

**NOTICE OF INTENTION TO CONVERT FOR EXISTING TENANTS**  
(PRIOR TO APPLICATION FILING)

To the occupant(s) of

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(address)

The owners (s) of this building, at (address), plans to file a tentative map with Los Angeles County's Department of Regional Planning to convert this building to a (condominium, community apartment, or stock cooperative project). You shall be given notice of each hearing for which notice is required pursuant to Section 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing (§66452.18).

Pursuant to 8.48.080 of the Los Angeles County Code, you are entitled to receive relocation assistance in the following forms:

- a) Assistance in Locating Comparable Unit. The applicant is required to assist in locating a comparable replacement rental unit by: 1) providing an updated report to each tenant concerning the availability of comparable rental housing in the area of the tenant's present unit and 2) driving or arranging to drive tenants without cars, and assist tenants with cars, in order to inspect units.
- b) Moving Costs. The applicant shall pay \$500 to each household to cover moving costs on or before the date the unit is vacated.
- c) Compensation for Anticipated Rent Increases. The covenant and agreement shall provide that the applicant shall pay to each household, at the time a unit is vacated \$1,000.00

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(signature of owner or owner's agent)

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(date)