered “confidential” and is exempt from disclosure under the California Public Records Act.

What are the consequences if a property owner or landlord does not register their property/units?

If a property owner or landlord fails to register their property/units, the landlord will not be eligible to increase the rent, demand or accept rent, advertise for rent, or evict any tenant. Both property owners and landlords may be subject to an enforcement action leading to fines and penalties.

How much is the annual registration fee?

Annual program fee per residential unit.	\$206.00*
Annual program fee per residential unit occupied by rent subsidized tenants. (e.g. Section 8 Program)	\$92.00
Properties exempt from the HP Program, and residential units whose rents are below 70% of Fair Market rents.	\$0.00

* Registration for the Inaugural Year (October 1, 2021-September 30, 2022) has been reduced to \$184 for the annual program fee per residential unit **IF** the property is not registered by March 31, 2022.

When do I pay the registration fee?

IF property owners and landlords register their properties from January 7, 2022 through March 31, 2022, **THE FEE WILL BE WAIVED**. However, if residential property owners and landlords DO NOT register by March 31, 2022, they will be required to pay the annual registration fee as indicated above, regardless of the property type and exemption status.

What are the penalties if a property owner or landlord does not pay the registration fees?

As of April 1, 2022, property owners and landlords who have not registered their properties by March 31, 2022, (regardless of the residential property type and exemption status) are required to pay the annual program fee. As of May 1, 2022, Landlords who have not registered by April 30, 2022, will incur a penalty of \$100 per unit, AND Landlords will not be allowed to ADVERTISE, DEMAND, or ACCEPT rent, nor EVICT any Tenant, until all fees are paid. As of June 1, 2022, an additional penalty of \$200 will incur; and as of July 1, 2022, 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.

What are the registration fees for?

Registration fees are intended to recover the City’s reasonable costs associated with enforcing its Housing Protection regulations as set forth in Chapter 8 (Articles 9 and 10) of the Inglewood Municipal Code (IMC).

If my rents are very low do I still have to pay the registration fee?

Beginning in the 2022-2023 program year (October 1, 2022 – September 30, 2023), if the rent for a unit is less than seventy percent (70%) of Fair Market Rents for a comparable unit, **and** the Unit is timely registered, the Unit will be exempt from the registration fee requirement. Landlords are still required to register all residential units.

The Fair Market Rents are determined by data specific to Los Angeles County published by the U.S. Department of Housing and Urban Development's Office of Policy Development and Research's (HUD PD&R).

What residential PROPERTIES are EXEMPT from the registration fee but are still required to register their property?

- Owner-occupied residences in which the owner-occupant rents or leases no more than one dwelling unit (including, but not limited to, an accessory dwelling unit or a junior accessory dwelling unit)
- New Developments with a certificate of occupancy for new construction within 15 years from the current date.
- Single-family residences, or dwelling units that are alienable separate from the title to any other dwelling unit (condos), provided that both of the following apply:
 - (i) All Owners are natural persons and not a Real Estate Trust, Corporation, or LLC; and
 - (ii) The Tenants have been provided written legal notice that the Rental Unit is exempt from the IMC.

*Exempt properties MUST still register annually through the online Inglewood Residential Registry to claim any applicable exemptions.

Are property owners and landlords required to register even though their properties are exempt from the HP Ordinance?

Yes. All residential property owners and landlords are required to register annually, whether they are exempt or not. If property owners do not register on time, they will be required to pay the registration fee and any penalties.

What residential UNITS are EXEMPT from the registration fee but are still required to register their unit?

- Owner occupied unit;
- Manager unit;
- Units with rental amounts below 70% of the Fair Market Rents.

What methods of payment can I use to pay my bill?

Property owners may pay their registration with a cashier's check, cash, money order or credit card.

Where can a property owner or landlord pay their bill?

Property owners may pay their registration bill in person, by mail and online at www.cityofinglewood.org. Mail payments to Housing Protection Dept., PO BOX 6007, INGLEWOOD, CA 90312-6007.

Can property owners and landlords charge tenants additional fees?

Yes. A landlord is able to pass through 50% of the registration fee associated with the Housing Protection Registration Annual Bill as long as the registration fees are paid by the due date. A 30-Day notice to the tenant is required, and the monthly pass through fee to the tenant will be ½ of the registration fee divided by 12. A landlord whose tenants' rents are subsidized cannot pass through the fees.

This property is my personal home. Am I still required to pay?

You are not required to pay the annual registration fee, however, you are required to register annually and claim the exemption.

I sold my property. Am I Still responsible for the bill?

Disregard the bill. No Response is necessary. Please note that the bill is the obligation of the owner on title. If you are considering or negotiating the sale of your property, you are still responsible for the fees. HPD will not reimburse you in the event that you sell the property after paying the fees, nor will we waive penalty fees due to failure to complete sale.

How do I claim an exemption?

Property owners and landlords may be entitled to annual exemptions for owner-occupied units, manager units, and units with rental amounts below 70% of the FMR. Exemptions are temporary and must be requested and renewed on an annual basis through the online Inglewood Residential Registry.