



**CITY OF LOS ANGELES  
HOUSING + COMMUNITY INVESTMENT DEPARTMENT  
ACCESSIBLE HOUSING PROGRAM**



**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](http://AccessHousingLA.org). The Quarterly Report and Property Listing are to be completed via the Owner/Property Management Agent (O/PM) Dashboard on the Registry.**

<b>Policies and Procedures</b>	
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
<b>Outreach</b>	
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
<b>Photos of Postings</b>	
9	HUD Fair Housing Poster
10	DFEH State Fair Housing Poster 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
<b>Quarterly Report and Conventional Unit Waiting List</b>	
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	Quarterly Occupancy Survey
18	Conventional Unit Waiting List (not required for 100% Coordinated Entry System)
<b>Rental Application and Tenant Recertification</b>	
19	Rental Application Package including Cover Page and Annual Recertification Cover Page