

Tenant Right to Counsel (RTC) Compliance Checklist

For Los Angeles Property Owners and Managers
Effective 2025 – City and County of Los Angeles

STEP 1: Identify Jurisdiction

- ☐ Is the property in:
 - City of Los Angeles
 - Unincorporated LA County
 - Another LA-area city not currently covered (check local ordinances)

STEP 2: Determine Tenant Eligibility

- ☐ Confirm tenant's household income is at or below 80% of Area Median Income (AMI)
- ☐ Eligibility not based on immigration status
- ☐ Confirm applicable ZIP codes for phase-in if relevant

STEP 3: Lease Packet Compliance

- ☐ Include Notice of Right to Counsel in the lease packet
- ☐ Use official City or County form
- ☐ Ensure notice is in tenant's primary language
- ☐ Retain proof of service in tenant file (minimum 3 years)

STEP 4: Eviction-Related Notice Compliance

- ☐ Serve RTC Notice with any:
 - Notice to Pay Rent or Quit
 - Notice to Cure or Quit
 - Notice to Terminate Tenancy or Subsidy
- ☐ Attach correct translated version
- ☐ Log service in your compliance tracker

STEP 5: Common Area Posting

- ☐ Post RTC Notice in:
 - Lobbies
 - Mailrooms
 - Building entrances
 - On-site offices
- ☐ Post in all applicable languages
- ☐ Check posting weekly for visibility and weather damage

STEP 6: Staff Training

- ☐ Train all leasing and property staff on:
 - When and how to serve RTC notices
 - Proper documentation practices
 - Who qualifies for RTC
 - Where to find official forms
- ☐ Keep records of training completion

STEP 7: Legal Support

- ☐ Consult legal counsel before issuing eviction notices
- ☐ Review leases for language updates
- ☐ Monitor changes to phase-in ZIPs or enforcement timelines

Enforcement Penalties to Avoid

- Up to \$800 per violation
- Additional fines per day for uncorrected violations
- Possible legal defense raised by tenant in court
- Criminal prosecution in severe or repeated cases