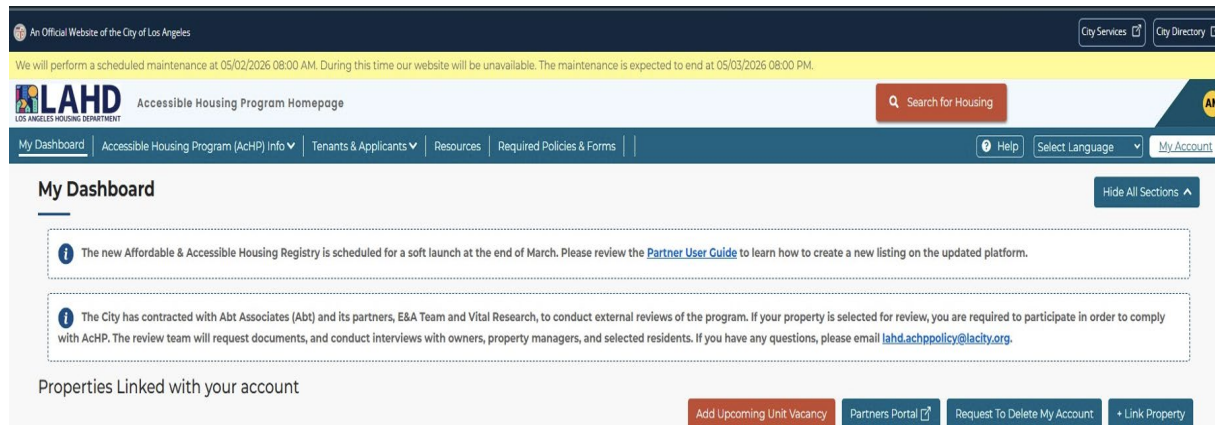




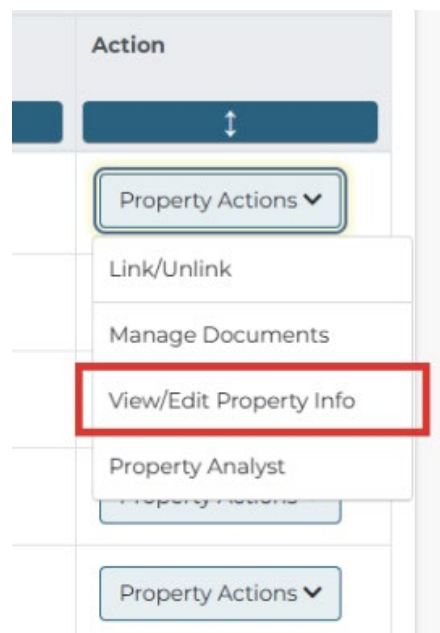
The Property Listing is a description of the property as it is displayed on our Accessible Housing Program Homepage <https://lahousing.lacity.org/aahr>. After conducting a marketing campaign, lottery and/or the lease-up phase, the responsible Owner/Property Management Agent uses the “View/Edit Property Info” option from the Dashboard to respond to occupancy questions and provide applicable information reflected in this guide.

To begin, access your Dashboard on the Registry:



The screenshot shows the LAHD Accessible Housing Program Homepage. The header includes the LAHD logo, navigation links for "My Dashboard", "Accessible Housing Program (AChP) Info", "Tenants & Applicants", "Resources", and "Required Policies & Forms". A search bar is present with the text "Search for Housing". Below the header, the "My Dashboard" section contains two informational messages. The first message states that the new Affordable & Accessible Housing Registry is scheduled for a soft launch at the end of March. The second message informs users that the City has contracted with Abt Associates (Abt) and its partners, E&A Team and Vital Research, to conduct external reviews of the program. Below the messages, there is a section titled "Properties Linked with your account" with buttons for "Add Upcoming Unit Vacancy", "Partners Portal", "Request To Delete My Account", and "+ Link Property".

Navigate to the desired Property and click on the “**Property Actions**” drop-down
Choosing the “**View/Edit Property Info**” option:



The screenshot shows a dropdown menu for "Property Actions". The menu items are: "Property Actions" (with a dropdown arrow), "Link/Unlink", "Manage Documents", "View/Edit Property Info" (highlighted with a red box), "Property Analyst", and "Property Actions" (with a dropdown arrow).

Section I: Property Information

In this section, provide basic details about your property

1. Property Name – Auto populates, if you need to update property name contact your assigned analyst
2. Property Address – Auto populates, if you need to update property address contact your assigned analyst
3. Was site 90% Occupied Prior to 2015? - Provide the required answers based on your selections:
 - a. If the answer is “Yes”, enter the date initially occupied.

Property Information

Property Name: Irolo Senior Apartments Property Address: 770 S IROLO ST LOS ANGELES CA 90005

Was this site 90% occupied prior to 2015?: Yes No Date that the site was initially occupied: 12/01/1998

Housing Program: Combination of Non-CES and Referral-based Non-CES Save

- b. If the answer is “No”, indicate if the property is currently 90% occupied.

Property Name: Irolo Senior Apartments Property Address: 770 S IROLO ST LOS ANGELES CA 90005

Was this site 90% occupied prior to 2015?: Yes No

Is this site currently 90% occupied?: Yes No

Housing Program: Combination of CES and Non-CES units Save

4. Housing Program – Select the appropriate Housing Registry type for your project. **SAVE**

Housing Program: Combination of CES and Non-CES units Save

Select

- No CES units
- 100% CES units
- Referral-based Non-CES
- Combination of CES and Non-CES units**
- Combination of CES and Referral-based Non-CES
- Combination of Non-CES and Referral-based Non-CES

Units Information

Unit Informa

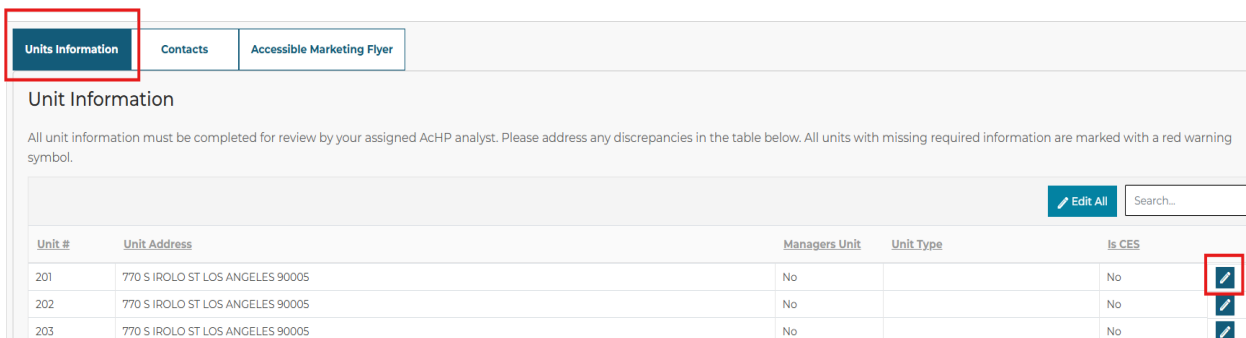


Housing Programs Breakdown:

- **No CES Units** = No units are filled via a Coordinated Entry System (CES) organization. Not filled by LAHSA CES, Matchers, or Referral Based. A.K.A. “Affordable Units”.
- **100% CES Units** = All Units are filled by LAHSA CES or their SPA matchers.
- **Referral Based Non-CES** = Units are filled by organizations not associated with LAHSA CES i.e VASH Units, Project 160, HACLA.
- **Combination of CES and Non CES Units** = Some units filled by LAHSA CES and others are affordable units, subject to marketing and lottery requirements for new Developments.
- **Combination of CES and Referral based Non CES** = All referral based but some units are filled by LAHSA CES and others filled via a Referral Based organization. (i.e. CES Alternate, HOPWA, or Tiny Homes)
- **Combination of Non-CES and Referral based Non-CES** = Affordable units that are subject to marketing and lottery requirements for new Developments and units filled by Referral Based organizations (not LAHSA CES).




Section II: Unit Information

In this section you only have the ability to change if the unit is a CES unit by clicking the pencil box:

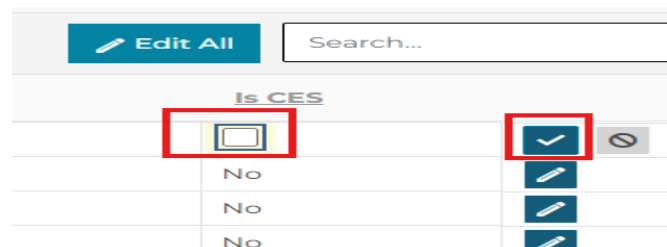





Unit Information

All unit information must be completed for review by your assigned ACHP analyst. Please address any discrepancies in the table below. All units with missing required information are marked with a red warning symbol.

Unit #	Unit Address	Managers Unit	Unit Type	Is CES
201	770 S IROLO ST LOS ANGELES 90005	No		No 
202	770 S IROLO ST LOS ANGELES 90005	No		No 
203	770 S IROLO ST LOS ANGELES 90005	No		No 

Check the box if unit is CES:



Is CES	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	



Section III: Contact Information

This section lists all contacts that have registered an account on the AHPH and linked with this property. If LAHD already has contact information on file for your property, it will be displayed here. You can edit or delete this information as required in the “Contact Information” section.

Associated Accounts Information - Account Type

1. Ensure all required roles are filled by having staff register an account (Associated Account) and selecting their role(s):
 - a. Owner/Owner Representative (Please select a “Primary”)
 - b. Regional Manager (Senior staff member)
 - c. Disability Coordinator
 - d. Grievance Coordinator (can be same person as Disability Coordinator)
 - e. Property Manager/On-site Property Manager (Please select a “Primary”)
2. To update your Account Type click Edit

Account Type	Account Name	Address	Email/Phone	
Managing General Partner, Property Manager, Leasing Agent, On Site Manager, Grievance Coordinator, Owner, Disability Coordinator	[Redacted]	[Redacted]	[Redacted]	Set Primary
On-Site Manager	[Redacted]	[Redacted]	[Redacted]	Set Primary
Owner (Primary), Disability Coordinator	[Redacted]	[Redacted]	[Redacted]	Set Primary
Property Manager	Pearl Fregoso		pearl12345@yopmail.com 313-485-1967	Set Primary Edit

Select **Association** to change Account Type status, if your role is a primary role select **Primary** and check the box for your account type to hold the primary role status out and click **SAVE** (red asterisk = response required)

4. The 'Primary Association' is only for Owner and Property Manager, and they receive Registry application notifications.
5. The primary property manager is a senior manager responsible for coordinating the project's compliance with ACHP policy requirements.

Association: Property Manager

Primary: None selected

Would you like this information to be displayed on the Registry for the public to contact? (One contact is required to be listed; the Registry will only list the latest selection.)*

Yes No

First Name*

Middle Name

Last Name*

Company

Title

Email

Is PO Box?* Yes No

House Number*

Contact Information

1. To edit contacts information such as Association type, Associate display on registry, name, address, email, (different from Associated Accounts above). Click on the **three dots**

Contact Information

Detailed Contact: Breaks down the address entered. Individual boxes capture Street Direction, Street Type, Unit #.
Simple Contact: Does not separate the different elements of an address entered.

Filter Contact List

Owner

Modified: 04/30/2025

By: Pearl Fregoso

In: Office

Address: Los Angeles CA 90058

Unit:

Phone:

Email Address:

Displayed on the Registry for the public to contact: Yes

2. Edit desired information and click **SAVE** (red asterisk = response required)

Edit Contact

All fields marked with an asterisk (*) are required.

Association* (To select multiple items in the list, hold down the Ctrl (PC) or Command (Mac) key)

Primary Association

Owner

Property Manager

Managing General Partner

Disability Coordinator

Owner

Would you like this information to be displayed on the Registry for the public to contact? (One contact is required to be listed; the Registry will only list the latest selection.)*

Yes No

First Name* Middle Name Last Name*

Company Name (optional)

Address Line 1

Address Line 2

City* State* Zip*



Section IV: Accessible Marketing Flyer

Complete this section only if your property is required to conduct affirmative outreach marketing for your property. Please enter all required and applicable questions, including pre-application open/close and lottery dates. (**red asterisk = response required**)

Complete all required and applicable fields to generate a flyer.

- a. Developer and Property Management Company Names* - Enter the company names for both the ownership group and property management company.
- b. Methods for Applications* - Provide at least two (2) ways of obtaining and submitting the rental application Description of 2 minimum methods of how applications will be provided and accepted
- c. Property Features* - Describe any special, accessibility and/or other features of the units and common areas.
- d. Unit Available* - Enter information for units that are currently available. Complete information for the general affordable units.
- e. Referral Agency – If hosting a lottery enter lottery information

Submitting the Listing

The Property Listing may be saved at any time, from any section by clicking the “Save” button. However, this does not submit your listing for analyst review.

To submit your listing for review, select the “**Save and Generate File**” button located only from the “Accessible Marketing Flyer” section.

Income Limits	Referral Agency
<input type="text"/>	<input type="text"/>
Rental Policy Info	Rental Special Notes
<input type="text"/>	12 Referral based HUD Section 811 units Section 811 project based voucher by HUD
Support Services	Description of how applicant can request a Reasonable Accommodation *
<input type="text"/>	Contact the property manager.
<input type="button" value="Save"/> <input type="button" value="Save and Generate File"/>	