



Assistance Animal Refund Log



Pursuant to Voluntary Compliance Agreement (VCA) §III ¶35.f.ii, within ninety (90) Days after adopting the City’s Fair Housing Policy Related to Individuals with Disabilities (Rental Occupancy Policies), all Covered Housing Developments under the VCA are required to complete the Assistance Animal Refund Log detailed below and submit the log to the City’s Section 504/ADA Coordinator.

See Rental Occupancy Policies §2.12 Service Animals and Other Assistance Animals and §3.16a. Guidelines for All Assistance Animals, Including Service Dogs, Living in the Development: Owners and Property Management Agents for each Development that had required a tenant to pay a deposit or any fee in connection with an assistance animal must issue refunds to each affected resident.

INSTRUCTIONS

Complete this log to record any and all refunds due to any current tenant residing at your development as of August 2, 2019 pursuant to Rental Occupancy Policies §§2.12 and 3.16a. Complete all sections below, do not leave any sections blank. You must specify the reimbursement method(s); cash, check, electronic deposit, etc. If you have no refunds to report, indicate that there are “No refunds to report” on the first line.

SUBMITTING THE COMPLETED SURVEY

Email the completed form to HCIDLA at hcidla.achp@lacity.org or upload the form to the AcHP website at www.AccessHousingLA.org.

Property Name					
Property Address					
Unit #	Recipient Address	Recipient Name	Date of Refund	Refund Amount	Method of Refund