



CITY OF INGLEWOOD

HOUSING PROTECTION DEPARTMENT

Long Term Rental Division

INTENT TO DEMOLISH PACKET



Step	The Process / Name of Forms	# of Pages	Owner Instructions	<input checked="" type="checkbox"/> Provide to Tenant(s)
1	Obtain a Demolition Permit AND Intent to Demolish Packet.	N/A	Obtain a Demolition Permit & Intent to Demolish packet from the City of Inglewood Building & Safety Division, located on the 4 th floor.	N/A
2	A Demolition Permit requires the Housing Protection Department (HPD) to sign off on the Permit before it is issued.	N/A	Call the HPD at (310) 412-4330 to schedule an appointment to submit permits and review the necessary requirements.	N/A
3	HPD will meet with the Owner to complete the required sign-off checklist.	1	Visit the Housing Protection Department located on the 6 th floor, Suite 602 to complete an Intent to Demolish Property Owner Checklist .	N/A
	Intent to Demolish Instruction Sheet.	1	Provides instructions on the entire process for the Intent to Demolish.	N/A
4	CA Civil Code 1940.6 Noticing Requirement.	1	Provides instructions on the noticing requirement to the tenant(s).	<input checked="" type="checkbox"/>
	Intent to Demolish Tenant Notification Letter.	1 (2-sided)	Provides tenant instructions and requirements to Tenants on the Demolition process.	<input checked="" type="checkbox"/>
	Permanent Relocation Assistance Calculations Flyer	1	Provides Relocation Assistance Calculations.	<input checked="" type="checkbox"/>
	Relocation Assistance Distribution (RAD) Form.	1	<u>USE THIS FORM ONLY IF</u> more than one adult tenant is on the lease to determine the distribution of funds. <ul style="list-style-type: none"> All adult tenants shall complete, sign, and return to the owner within ten (10) calendar days of receiving this form. <p>If the tenant(s) do not return the form, Owner may issue payment to all Adult Lessees on a joint check.</p>	<input checked="" type="checkbox"/>
5	Tenant Plan.	2	After receiving the RAD form back from applicable tenant(s) and after reviewing the relocation figures; Owners are to complete the Tenant Plan.	N/A
6	Schedule a Housing Protection Board (HP Board) Hearing.	N/A	Call the HP Department at (310) 412-4330 to schedule a Board Hearing date and submit the following documents below by emailing them to RentalHousingBoard@cityofinglewood.org : <ol style="list-style-type: none"> Copies of all Demolition Permits; The Tenant Plan; and Copies of the Intent to Demolish a Residential Property Tenant Notification letters. 	N/A
7	HP Board Hearing.	N/A	<ul style="list-style-type: none"> The HP Board will review all permits, the Tenant Plan, and confirm all tenant(s) have received their "Intent to Demolish a Residential Property" Tenant Notification Letters. Once the HP Board, has reviewed the required documents and approve the owners request, the HP Board will issue the Owner a Demolition Approval letter. 	N/A

8	120-Day Notice of Termination-Intent to Demolish with Declaration of Service.	1 (2-sided)	<ul style="list-style-type: none"> • Owner shall complete both sides of the notice, and serve their tenant(s). • Attach the HP Board Demolition Approval letter. • (Keep a copy for your records and submit a copy of each notice to the HP Department within (3) three days after serving your tenant(s) by logging on to the HP Registry site at www.hpregistry.cityofinglewood.org and record the Eviction. 	<input checked="" type="checkbox"/>
9	Payout Relocation Assistance to All Tenants.	N/A	<p>Owners have a choice on how they distribute payment of the Relocation Assistance to their tenant(s). Owner options are:</p> <ol style="list-style-type: none"> 1. Direct Payment (within 15 days of service of the 120-day Termination Notice). 2. Escrow Deposit (must be deposited before 120-day notice is given). 	N/A