



LANDMARK ESCROW

9535 Reseda Blvd. Ste. 100
Northridge, CA 91324

Phone: (818) 360-9944
Fax: (818) 678-0195
(818) 678-0196

Complete Fully & Return

ESCROW NO.: _____

Escrow holder is hereby instructed to disburse borrower's proceeds at the close of escrow as follows:

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS.

_____ Borrower will pick up check
(checks will be issued within 24 hours of closing)

_____ Escrow to mail check to the following address:

_____ Escrow to wire funds (ONLY AVAILABLE FOR FUNDS OF \$5,000 OR GREATER)
(funds will be wired within 24 hours of closing)

Bank Name: _____

Address: _____

ABA NUMBER: _____

ACCOUNT NUMBER: _____

Name(s) which appear on the account: _____

SPECIAL INSTRUCTIONS: _____

Print Name

Print Name

Signature

Signature

PLEASE SIGN
& RETURN

1099-S INPUT

Landmark Escrow	Escrow Number:	Actual Closing Date:
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SUBJECT PROPERTY INFORMATION

STREET ADDRESS OR APN IF VACANT LAND		
CITY	STATE CA	ZIP CODE -

TRANSACTION DATA

CONTRACT SALES PRICE \$ _____	NO. OF 1099 Forms required for the sale of this property.	2 OR MORE 1099-S FORMS \$ _____
ARE YOU A FOREIGN PERSON: (nonresident alien, foreign partnership, foreign estate, or foreign trust) <input type="checkbox"/> Yes	REAL ESTATE TAX Property Tax Credit to seller <input type="checkbox"/> check here if NOT Applicable \$ _____	EXCHANGE Was or will there be other property services received? <input type="checkbox"/> Yes

SELLER INFORMATION - PLEASE PRINT CLEARLY

SELLER'S NAME or Name of Estate, Trust* or Corporation (If acting as Trustee do not enter your name)		
1		
SELLER'S FORWARDING ADDRESS (New address after the close of escrow)		
CITY	STATE	ZIP CODE

***If you are acting as Trustee DO NOT enter your SSN. Enter only the Trust Tax ID No. or the SSN of the deceased.**

SELLER'S SOCIAL SECURITY NUMBER 2	SELLER'S TAX IDENTIFICATION NUMBER Or
You are required by law to provide your settlement agent with your correct Taxpayer Identification Number. If you do not provide your settlement agent with your correct Taxpayer Identification Number, you may be subject to civil or criminal penalties imposed by law.	Under penalties of perjury, I certify that the number shown above is my correct Taxpayer Identification Number.
3	Seller's Signature _____ Date _____

INSTRUCTIONS

- A) Make sure that all data fields and areas are accurately completed for individuals, trust, estate or corporation.
- B) If there is more than one seller in this transaction, each seller must have a separate 1099-S form. In most cases, a husband and wife are considered one seller and only one name and corresponding Social Security Number or Tax Identification Number can appear on this form.
- C) Also, if more than one seller, indicate the total number of 1099-S forms required for the transaction and report the correct dollar value for this seller.
- Please contact our office with any questions.



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CERTIFICATION OF NON-FOREIGN STATUS BY INDIVIDUAL TRANSFEROR (S 1445)

Section 1445 of the Internal Revenue Code provides that a Transferee (Buyer) of a U.S. real property interest must withhold tax if the transferor (seller) is a foreign person. To inform the transferee (buyer) that withholding of tax is not required upon my disposition of a U.S. real property interest,

I/WE, _____
(Print Name of Transferor)

hereby certify the following:

1. The real property interest being transferred by me consists of an interest in the real property commonly known as:

(Address to be Transferred)

2. I am not a nonresident alien for purposes of U.S. income taxation.

3. My U.S. taxpayer identification number (Social Security Number) is:

____ - ____ - _____

4. My home address is: _____

I understand that this certification may be disclosed to the Internal Revenue Service by the transferee and that any false statement I have made here could be punished by fine, imprisonment, or both.

Under penalties of perjury, I declare that I have examined this certification and to the best of my knowledge and belief it is true, correct and complete.

Dated: _____

Seller Signature

Seller Signature

PLEASE SIGN & RETURN

NOTE: For further information furnished concerning the form of this certification, see Temp. Reg 1.1445-T(b), (2).

2018

Real Estate Withholding Certificate

593-C

Part I - Seller/Transferor Information			Return this form to your escrow company.	
Name Seller		SSN or ITIN - -		
Spouse's/RDP's Name (if jointly owned)		Spouse's/RDP's or SSN or ITIN (if jointly owned) - -		
Address (apt./ste., room, PO box, or PMB no.)		[] FEIN [] CA Corp no. [] CA SOS file no.		
City (If you have a foreign address, see instructions.)	State CA	ZIP code	Ownership percentage %	
Property address (If no street address, provide parcel number and county)				

To certify that you qualify for a full or partial withholding exemption, check all boxes that apply to the property being sold or transferred. (See instructions)

Part II - Certifications which fully exempt the sale from withholding:

1. [] The property qualifies as the seller's/transferor's (or decedent's, if sold by the decedent's estate or trust) principal residence within the meaning of Internal Revenue Code (IRC) Section 121.
2. [] The seller/transferor (or decedent, if sold by the decedent's estate or trust) last used the property as the seller's/transferor's (decedent's) principal residence within the meaning of IRC Section 121 without regard to the two-year time period.
3. [] The seller/transferor has a loss or zero gain for California income tax purposes on this sale. To check this box you must complete Form 593-E, Real Estate Withholding-Computation of Estimated Gain or Loss, and have a loss or zero gain on line 16.
4. [] The property is being compulsorily or involuntarily converted and the seller/transferor intends to acquire property that is similar or related in service or use to qualify for nonrecognition of gain for California income tax purposes under IRC Section 1033.
5. [] The transfer qualifies for nonrecognition treatment under IRC Section 351 (transfer to a corporation controlled by the transferor) or IRC Section 721 (contribution to a partnership in exchange for a partnership interest).
6. [] The seller/transferor is a corporation (or a limited liability company (LLC) classified as a corporation for federal and California income tax purposes) that is either qualified through the California Secretary of State (SOS) or has a permanent place of business in California.
7. [] The seller/transferor is a California partnership or a partnership qualified to do business in California (or an LLC that is classified as a partnership for federal and California income tax purposes and is not a single member LLC that is disregarded for federal and California income tax purposes).
8. [] The seller/transferor is a tax-exempt entity under California or federal law.
9. [] The seller/transferor is an insurance company, individual retirement account, qualified pension/profit sharing plan, or charitable remainder trust.

Part III - Certifications that may partially or fully exempt the sale from withholding:

Real Estate Escrow Person (REEP): See instructions for amounts to withhold.

10. [] The transfer qualifies as a simultaneous like-kind exchange within the meaning of IRC Section 1031.
11. [] The transfer qualifies as a deferred like-kind exchange within the meaning of IRC Section 1031.
12. [] The transfer of this property is an installment sale where the buyer/transferee is required to withhold on the principal portion of each installment payment. Copies of Form 593-I, Real Estate Withholding Installment Sale Acknowledgement, and the promissory note are attached.

Seller/Transferor Signature

To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for 1131. To request this notice by mail, call 800.852.5711.
Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the REEP.

Seller's/Transferor's Name and Title Seller Seller's/Transferor's Signature _____ Date _____
Spouse's/RDP's Name _____ Spouse's/RDP's Signature _____ Date _____

Seller/Transferor If you checked any box in Part II, you are exempt from real estate withholding.
If you checked any box in Part III, you may qualify for a partial or complete withholding exemption.
Except as to an installment sale, if the seller/transferor did not check any box in Part II or Part III of Form 593-C, the withholding will be 3 1/3% (.0333) of the total sales price or the optional gain on sale withholding amount from line 5 of Form 593, Real Estate Withholding Tax Statement. If the seller/transferor does not return the completed Form 593 and Form 593-C by the real estate transaction, the withholding will be 3 1/3% (.0333) of total sales price, unless the type of transaction is an installment sale. If the transaction is an installment sale, the withholding will be 3 1/3% (.0333) of the down payment.

If you are withheld upon, the REEP should give you one copy of Form 593. Attach a copy to the lower front of your California income tax return and make a copy for your records.

Complete Fully & Return

PLEASE SIGN & RETURN

2018 Instructions for Form 593-C

Real Estate Withholding Certificate

References in these instructions are to the Internal Revenue Code (IRC) as of January 1, 2015, and to the California Revenue and Taxation Code (R&TC).

General Information

In general, for taxable years beginning on or after January 1, 2015, California law conforms to the Internal Revenue Code (IRC) as of January 1, 2015. However, there are continuing differences between California and federal law. When California conforms to federal tax law changes, we do not always adopt all of the changes made at the federal level. For more information, go to ftb.ca.gov and search for **conformity**. Additional information can be found in FTB Pub. 1001, Supplemental Guidelines to California Adjustments, the instructions for California Schedule CA (540 or 540NR), and the Business Entity tax booklets.

Like-Kind Exchanges - For taxable years beginning on or after January 1, 2014, California requires taxpayers who exchange property located in California for like-kind property located outside of California, and meet all of the requirements of the IRC Section 1031, to file an annual information return with the Franchise Tax Board (FTB). For more information, get form FTB 3840, California Like-Kind Exchanges, or go to ftb.ca.gov and search for **like kind**.

Purpose

Use Form 593-C, Real Estate Withholding Certificate, to certify that you qualify for a full or partial withholding exemption. Qualifying for an exemption from withholding or being withheld upon does not relieve you of your obligation to file a California income tax return and pay any tax due on the sale of California real estate.

You may be assessed penalties if:

- You do not file a tax return.
- You file your tax return late.
- The amount of withholding does not satisfy your tax liability.

The seller/transferor must submit this form before the close of the real estate transaction to prevent withholding on the transaction. After the real estate transaction has closed, amounts withheld may be recovered only by claiming the withholding as a credit on the appropriate year's tax return.

How to Claim the Withholding

To claim the withholding credit, you must file a California tax return. Report the sale or transfer as required, and enter the amount from line 5, Amount Withheld from this Seller/Transferor, of Form 593, Real Estate Withholding Tax Statement, on your California tax returns as withholding from Form(s) 592-B or 593. If your filing status changed after escrow closed and before filing your California tax return, call the Withholding Services and Compliance phone service at 888.792.4900 or 916.845.4900 for instructions on how to claim your withholding credit. Claim your withholding credit on one of the following:

- Form 540, California Resident Income Tax Return
- Form 540NR Long, California Nonresident or Part-Year Resident Income Tax Return
- Form 541, California Fiduciary Income Tax Return
- Form 100, California Corporation Franchise or Income Tax Return
- Form 100S, California S Corporation Franchise or Income Tax Return
- Form 100W, California Corporation Franchise or Income Tax Return - Water's-Edge Filers
- Form 109, California Exempt Organization Business Income Tax Return
- Form 565, Partnership Return of Income
- Form 568, Limited Liability Company Return of Income

Specific Instructions

Private Mail Box (PMB) - Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address - Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. Do not abbreviate the country's name.

Part I - Seller/Transferor Information

Enter the name, tax identification number, and address of the seller/transferor. If the seller/transferor does not provide a tax identification number, then Form 593-C is void, and withholding is required.

Note: If you choose to provide a copy of Form 593-C to the buyer/transferee, delete the seller's/transferor's tax identification number on the buyer's/transferee's copy.

If the seller/transferor is an **individual**, enter the social security number (SSN) or individual taxpayer identification number (ITIN). If the sellers/transferors are spouses/registered domestic partners (RDPs) and plan to file a joint return, enter the name and SSN or ITIN for each spouse/RDP. Otherwise, **do not** enter information for more than one seller/transferor. Instead, complete a separate Form 593-C for each seller/transferor.

If you do not have an SSN because you are a nonresident or a resident alien for federal tax purposes, and the Internal Revenue Service (IRS) issued you an ITIN, enter the ITIN in the space provided for the SSN.

An ITIN is a tax processing number issued by the IRS to individuals who have a federal tax filing requirement and do not qualify for an SSN. It is a nine-digit number that always starts with the number 9.

If the seller/transferor is a business, enter the business name in the name field along with the federal employer identification number (FEIN), CA Corporation number (CA Corp no.), or CA Secretary of State (CA SOS) file number.

If the seller/transferor is a **grantor trust**, enter the grantor's individual name and SSN. For tax purposes, the grantor trust is disregarded and the individual seller/transferor must report the sale and claim the withholding on their individual tax return. If the trust was a grantor trust that became irrevocable upon the grantor's death, enter the name of the trust and the trust's FEIN.

Do not enter the decedent's or trustee's name or SSN.

If the seller/transferor is a **non-grantor trust**, enter the name of the trust and the trust's FEIN. **Do not enter trustee information.**

If the seller/transferor is a **single member limited liability company (SMLLC)**, enter the name and tax identification number of the single member.

For all other non-individual sellers/transferors, enter the FEIN, CA Corp no., or CA SOS file number.

Ownership Percentage

Enter your ownership percentage rounded to two decimal places (e. g. 66.67%). If you are on the title for incidental purposes and you have no financial ownership, enter 0.00 and skip to Seller/Transferor Signature. You will not be withheld upon. Examples of sellers/transferors who are on title for incidental purposes are:

- Co-signers on title (e. g. , parents co-signed to help their child qualify for the loan).
- Family members on title to receive property upon the owner's death.

Property Address

Enter the address (or parcel number and county) of the CA real property transferred.

Part II – Certifications Which Fully Exempt Withholding

Line 1 through Line 9

Check all boxes that apply to the property being sold or transferred.

Line 1 – Principal Residence

To qualify as your principal residence under IRC Section 121, you (or the decedent) generally must have owned and lived in the property as your main home for at least two years during the five-year period ending on the date of sale. Military and Foreign Service, get FTB Pub. 1032, Tax Information for Military Personnel.

You can have only one main home at a time. If you have two homes and live in both of them, the main home is the one you lived in most of the time.

There are exceptions to the two-year rule if the primary reason you are selling the home is for a change in the place of employment, health, or unforeseen circumstances such as death, divorce or termination of registered domestic partnership, or loss of job, etc. For more information about what qualifies as your principal residence or exceptions to the two-year rule, get federal Publication 523, Selling Your Home. To get federal publications, go to irs.gov, or call 800.829.3676.

If only a portion of the property qualifies as your principal residence, a second Form 593-C will need to be completed to certify an exemption on the portion not used as a principal residence.

The allocation method should be the same as the seller/transferor used to determine depreciation.

Line 2 – Property last used as your principal residence

If the property was last used as the seller's/transferor's, or decedent's principal residence within the meaning of IRC Section 121 without regard to the two-year time period, no withholding is required. If the last use of the property was as a vacation home, second home, or rental, you do not qualify for the exemption. You must have lived in the property as your main home.

If you have two homes and live in both of them, the main home is the one you lived in most of the time.

Line 3 – Loss or Zero Gain

You have a loss or zero gain for California income tax purposes when the amount realized is less than or equal to your adjusted basis. You must complete Form 593-E, Real Estate Withholding – Computation of Estimated Gain or Loss, and have a loss or zero gain on line 16 to certify that the transaction is fully exempt from withholding.

You may not certify that you have a net loss or zero gain just because you do not receive any proceeds from the sale or because you feel you are selling the property for less than what it is worth.

Line 4 – Involuntary Conversion

The property is being involuntarily or compulsorily converted when both of the following apply:

- The California real property is transferred because it was (or threatened to be) seized, destroyed, or condemned within the meaning of IRC Section 1033.
- The seller/transferor intends to acquire property that is similar or related in service or use in order to be eligible for nonrecognition of gain for California income tax purposes.

Get federal Publication 544, Sales and Other Dispositions of Assets, for more information about involuntary conversions.

Line 5 – Non-recognition Under IRC Section 351 or 721

The transfer must qualify for nonrecognition treatment under IRC Section 351 (transferring to a corporation controlled by transferor) or IRC Section 721 (contributing to a partnership in exchange for a partnership interest).

Line 6 – Corporation

A corporation has a permanent place of business in California when it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation not qualified to transact intrastate business (such as a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains an office in California that is permanently staffed by its employees after the sale.

S corporations must withhold on nonresident S corporation shareholders. Get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines, for more information.

Line 7 – Partnership or Limited Liability Company (LLC)

Partnerships and LLCs are required to withhold on nonresident partners and members. For more information, get FTB Pub. 1017. Withholding is not required if the title to the property transferred is recorded in the name of a California partnership or it is qualified to do business in California.

Withholding is not required if the title to the property transferred is in the name of an LLC, and the LLC meets both of the following:

- It is classified as a partnership for federal and California income tax purposes.
- It is not a SMLLC that is disregarded for federal and California income tax purposes.

If the LLC meets these conditions, the LLC must still withhold on nonresident members. Get FTB Pub. 1017 for more information. If the SMLLC is classified as a corporation for federal and California income tax purposes, then the seller/transferor is considered a corporation for withholding purposes. Refer to Line 6. If the LLC is an SMLLC that is disregarded for federal and California income tax purposes, then that single member is considered the seller/transferor and title to the property is considered to be in the name of the single member for withholding purposes.

When completing Form 593-C as the single member of a disregarded LLC, write on the bottom of the form that the information on the form is for the single member of the LLC, so the Real Estate Escrow Person (REEP) will understand why it is different from the recorded title holder.

If the single member is:	Complete Form 593-C using:
An individual	The individual's information
A corporation	The corporation's information
A partnership	The partnership's information
An LLC	The single member's information

Line 8 – Tax-Exempt Entity

Withholding is not required if the seller/transferor is tax-exempt under either California or federal law (e. g., religious, charitable, educational, not for profit organizations, etc.).

Line 9 – Insurance Company, Individual Retirement Account, Qualified Pension or Profit-Sharing Plan, or Charitable Remainder Trust

Withholding is not required when the seller/transferor is an insurance company, individual retirement account, qualified pension or profit-sharing plan, or a charitable remainder trust.

Part III - Certifications That May Partially or Fully Exempt the Sale From Withholding

Complete Part III only if you did not meet any of the exemptions in Part II.

Line 10 – Simultaneous Exchange

If the California real property is part of a simultaneous like-kind exchange within the meaning of IRC Section 1031, the transfer is exempt from withholding. However, if the seller/transferor receives money or other property (in addition to property that is a part of the like-kind exchange) exceeding \$1,500 from the sale, the REEP must withhold.

Line 11 – Deferred Exchange

If the California real property is part of a deferred like-kind exchange within the meaning of IRC Section 1031, the sale is exempt from withholding at the time of the initial transfer. However, if the seller/transferor receives money or other property (in addition to property that is a part of the like-kind exchange) exceeding \$1,500 from the sale, the qualified intermediary must withhold. If the exchange does not take place or if the exchange does not qualify for nonrecognition treatment, the intermediary or accommodator must withhold 3 1/3% (.0333) of the total sales price.

Line 12 – Installment Sale

The REEP reports the sale or transfer as an installment sale if there will be at least one payment made after the tax year of the sale. The withholding is 3 1/3% (.0333) of the down payment during escrow.

Buyers/Transferees are required to withhold on the principal portion of all payments made following the close of the real estate transaction unless an approval letter for elect-out method is received.

When the withholding amount on the down payment is sent to the FTB, the FTB must also receive a completed Form 593-I, Real Estate Withholding Installment Sale Acknowledgement, a completed Form 593, and a copy of the promissory note.

Seller/Transferor Signature

You must sign this form and return it to your REEP by the close of the real estate transaction for it to be valid. Otherwise, the REEP must withhold the full 3 1/3% (.0333) of the total sales price or the optional gain on sale withholding amount from line 5 of Form 593 that is certified by the seller/transferor only for the optional gain on sale election.

Penalty - Any seller/transferor who, for the purpose of avoiding the withholding requirements, knowingly executes a false certificate is liable for a penalty of \$1,000 or 20% of the required withholding amount, whichever is greater.



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michael@landmarkescrow.com

ESCROW NO.: _____
PROPERTY ADDRESS: _____

EXISTING FIRST TRUST DEED LOAN:

Name of Lender: _____ Current Balance: _____

Loan No.: _____ Date of Last Payment: _____

Phone No.: _____

Primary Borrower: _____ Social Security #: _____

Is this an FHA Loan? YES or NO (circle one) Tax Impounds? YES or NO (circle one)

EXISTING SECOND TRUST DEED LOAN, IF ANY

Name of Lender: _____ Current Balance: _____

Loan No.: _____ Date of Last Payment: _____

Phone No.: _____

Primary Borrower: _____ Social Security #: _____

Is this a Line of Credit?: YES or NO (circle one)

If yes, this Line of Credit will be frozen/closed upon request of this demand/payoff statement. I/We hereby authorize our current lender to block the account to further advances and close account.

USE REVERSE FOR ANY ADDITIONAL LOANS.

HOMEOWNER'S ASSOCIATION INFORMATION

Name of Association: ESTIMATE _____

Management Company, if any _____

Phone No.: _____ Account Number: _____

HOA Dues: \$ _____ Special Assessment (If Any): \$ _____

Dues are paid to: _____ Paid: Monthly Quarterly Semi-Annually (circle one)

Is there an additional HOA?: YES or NO (circle one)

PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR SIGNED ESCROW INSTRUCTIONS.

As may be specifically and properly required to complete my transaction described in the Escrow Instructions, you are hereby instructed to obtain and comply with pay-off "demands" from the Lenders or parties named above and to make payment(s) in full from funds accruing to my account at close of escrow including but not limited to, forwarding/service/transfer fees/payments/reconveyance fees, interest or prepayment charges as demanded by such instructions without my further approval. The above referenced Lender may accept a copy of this signed notice as authorization to release information requested by LANDMARK ESCROW.

Seller

Seller

**PLEASE SIGN
& RETURN**

*** PLEASE COMPLETE, SIGN AND RETURN ***

Complete Fully & Return

CONFIDENTIAL INFORMATION STATEMENT

Proper completion of this form will help protect you by enabling the title company to eliminate the problems that might arise through similarity of your name with the name of another person against whom there may be judgments, tax liens, or other matters affecting property ownership.

COMPLETION OF THIS FORM WILL EXPEDITE YOUR ORDER AND WILL HELP PROTECT YOU

Name (1st Party)			Name (2nd Party)		
First	Middle	Last	First	Middle	Last
Date of Birth			Date of Birth		
Birthplace			Birthplace		
I have lived in California since			I have lived in California since		
Social Security No.			Social Security No.		
Home Phone		Business Phone	Home Phone		Business Phone
Email			Email		
Driver's license #			Driver's license #		

ARE PARTIES 1 and 2 () Married () Domestic Partners Married on _____ at _____ Maiden Name _____

RESIDENCE(S) DURING PRECEDING 10 YEARS

NUMBER AND STREET	CITY	FROM	TO

(If more space is needed, use reverse side of form)
OCCUPATION (S)

1st Party PRESENT OCCUPATION	FIRM NAME	ADDRESS	NO. YEARS
PRIOR OCCUPATION	FIRM NAME	ADDRESS	NO. YEARS
2nd Party PRESENT OCCUPATION	FIRM NAME	ADDRESS	NO. YEARS
PRIOR OCCUPATION	FIRM NAME	ADDRESS	NO. YEARS

(If more space is needed, use reverse side of form)
FORMER MARRIAGE(S)/PARTNERSHIPS

If no former marriages/Domestic Partnerships, write "none" _____

1st Party - Name of former Spouse/Domestic Partner _____

Deceased _____ Divorced/Termination _____ When _____ Where _____

2nd Party - Name of former Spouse/Domestic Partner _____

Deceased _____ Divorced/Termination _____ When _____ Where _____
(if more space is needed, use reverse side of form)

IMPROVEMENT: () SINGLE RESIDENCE () MULTIPLE RESIDENCE () COMMERCIAL
 OCCUPIED BY: () OWNER () LESSEE () TENANTS
 ANY PORTION OF NEW LOAN FUNDS TO BE USED FOR CONSTRUCTION: () YES () NO

HAS ANY CONSTRUCTION OR IMPROVEMENTS BEEN MADE TO THE PROPERTY IN THIS TRANSACTION DURING THE LAST SIX MONTHS?
 () YES () NO

SIGNATURE

DATE

PLEASE SIGN
& RETURN

City of Los Angeles - Department of Building and Safety
REPORT OF RESIDENTIAL PROPERTY RECORDS DECLARATIONS ATTACHMENT
 (Per Sec. 22.12, 22.13 L.A.M.C., refunds are not granted for a report where ANY work has been done on the report.)

PROJECT ADDRESS	ASSESSOR'S ID
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Description of property being sold: 1-Family Dwelling 2-Family Dwelling Apartment Condo Vacant Lot Other

The Owner must complete Item B in Section I for all reports. If the owner cannot complete all declarations under Item A of Section I, the Buyer must complete Section "II. Buyer's Declaration." check only one box under each number.

I. OWNER'S DECLARATION:

I, as owner, declare under penalty of perjury that the following statements are true and correct for the residential building for which this report is sought.

A. The following device(s) and/or material have been or will be installed as indicated below.

- 1) **Water conservation devices**
 - a) Have been installed.
 - b) Will be installed in compliance with Section 122.03 Los Angeles Municipal Code (L.A.M.C.).
****Water conservation Certificate of Compliance, as specified in L.A.M.C. Section 122.03, must be filed prior to the close of escrow with the Department of Water and Power (LADWP). A Certificate of Compliance form may be obtained by calling LADWP at (800) 544-4498.****
- 2) **Security Lighting and Locks**
 - a) Have been installed.
 - b) Will be installed in compliance with Section 91.8607 L.A.M.C.
 - c) The Security Lights and Locks Ordinance does not apply since no apartment building (3 or more units) is currently present on the property for which this report is being sought.
- 3) **Seismic Gas Shut-Off Valves (SGSOV) or Excess Flow Shut-Off Valve (EFSOV)**
 - a) Have been installed.
 - b) Will be installed in compliance with Section 94.1217 L.A.M.C.
 - c) The Gas Shut-off Valves Ordinance does not apply since no gas fuel lines are provided for any building on the property for which this report is being sought.
- 4) **Metal bars, grills, grates, security roll-down shutters, and similar devices installed over emergency escape windows in sleeping rooms.**
 - a) Have been installed.
 - b) Will be installed in accordance with Section 91.1029 L.A.M.C.
 - c) Are not installed.
- 5) **Smoke and Carbon Monoxide Detectors**
 - a) Have been installed.
 - b) Will be installed in compliance with Section 91.8603 L.A.M.C.; Section 91.420.6.2.3 L.A.M.C.
- 6) **Impact Glazing/Approved Film for sliding glass panels of sliding-type doors**
 - a) Have been installed.
 - b) Will be installed in compliance with Section 91.6101; Section 96.302 L.A.M.C.
 - c) The Impact Hazard Glazing Ordinance does not apply.

Complete Fully & Return

Further, I (owner) certify that smoke detectors in compliance with Section 91.8603 L.A.M.C. and carbon monoxide detectors in compliance with Section 91.420.6.2.3 L.A.M.C. and Impact glazing/approved film for sliding glass panels of sliding-type doors in compliance with Section 91.6101; Section 96.302 L.A.M.C. will be installed prior to entering into an agreement of sale or contracting for an exchange of said residential property, or, where an escrow agreement has been executed in connection therewith, prior to close of escrow, and that within 10 days after installation, I will so advise the Department of Building and Safety in writing to Residential Property Records, c/o Cashier, 201 N. Figueroa St., 4th Floor, Los Angeles, CA 90012-4869.

- B. 1) The property for which this report is being sought is one acre or less in size.
 2) The property for which this report is being sought exceeds one acre in size and I have inspected the property for the existence of protected trees. (For the purpose of this declaration the definition of "protected trees" set forth in L.A.M.C. Section 46.01 shall apply.) The number of protected trees identified as located on this property is ____ (If none, write to "0").

I authorize the Department of Building and Safety to verify this information by entry upon the subject property. I understand that a fee, as specified in L.A.M.C Section 98.0412(e), shall be collected by the Department of Building and Safety for any inspection required to verify this declaration.

Signature of Owner _____ Print Name _____ Date _____

LOS ANGELES ORDINANCE NO. 144.942 REQUIRES WE ORDER
 A RECORDS AND ASSESSMENT LIEN REPORT
 AND DELIVER TO THE BUYER BEFORE THE CLOSE OF ESCROW

**PLEASE SIGN
& RETURN**

PLEASE PROVIDE A CHECK FOR \$70.85

MADE PAYABLE TO

"THE DEPARTMENT OF BUILDING AND SAFETY"

FOR A 9A REPORT

SO WE MAY ORDER THIS REPORT ASAP



Los Angeles Department of Water and Power
CERTIFICATE OF COMPLIANCE
 MUNICIPAL WATER CONSERVATION ORDINANCE

Property Address: _____
PLEASE PRINT. ADDRESS SHOWN MUST MATCH SERVICE ADDRESS ON MUNICIPAL SERVICES BILL

City Zip Code: _____ Number of Floors: _____

Total number of toilets in Residence or Building: _____

Number of new ultra-low flush toilets installed: _____ Install Date: _____

THIS IS TO CERTIFY THAT, BASED ON PERSONAL KNOWLEDGE, EACH WATER CLOSET, URINAL AND SHOWERHEAD AT THE ABOVE LISTED ADDRESS COMPLIES WITH THE REQUIREMENTS OF CITY ORDINANCE NO. 172075. ALL PROPERTIES MUST HAVE LOW-FLOW SHOWERHEADS. RESIDENTIAL PROPERTIES MUST HAVE ULTRA-LOW FLUSH TOILETS PRIOR TO THE CLOSE OF ESCROW. THIS CERTIFICATE AND THE APPROPRIATE PROCESSING FEE MUST BE FILED WITH THE DEPARTMENT OF WATER AND POWER NO MORE THAN 15 DAYS AFTER COMPLETION OF THE INSPECTION.

PROCESSING FEE SCHEDULE	No. of Floors	FEE
SINGLE FAMILY DWELLING DUPLEX/CONDO	N/A	\$15.00
COMMERCIAL/INDUSTRIAL/SMALL BUSINESS TRIPLEX/ APARTMENT BUILDING	1 to 3 Floors	\$25.00
COMMERCIAL/INDUSTRIAL APARTMENT BUILDING	4 to 9 Floors	\$50.00
COMMERCIAL/INDUSTRIAL APARTMENT BUILDING	10 Floors	\$75.00
COMMERCIAL/INDUSTRIAL APARTMENT BUILDING	Over 10 Floors	\$75.00 + \$5 per add'l floor
TOTAL FEE DUE		\$

INDICATE TYPE OF BUILDING:

SINGLE FAMILY DWELLING / DUPLEX/CONDO

TRIPLEX

APARTMENT BUILDING: SPECIFY NO. OF UNITS _____

COMMERCIAL/INDUSTRIAL BUILDING

SMALL BUSINESS*

*Small business defined as Commercial/Industrial building with 2 or fewer tank type toilets and 2 or fewer showers. No urinals.

PLEASE MAKE CHECK PAYABLE TO: LOS ANGELES DEPARTMENT OF WATER AND POWER
 ** PRINT PROPERTY ADDRESS ON THE CHECK **

PRINT NAME OF LICENSED PLUMBING CONTRACTOR (C-36 LICENSE), GENERAL CONTRACTOR (B LICENSE), RETROFITTER OR REAL ESTATE AGENT/BROKER _____
 LICENSE # OF: PLUMBING CONTRACTOR (C-36 LICENSE), GENERAL CONTRACTOR (B LICENSE), CERTIFIED RETROFITTER OR AGENT/BROKER _____
 TELEPHONE NUMBER _____

ORIGINAL SIGNATURE OF PLUMBER, CONTRACTOR, RETROFITTER OR REAL ESTATE AGENT/BROKER _____
 INSPECTION DATE _____

PRINT NAME OF PROPERTY OWNER (SELLER) _____ SIGNATURE OF OWNER (SELLER) _____ DATE _____

PRINT NAME OF PROPERTY BUYER _____ SIGNATURE OF BUYER _____ DATE _____

Landmark Escrow
 9535 Reseda Blvd. Suite 100
 Northridge, Ca. 91324
 Ph: (818) 360-9944
 Fax: (818) 360-0890

RETURN ORIGINAL WITH PAYMENT TO:
 LOS ANGELES DEPARTMENT OF WATER AND POWER
 ACCOUNT SERVICES UNIT
 P O BOX 515406
 LOS ANGELES CA. 90051-6706
 (888)284-6130 (213)367-3526