

**Part A. Transferring from (To be completed by current Financially Responsible Party (FRP))**

I, \_\_\_\_\_, hereby assign and transfer all rights and financial responsibilities for the following Deposit Accounts to the below mentioned in Part B:

Plan Number: \_\_\_\_\_

Type (EIR/MMRP/Tract Map/Parcel Map etc.): \_\_\_\_\_

Project Name: \_\_\_\_\_

I request the disposition of funds on deposit or funds owed to the County as follows (check applicable):

- Transfer the remaining balance of \$\_\_\_\_\_ to the New (FRP)
- Refund the remaining balance of \$\_\_\_\_\_ to me (FRP)
- The outstanding amount of \$\_\_\_\_\_ is new FRP's responsibility
- The outstanding amount of \$\_\_\_\_\_ is my (FRP) responsibility

FRP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**Part B. Acceptance of Transfer (To be completed by the new FRP):**

I, \_\_\_\_\_, hereby accept financial responsibility for the above-mentioned Deposit Accounts from \_\_\_\_\_ (FRP, Part A.), effective date \_\_\_\_\_.

If the County should release all or a portion of the Deposit Account funds to me, I hereby agree to defend and indemnify the County of Los Angeles from any and all claims that may arise from the release of said funds.

New FRP: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

New FRP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**(NOTARY TO BE ATTACHED)****FOR STAFF USE ONLY**

Verified by \_\_\_\_\_

Planner\Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS FOR CUSTOMER CHANGE OF FINANCIAL RESPONSIBILITY ON DEPOSIT  
ACCOUNT PROJECTS IN PROCESS  
WITH THE COUNTY OF LOS ANGELES**

If you have a project under review by the County of Los Angeles and have submitted deposits with the County as payment for work on the project, and you are transferring financial responsibility of the project to another party, you must do the following:

**Current Financially Responsible Party (FRP) Transferring From**

1. Complete and sign **Part A.** of the Change of Financial Responsibility Form.
2. Give original form to the New FRP.
3. Keep a copy for your records.

**New Financially Responsible Party Transferring To**

1. Complete and sign **Part B.** of the Change of Financial Responsibility Form, indicating your acceptance of financial responsibility on the transferred project.
2. Provide a supplemental deposit, specified by the Project Manager to deposit into the deposit account.
  - This deposit will be used against any charges to this account.
  - At the end of the project, if the funds on deposit are in excess of the total charges, then the remaining funds will be refunded to the new FRP after the project has been completed.
3. If the New Financially Responsible Party fails to complete the Change of Financial Responsibility Form when they are no longer the Financially Responsibility Party, then any remaining funds in the deposit account will automatically transfer to the new Financial Responsibility Party.

\_\_\_\_\_ Initials

**County Assigned Planner/Clerk:**

1. Verify the Change of Financial Responsibility Form is complete and notarized.
2. Attach the signed Change of Financial Responsibility Form to the plan in EnerGov.

If you have any questions about this process, you may contact Budget and Accounting Services at (213) 974-6440 to direct you the assigned planner who is working on your project.