



**CITY OF INGLEWOOD**  
**Housing Protection Long-Term Division**

**REGISTRATION RECOVERY FEE**

Pursuant to Inglewood Municipal Code Section 8-126 (h), a landlord may pass through 50% of the annual residential registration fee to the tenant(s) on a monthly basis if the following applies:

1. The landlord has completed their mandatory registration and paid all applicable fees by the deadline;
2. The landlord is not delinquent and has no outstanding registration fees from previous years;
3. The landlord has served a copy of a valid Statement of Residential Unit Registration Certificate to the tenants.
4. If the issue date of the registration certificate is after April 10, 2023, a landlord may not recover the registration fees from the tenant.
  - a. **Furthermore, this fee cannot be passed through to Section 8 or rent-subsidized tenants, nor to tenants for whom the owner did not pay a fee.**
5. The pass-through recovery fee to a tenant is \$92.00 in total, which is half of the registration fee of \$184 and must be divided over a 12-month period (\$7.67 per month).
6. If a landlord decides to pass-through the fees to their tenant(s), the 30-day Notice Tenant Pass-Through Fee form (link below) may be issued to their tenants(s). The agreement is a separate agreement between the Landlord and Tenant and NOT considered a rent increase.
  - a. [Registration Recovery Fee form-English](#)
  - b. [Registration Recovery Fee form-Spanish](#)

**For Landlords Only**

**How to find the Breakdown of Registration fees paid by unit in your portal:**

1. Log in to the HP registry system:  
<https://www.hpreistry.cityofinglewood.org/#/homepage>.
2. Scroll down to the bottom where you can view the Case History.
3. Click on the eye (View Case) next to this year's Case Status marked "Registration Completed – Payment Received (RR2022-23-xxxxxx)."
4. In the overview area, find the "Breakdown of fees by unit".
5. Click where it says, "Click here to view", to view the breakdown of the Registration Fees you paid per unit.