



Eric Garcetti, Mayor  
Ann Sewill, General Manager

**RELEASE OF ESCROW APPLICATION AND DECLARATION FORM**

**Applicant Name:** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant Mailing Address:** \_\_\_\_\_

**Type of Applicant:** (Select One)  **Owner/Landlord**  **Management Company**  **Tenant**  **Creditor**

**REAP Property Address:** \_\_\_\_\_ **REAP Case No.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Type of Request** (Check all which apply)

**Amount Requested**

**Future Repairs**  **Completed Repairs** \$ \_\_\_\_\_  
(Repairs)

**Essential Services (e.g. Utilities, Trash Services)** \$ \_\_\_\_\_  
(Essential Services)

**Tenant Relocation Costs** \$ \_\_\_\_\_  
(Tenant Relocation Cost)

**Court Order / Satisfaction of Judgment** \$ \_\_\_\_\_  
(Court Order/Judgment)

**Other (Describe)** \_\_\_\_\_ \$ \_\_\_\_\_  
(Other Costs)

**Total Amount Requested** \$ \_\_\_\_\_

I hereby declare that I am the applicant as indicated above for this property and that I am applying in good faith for the release of escrowed funds in accordance with L.A.M.C. 162.07 and REAP Regulations 1200.13.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Attach supporting documents with the application; see reverse side for list of required and recommended documents. Submit the application to:**

**Los Angeles Housing and Community Investment Department Attn: REAP Section PO Box 17460 Los Angeles CA 90017  
Tel: (844) 864-REAP Fax: (213) 808-8810**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

**Do You Require a Reasonable Accommodation? Yes/No** \_\_\_\_\_

**If Yes, Please Describe:** \_\_\_\_\_

**The Los Angeles Housing and Community Investment Department does not guarantee the release of funds from Rent Escrow Account Program escrow accounts. These instructions are provided for information purposes only. HCID assumes no liability or responsibility for the completeness or usefulness of this information.**

## Release of Escrow Application Procedures

Per LAMC 162.07 and REAP Regulations 1200.13.B.2, while a unit/building is in the Rent Escrow Account Program (REAP), a landlord, tenant, enforcement agency and/or any creditor may apply to the General Manager for a release of funds from the escrow account. The General Manager may grant a withdrawal of funds for the following reasons:

**1. Future repairs** necessary to correct violations and/or deficiencies, including but not limited to those violations and/or deficiencies causing the property to be placed in REAP

An applicant may apply for a release of funds for repairs. Building tenants may jointly apply for repairs of deficiencies in the common areas of the building that also affect their units.

If release is approved, payment shall be made directly to the contractor. If the amount approved is in excess of one thousand dollars (\$1,000) HCID shall withhold fifty percent (50%) of the funds approved until verification that the work has been completed in a satisfactory manner. The applicant must notify the HCID and provide proof that the work is complete in order to receive the remainder of the approved funds.

It is recommended that supporting documents be submitted with the application (for example: repair estimates, invoices, contractor proposals and/or bids). For tenant requests for repairs in excess of \$500, the applicant must submit an estimate or invoice from a licensed contractor, which includes labor, materials and permit costs, if applicable.

**2. Reimbursement for completed repairs** necessary to correct violations and/or deficiencies, including but not limited to those violations and/or deficiencies causing the property to be placed in REAP.

An applicant who has paid out-of-pocket for completed repairs may apply for reimbursement.

It is recommended that supporting documents be submitted with the application (for example: receipts, invoices, cancelled checks). For tenant requests for repairs in excess of \$500, the applicant must submit an estimate or invoice from a licensed contractor, which includes labor, materials and permit costs, if applicable.

**3. Building Maintenance** to pay for essential services such as utilities, trash services, security, pest control and managerial services. It is recommended that the applicant submit supplemental documents, such as utility bills, invoices, or proof of payment with the application.

**4. Tenant Relocation.** Tenant(s) who wish to or have relocated from the unit/building may apply for a release of funds. The General Manager shall not approve release of escrow funds for relocation if, at the time of application, the enforcement agency has verified the landlord's correction of the deficiencies cited in the outstanding order(s) for the tenant's unit/building.

Tenant(s) are limited to receiving funds that are available in the escrow account for the tenant's unit.

It is recommended that supporting documents be submitted with the application. For example: rental listings, a lease, and moving expenses.

If an application for release of funds for relocation is approved, the tenant shall relocate within 60 days of receipt of the funds. Tenants will be notified when the check is available for pick up at the HCID Main Office.

**5. When ordered by a court or to satisfy a judgment** obtained under LAMC Section 162.09.C. The release of funds is limited to funds available in the escrow account (or the tenant's share of the escrow account).

It is recommended that supporting documents be submitted with the application. For example: court orders, execution of judgment

**IT IS ADVISED THAT SUPPORTING DOCUMENTATION BE LEGIBLE AND ORGANIZED IN A CLEAR AND CONCISE MANNER FOR THE HEARING OFFICER TO CONSIDER IN REACHING A DECISION.**

### Release of Escrow General Manager's Hearing

A Release of Escrow General Manager's Hearing Notice indicating the date, location and time of the hearing will be sent to the applicant, tenant(s) and/or interested parties at least 15 days prior to the hearing date.

The release of funds from the escrow account will be determined by the Hearing Officer.

It is recommended that the applicant requesting the release of funds appear at the hearing to answer questions or respond to any objections to the release of funds. The Hearing Officer may require the applicant to submit further evidence or documentation in order to make a determination.

### Release of Escrow General Manager's Hearing Decision and Appeal

A General Manager's Hearing Decision approving or denying the release of funds shall be issued within 10 working days of the General Manager's Hearing (or after the time allowed to submit further evidence has expired).

The GM Hearing Decision may be appealed to the Rent Adjustment Commission by any aggrieved party within 10 calendar days after the decision is sent per LAMC Sec. 162.07.B.3.

### Release of the Funds

After the 10 day GM Hearing Decision Appeal period has expired, if no appeal has been received, payment of the approved funds will be processed. If a timely appeal is received, the release of funds is held pending the outcome of the appeal.