

Required Documents for Compliance with Policies and Procedures

All of the documents listed below are required for the implementation of and compliance with the City of Los Angeles’ Fair Housing Policies Related to Disability.

You may download all required posters and documents from the Affordable and Accessible Housing Registry (Registry) at AccessHousingLA.org. The Quarterly Report and Property Listing are to be completed via the Owner/Property Management Agent (O/PM) Dashboard on the Registry.

Policies and Procedures	
1	Property Management Plan (PMP) Information Packet
2	Development’s Grievance Policy and Procedures
3	Self-Certification of Adoption and Compliance with Revised City of Los Angeles’ Fair Housing Policies Related to Disability
4	Acknowledgment of Receipt of Notification of the Voluntary Compliance Agreement (VCA)
5	Tenant Acknowledgment of Receipt of Rental Occupancy Policies: Tenant Handbook and Appendices 1-10
6	Utilization Survey of Occupancy for all units
Outreach	
7	Affirmative Marketing Flyer (required for New Developments and Existing Developments that are reopening their Conventional Unit Waiting List)
8	Property Listing via O/PM Dashboard
Photos of Postings	
9	HUD Fair Housing Poster
10	CRD State Fair Housing Fact Sheet in English and Spanish
11	Notice of Rights to Reasonable Accommodation and Auxiliary Aids (Appendix 2)
12	Rental Occupancy Policies: Tenant Handbook and Appendices 1-10
Quarterly Report and Conventional Unit Waiting List	
13	Accessible Unit Transfer List
14	Accessible Unit Transfer List – Common Control, if applicable
15	Accessible Unit Waiting List (not required for 100% Coordinated Entry System)
16	Reasonable Accommodation, Effective Communication, and Grievance Logs
17	Accessible Unit Occupancy Survey
18	Conventional Unit Waiting List (not required for 100% Coordinated Entry System)
Rental Application and Tenant Recertification	
19	Rental Application Package including Cover Page and Annual Recertification Cover Page