Are all residential property owners and landlords required to register their properties?
No. ONLY residential properties containing two (2) or more units on a parcel, including commercial properties with residential components (mixed-use), and/or single-family homes and condos that are not owned by a natural person are required to register through the Housing Protection online Residential Registry System.

When does the registration period open for property owners and landlords to register?
The online Inglewood Residential Registry will be open to property owners and landlords beginning January 3, through March 31st. Late fees and penalties begin April 1st.

How will property owners/landlords know when it’s time to register?
The Housing Protection Department (HPD) will send notices in December to all property owners/landlords informing them when the registration period begins (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 who are creating an account for the first time 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. Otherwise, if an account has already been established, only a valid Business Tax Certificate is needed.

What are landlords required to do in the Online Inglewood Residential Registry?
In addition to the mandatory registration requirement, owners must also record various transactions within the online Residential Registry System such as rent increases, record notices, tenancy terminations, new tenancy information, and change of ownership. Copies of notices must also be provided to the Housing Protection Department within 3 days of being served to their tenants.

Who is allowed to access the online Inglewood Residential Registry?
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 enforcement action including fines and penalties, and property liens.

How much is the annual registration fee?

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual program fee per residential unit.</td>
<td>$206.00*</td>
</tr>
<tr>
<td>Annual program fee per residential unit occupied by rent subsidized tenants. (e.g. Section 8 Program)</td>
<td>$92.00</td>
</tr>
<tr>
<td>Properties exempt from the HP Program, and residential units whose rents are below 70% of Fair Market rents.</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

* Registration fee has been reduced to $184 per residential unit (January 1, 2022 – March 31, 2023)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of April 1st</td>
<td>$100 Late Fee Per Unit</td>
</tr>
<tr>
<td>As of May 1st</td>
<td>$200 Total Added AND Landlords will not be allowed to ADVERTISE, DEMAND, or ACCEPT rent, nor EVICT any Tenant, until all fees are paid.</td>
</tr>
<tr>
<td>As of June 1st</td>
<td>$500 Total Added Per Month</td>
</tr>
</tbody>
</table>

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?

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, registration fees will not be due for that unit. Landlords are still required to register all residential units regardless of rent amount or who resides in the unit, such as a family member.

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). You may find this information on our webpage at www.cityofinglewood.org/1473/Housing-Protection.

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), and established residency before the tenant (must claim property exemption).
- New Developments with a certificate of occupancy for new construction within 15 years from the current date.

*Single family homes and Condominiums owned by a natural person ARE NOT required to register their property.

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

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

How do I claim an exemption?

- Property owners and landlords may be entitled to annual exemptions for owner-occupied units and manager units. Exemptions are temporary and must be requested and renewed on an annual basis through the online Inglewood Residential Registry System.

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. Property Management Companies can pay with a business company check as well as Family Trust ONLY. No personal checks are accepted.
Where can a property owner or landlord pay their bill?
Property owners should pay their bill through the online Residential Rent Registry System. Payments can also be made in person at the City of Inglewood’s Cashier Office (must have invoice), or by mail. Mail payments to City of Inglewood Housing Protection Dept., PO BOX 6007, INGLEWOOD, CA 90312-6007, after you have registered your property.

Can property owners and landlords charge tenants additional fees?
Yes. Pursuant to Inglewood Municipal Code (IMC) Section 8-126, Property owners may pass through 50% of the residential registration fee to tenants IF the registration fee is paid in full by the due date, except for rent-subsidized tenants. A 30-Day notice to the tenant is required, and the monthly pass-through fee to the tenant will be $\frac{1}{2}$ of the registration fee divided by 12. A landlord whose tenants’ rents are subsidized cannot pass through the fees. This fee is not considered a rent increase and property owners are to keep a record of these payments outside the online Inglewood Residential Registry system.

This property is my personal home. Am I still required to register?
As of December 9, 2021, single-family homes/condos that are the primary residence of the owner or rented are not subject to the mandatory registration requirements as long as the owner is a natural person.

This property is occupied by family only, am I still required to upload a Business Tax Certificate?
If more than one owner resides on the property, you can upload the Property Deed that lists owners, in the area for the Business Tax Certificate section of the system. You must also provide two additional proofs of residency when applying for the Property Exemption for both owners that reside on the property, such as a California State ID with the same address as the property that is being registered and utility bills. If a landlord rents to a relative that is not an owner, the landlord is required to register that unit as a tenant occupant.

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 the title. If you own the property while the fee is due, you are required to pay the bill. 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 a sale.