

CAPITAL IMPROVEMENT PASS THROUGH REQUEST – APPLICATION

Instructions: Provide a response to all required fields listed below. Sign and date in the Declaration of Signature section at the bottom of the application. Email the application to RSO@hpca.gov and attach any documentation supporting the claim in the email submission. A Community Development Department designee will reach out using the contact information provided if additional documentation or clarification is needed.

LANDLORD INFORMATION		
Name:		
Phone #:	Alt. Phone #:	
Mailing Address:		
City:	State:	Zip Code:
Email:		
LANDLORD'S AUTHORIZED REPRESENTATIVE INFORMATION <i>(if applicable)</i>		
Name:	Relationship to Landlord:	
Phone #:	Alt. Phone #:	
Mailing Address:		
Email:		
SUBJECT PROPERTY DETAILS		
Address:	Number of Units:	
City:	State:	Zip Code:
Total number of units at the subject property:		
List all unit numbers that will be affected by the Application:		
CAPITAL IMPROVEMENT DETAILS		
<i>Please explain in detail the capital improvements made on to the rental property and/or unit. Feel free to attach a separate sheet of paper if additional space is required.</i>		
Initial install or purchases date of item. (e.g. if furnace was replaced and being claimed on this form, provide the date of install of the replaced furnace):		
Pictures demonstrating the state of the replaced/improved item (the original item) must be provided. Have pictures been included in this request?	<div style="display: flex; justify-content: space-around;"> Yes No </div>	

Pictures demonstrating the replaced or improved item has been installed/fixed must be provided. Have pictures been included in this request?	Yes	No
What is the total cost of the capital improvement?	\$	
Receipt or invoice of replaced/improved item is required. Has the invoice or receipt been included in this request?	Yes	No
Proof of payment (canceled check, bank account transaction, etc.) of the replaced/improved item is required. Has proof of payment been included in this request?	Yes	No

DECLARATION OF SIGNATURE	
I, the undersigned, declare that the information provided in this petition is true and accurate to the best of my knowledge. I understand that the City of Huntington Park may contact me for further information or clarification.	
Print Name:	Date:
Signature:	

Amortization Schedule				
Total Cost of Capital Improvement:	\$	50% Cost of Capital Improvement:	\$	
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

- Total Cost of Capital Improvement: Enter the total cost of the capital improvement
- 50% Cost of Capital Improvement: Enter 50% of the total cost of the capital improvement
- Year 1- Year 5: Divide the 50% capital improvement cost by 5 to arrive at the yearly pass-through amount.

Monthly Capital Improvement Pass-through to Tenant	
Monthly allowable pass-through:	\$

- Monthly allowable pass-through: divide the yearly pass-through amount by 12 to arrive at the amount of the pass-through cost that is allowed to be added to the tenant's monthly rent for no longer than a 5-year period.



ANNEX B - CAPITAL IMPROVEMENT PASS-THROUGH REQUEST

PROCESS OVERVIEW

Summary

The ordinance permits landlords to pass through 50% of capital improvement costs to tenants in covered rental units with the approval of the Department. Landlords must submit a request to authorize the pass-through of capital costs to tenants to the Department within six (6) months of work completion. The request should clearly demonstrate how the improvements directly benefit tenants, such as enhanced plumbing, roofing, or heating systems. Routine maintenance costs or repairs from wear and tear are ineligible for pass-through to tenants. Ultimately, landlords are responsible for demonstrating that capital improvement meet the pass-through criteria of the Ordinance.

Within six (6) months of capital improvements being completed, the Capital Improvement Pass-Through Request Application is required to be submitted to the department by the landlord for the request to be considered for approval. Applications submitted beyond six (6) months of the last cost incurred will not be considered for approval by the Department. A separate application is required for each capital improvement for which a landlord is seeking pass-through approval.

Included with the Capital Improvement Pass-Through Request Application, landlords will be required to submit receipts or invoices for the materials or work purchased, proof of payment (described in detail in the Application) and “before” and “after” pictures of the work performed.

To be eligible for a capital improvement pass-through, landlords must have registered all rental units on the subject property, not lapsed on registration in previous years, and must be current on payment of registration fees, pursuant to the City of Huntington Park Rent Stabilization Ordinance

The Department will review requests in the order in which they are received and will aim to issue a determination on the request within 30 business days of receipt of the application, to the best of the Department’s ability. If the Department has any questions on the documentation, a representative will reach out to the landlord via the contact method provided on the application. The Department will attempt outreach twice, leaving voicemails or email follow-ups as applicable. If a response is not received by the second attempt, the request will be considered incomplete and denial notification will be mailed to the landlord.

The Department will mail determination notices to the landlord alerting them of the Department’s decision. In instances where the application is rejected due to an incomplete application/insufficient documentation, a onetime appeal process will be provided so the landlord may resubmit with complete and thorough documentation. In no other instance will an appeal process be provided, and the Department’s decision should be considered final.