



City of Huntington Park Rent Stabilization Program

Owner/Property Manager User Guide

Version 1.2

February 2025



HUNTINGTON PARK
THE CITY OF PERFECT BALANCE *California*



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I received a letter from the Huntington Park Rent Stabilization Program

You received a letter from Huntington Park Rent Stabilization Program because our records show that you own at least one dwelling unit that is subject to the new registration requirement when rented.

The purpose of this user guide is to help you successfully complete registration of your property with the Rent Stabilization Program.

In the first year of Registration, you will be required to ensure that the information related to your property is accurate, add units to help establish the inventory, enter occupancy information for each unit, and submit the property details to the City of Huntington Park Rent Stabilization Program. Once the property is registered, all changes to contact information, unit occupancies, monthly rents, etc. should be reported to Huntington Park Rent Stabilization Program so the property information is always updated.

In the future registration cycles, the unit inventory would already be established, so you will only be required to submit changes (i.e., occupancy changes, changes in rent, etc.), if any, and then confirm the property details by submitting the property for registration.

The sections and steps listed below are aimed at guiding you through this process, depending on the scenario that best relates to you and your situation. Refer to the Table of Contents to follow along with the guide and review the sections that relate to you.

I am NOT the current property owner/I have sold my property. What should I do?

If you have received a letter from the Huntington Park Rent Stabilization Program requesting you to register your rental property and you are no longer the owner, please contact the Huntington Park Rent Stabilization Program at (323) 584-6393 or rso@hpca.gov to inform them. You may be asked for additional details/information so the records can be updated.

If you have registered your property or begun the registration process and have since sold the property, please contact the Huntington Park Rent Stabilization Program to inform them. You may be asked for additional details/information so the records can be updated.



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I am the current property owner. What should I do?

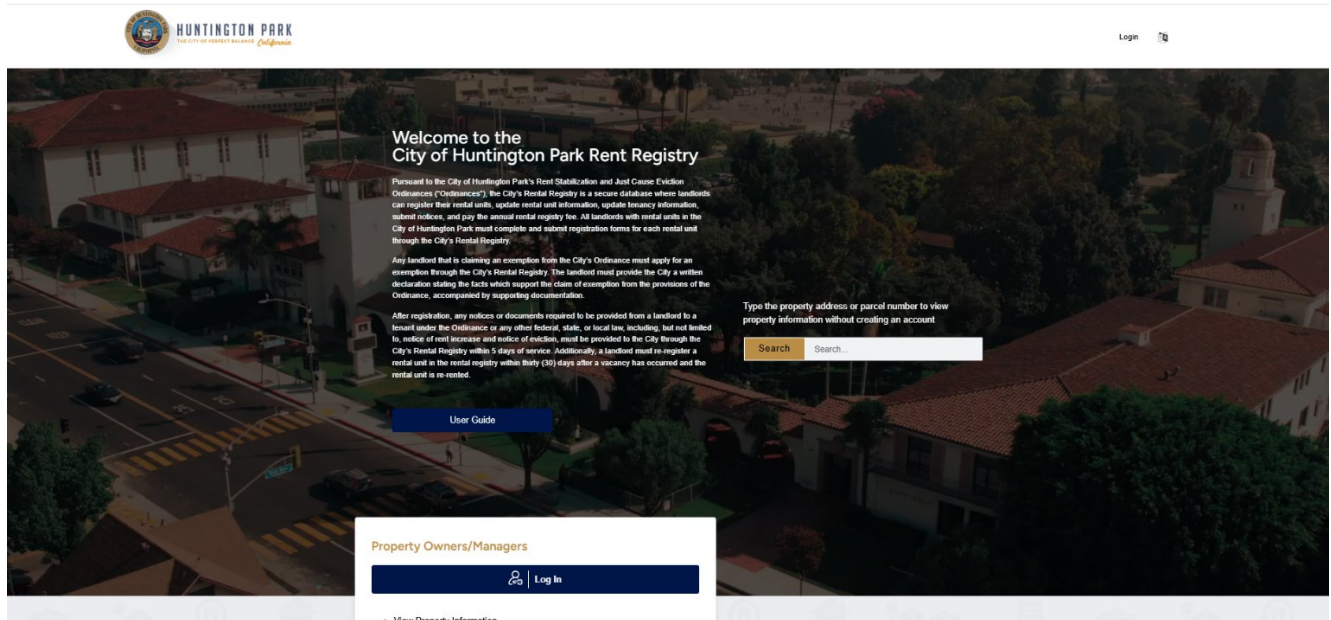
If you have received a letter from the City of Huntington Park Rent Stabilization Program requesting you to register your rental property and you are the current owner, then you are responsible for registering the property.

Create a Login to the Website

To register your property, you will need to create a login for the Rent Stabilization Program website.

The steps to complete this process are listed below.

1. Open your web browser and go to <https://rsp.hpca.gov>
2. Click on the 'Login' link at the top right corner or in the middle of the page.



3. Click on the "Register" button to create a login to the Rent Stabilization Program website.



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4. Enter the following information to create your account:

- **Username (Email Address)** – ensure you have access to this email address inbox as you will need to verify the email to complete account creation.
- **Password** - Password should be minimum of 6 characters, and include at least one uppercase letter, one lower case letter, and one symbol (!@#\$\$%^&)
- **First Name**
- **Last Name**



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5. Click on the “Register” button to submit your account information.



REGISTRATION

Username (Email)*
Please create a unique Username. Username can be your email address and it is not case sensitive.

gisel.valerio@3dsystems.com

Password*
Password should be minimum of 8 characters, and include at least one uppercase letter, one lower case letter, and one symbol (@#%&*~!@).

Confirm Password*
Please confirm your password.

First Name*
Please enter your first name.

Last Name*
Please enter your last name.

Register

[Back to Portal](#)

6. The system will send an account verification email to the Username/Email Address you provided with an Activation Link. The email should arrive within a few minutes and the **activation link expires in 15 minutes**. If you do not see it in your inbox, please check your spam folder. Click on the activation link in the email to confirm your account and complete the account creation process.

I have created a login to the rent stabilization program portal. How do I see/access my property?

Now that you have created an account and activated it, you can login to the Rent Stabilization Program Portal website. Once you login, you will be redirected to your dashboard. Your dashboard will be empty until you add your property to your profile. Follow the steps below to add your property. You will need to repeat for every property you own. Please note that multiple properties can be consolidated under a single login credential.

1. Click on the "Login" button on the top right corner of the page, enter your username and password, then click on the Login button.



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LOGIN

Username (Email)*
gisel.valerio@3disystems.com

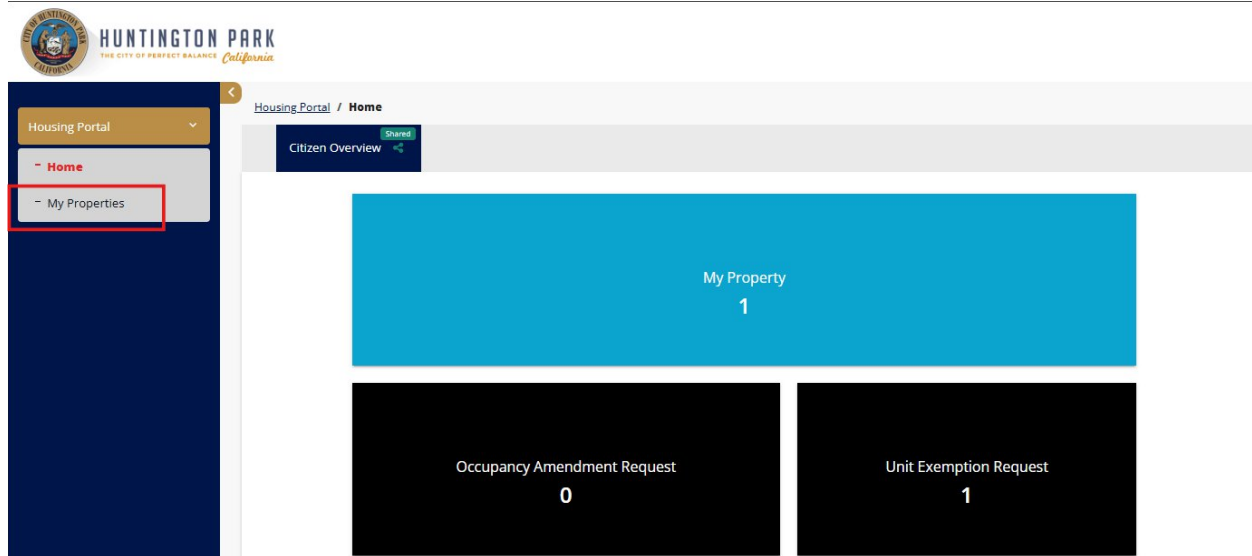
Password*

☐ Remember Me [Forgot Password?](#)

Login

Register

2. Click on “My Properties” button on the left of the screen.



3. Retrieve the Registration Letter and click on the ‘Add Property’ button on the top right corner of your Dashboard.



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4. In the Add Property pop up, you will need to enter the following:

- **Property Contact Type** – indicate if you are the Owner or the Manager of the property.
- **Parcel Number** – you can find this in the top right corner of the Registration Letter
- **Pin** – you can find this in the top right corner of the Registration Letter

Add Property

Property Contact Type*

Select

Parcel Number*

Parcel Number

Pin*

Enter Pin

Add

Cancel



Community Development Department

Jane Doe
PO Box 123
Huntington Park, CA 90255

Property Address: 20 St
Johns Street, Huntington Park,
CA, 90255
Parcel # / Account #:
1234567890
PIN: 123456
Billing Period: FY 2025-26

January 2025
To Jane Doe,

5. Enter the necessary information and click on the 'Add' button.



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Add Property

Property Contact Type*

Owner

Parcel Number*

1234567890

Pin*

123456

Add Cancel

Community Development Department

Jane Doe
PO Box 123
Huntington Park, CA 90255

January 2025
To Jane Doe,

Property Address: 20 St
Johns Street, Huntington Park,
CA, 90255

Parcel # / Account #:
1234567890

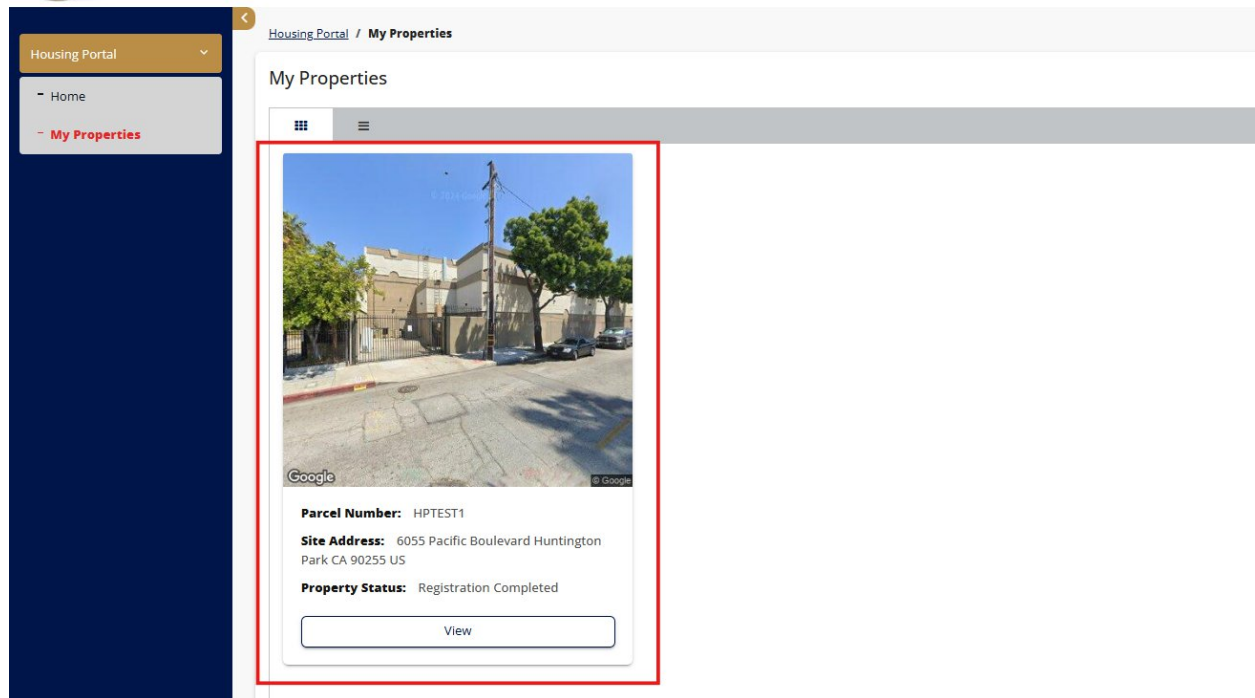
PIN: 123456

Billing Period: FY 2025-26

6. Your property will appear on your Dashboard as shown below. Repeat these steps for each property that you are required to register.



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I have added my property to my profile. How do I register?

Now that you have added your property to your profile, you need to complete the Registration process. Click on the View button underneath a property's picture to begin the registration process.



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California


Housing Portal

Home

My Properties

Housing Portal / My Properties

My Properties




Parcel Number: HPTST1

Site Address: 6055 Pacific Boulevard Huntington Park CA 90255 US

Property Status: Registration Completed

View

The Property Overview page will open. The page is broken down into different sections, where each section displays different information as part of the registration process.



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California

Type Here To Search

HP Staff

Home

Rent Registry

Reports

Overview

Rent Registry

Overview

Property ID : 15273

Site Address : 20 St Johns Street Huntington Park CA 90255 US

Assessor Total Unit Count : 10

Property Status : Preparing for Registration

Primary Parcel : 1234567890

Year Built : 2025

Total Units Added : 0

Action Back



Step 1: Update Contact Information

The first step to property registration is to add/update the property contacts. It is **required** that each property contains at least 1 Owner contact and at least 1 Property Manager. If there is no professional Property Manager associated with the property, the Owner's contact information can be used for both contacts.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

*Primary Owner and Property Manager Contact Information is Incomplete.

Contacts							
<div><div>+ Add Contact</div><div>+ Contact Preferences</div></div>							
<div>Columns ▾</div> <div><div><div>↺</div><div>Search...</div><div>Q</div></div></div>							
Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact, Primary Owner Contact	<div>i</div>
Owner	Individual	HP Owner			hpowner@3diemail.com		<div>i</div>
<div><div>⏪ ⏩ 1 ⏪ ⏩</div><div>5 items per page</div><div>1-2 of 2 items</div><div>🔄</div></div>							



2. Click on the Add Contact button to add the missing contact type.

Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	PO Box 123 Huntington Park CA 90255 US	(123) 123-1231	jane@3diemail.com		

3. The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an “Owner” contact added, then you will need to add a “Property Manager”.

Add Contact

Contact Type*
Select

Owner Type*
Individual

First Name*
Last Name*

Title
Company Name

Address
Address Type*
Select
Search Address
Enter a location

Save Cancel



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4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.

City *

Huntington Park

State *

CA

Zip *

Country *

United States

Contact Details

Communication Type *

Email

Email *

☒ Primary

Communication Type *

Phone

Country Code

1

Phone *

Extension

☒ Primary

+ Add Contact Details

Save

Cancel

5. The contacts table will be updated. If the "Owner" contact is missing any information in the grid (Mailing Address, Email, or Phone), click on the 3-dot Action menu as shown below to edit the contact details.

Contacts

+ Add Contact

+ Contact Preferences

Columns

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact, Primary Owner Contact	<div></div>
Owner	Individual	HP Owner			hpowner@3diemail.com		<div></div>

1

5 items per page

1-2 of 2 items

6. Select the "Edit" action.



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Contacts + Add Contact + Contact Preferences

Columns ▾

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact, Primary Owner Contact	i
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com	Edit i	
Owner	Individual	HP Owner			hpowner@3diemail.com		i

1 5 items per page 1-3 of 3 items

- The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership share %, Phone, Email, etc.). Enter the required information and then Save the contact.

Zip *
78701

Country *
United States

Contact Details

Communication Type *
Email ▾

Email *
ssbowner@3diemail.com

☒ Primary

Communication Type *
Phone ▾

Country Code
1 ▾

Phone *
(333) 333-333

Extension

☒ Primary

+ Add Contact Details

Save Cancel

- The contacts table will be updated. Next, click on the "Contact Preferences" button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.



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Contacts + Contact Preferences

Columns ▾

↻

Search...

Q

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com	Billing Contact, Primary Owner Contact	i
Property Manager	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com		i

◀ 1 ▶

5 items per page

1-2 of 2 items

9. The 'Contact Preferences' pop up will appear. Select the "Billing Contact". This contact will be the recipient of the communications from Huntington Park. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the "Save" button.

Contact Preferences ✕

Billing Contact

Primary Owner Contact

Select ▾

Select ▾

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

Save

Cancel

10. The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the "Add Contact" button.



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Contacts + Contact Preferences

Columns ▾

↻

Search...

Q

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com	Billing Contact,Primary Owner Contact	<div>i</div>
Property Manager	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com		<div>i</div>

◀ 1 ▶

5 items per page

1-2 of 2 items

↻

Step 2: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

***Note:** the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.



1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.

Property Address

Map Satellite

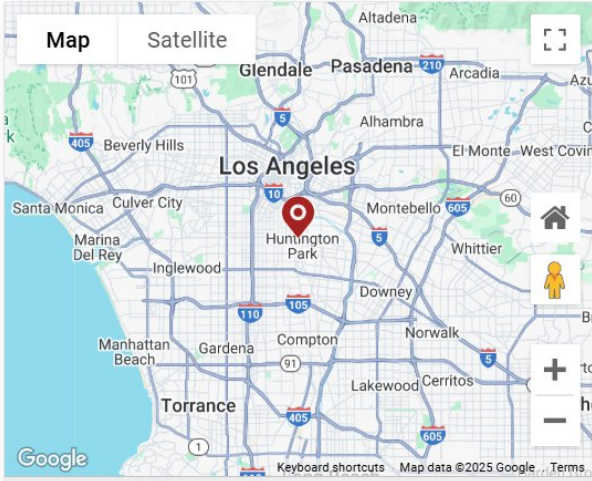



Image View Map View

Address + Add

Primary Address

5963 Middleton Street Huntington Park CA 90255 US



2. The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

Edit Site Address ✕

Address 1 *	Address 2
<input type="text" value="5963 Middleton Street"/>	<input type="text"/>
City *	State *
<input type="text" value="Huntington Park"/>	<input type="text" value="CA"/>
Zip *	Country *
<input type="text" value="90255"/>	<input data-bbox="846 1591 1349 1633" type="text" value="United States"/>
<input checked="" type="checkbox"/> Primary	

Save Cancel



3. If a new site address needs to be added, click on the “Add” button.

Property Address

Map

Satellite

Altadena

Glendale

Pasadena

Arcadia

Alhambra

El Monte

West Covina

Los Angeles

Huntington Park

Montebello

Whittier

Downey

Norwalk

Lakewood

Cerritos

Torrance

Gardena

Compton

Manhattan Beach

Marina Del Rey

Culver City

Beverly Hills

Google

Keyboard shortcuts

Map data ©2025 Google

Terms

Image View

Map View

Address

+ Add

Primary Address

5963 Middleton Street Huntington Park CA 90255 US

4. The ‘Add Site Address’ pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.



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Add Site Address

Address 1*

Address 2

City*

State*

Zip*

Country*

☐ Primary

Save

Cancel

5. The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.

Property Address

Map

Satellite

Image View

Map View

5963 Middleton Street Huntington Park CA 90255 US

+ Add

Step 3: Add Unit(s)

You now need to add units to your property so you can provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete in the first year of registration. Once the inventory of units is established on your property, you will only need to provide



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updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Huntington Park Rent Stabilization Program.

1. Scroll down to the Unit Inventory area. Click on the “Add Unit” button to begin adding a unit to your property.

Unit Inventory

[+ Add Unit](#)

[Export to Excel](#) [Refresh](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action

No Record Found

◀ ▶ 0 ▶▶

5 items per page

No items to display [Refresh](#)

2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.

Add Unit

* Associate to: Site Address ⓘ
Select

☐ No Unit Number

* Unit Number

* Property Type
Select

* Occupant Type
Select

Cancel

Submit

3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the unit's mailing address is the same as the site address.



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The screenshot shows the 'Add Unit' form with the following fields and highlights:

- * Associate to: Site Address** (dropdown menu, highlighted with a red box)
- ☐ No Unit Number (checkbox, highlighted with a red box)
- * Unit Number** (text input field, highlighted with a red box)
- * Property Type** (dropdown menu)
- * Occupant Type** (dropdown menu)
- Buttons: Cancel, Submit

4. Enter the required fields listed in the pop-up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*****) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the “Submit” button.

This screenshot shows the same 'Add Unit' form, but with the **Submit** button highlighted with a red box, indicating the final step in the process.

5. The Unit Inventory table will be updated. Each unit that gets added will have its own Action menu to the right. If you made any error in the entry, you can use the Action menu to select the ‘Edit’ option and correct the details. Repeat these steps to add all the units on your property.



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Unit Inventory

[+ Add Unit](#)[Export to Excel](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	6223 Cottage Street Huntington Park CA 90255 US		Non-Exempt	Rent Subsidized Tenant	\$ 23.00	\$ 23.00	\$ 23.00	01/01/2003	01/01/2005	



Step 4: Submit Unit Exemption(s)

It is possible that one or more of your units may qualify for an Exemption. You can reference the ordinance to see if you qualify. If you believe one (or more) of your Units should be exempt, you can follow the steps listed below to submit your request for Staff to review. If you do not have any exemptions to claim, you can skip to the next section.

***Note:** Not every unit field will be explained in this guide. If you have specific questions, contact the Huntington Park Rent Stabilization Program.

1. Scroll down to the Unit Inventory area. Each unit listed has an Action menu. Click on the Action menu for the unit which you believe qualifies for an exemption.

Unit Inventory + Add Unit

Export to Excel Search...

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	6223 Cottage Street Huntington Park CA 90255 US		Non-Exempt	Rent Subsidized Tenant	\$ 23.00	\$ 23.00	\$ 23.00	01/01/2003	01/01/2005	⋮ 👁
	6223 Cottage Street Huntington Park CA 90255 US	1	Non-Exempt	Owner				12/22/2024		⋮ 👁

2. Select 'Apply for Exemption'.

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	6223 Cottage Street Huntington Park CA 90255 US		Non-Exempt	Rent Subsidized Tenant	\$ 23.00	\$ 23.00	\$ 23.00	01/01/2003	01/01/2005	⋮ 👁
	6223 Cottage Street Huntington Park CA 90255 US	1	Non-Exempt	Owner				12/22/2024		⋮ 👁 <div>EditReport New OccupancyApply for ExemptionDelete Unit</div>
	6223 Cottage Street Huntington Park CA 90255 US	101	Non-Exempt	Owner				01/14/2025		⋮ 👁



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3. The Unit Exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

Apply for Exemption

Instructions
There are exceptions for those properties protected under state and/or federal law, including units, spaces, and residents covered under mobilehome state laws. Further, certain units are exempt from paying the Rental Registry Fee. Please submit this form for any unit at the property that qualifies as an exempt unit for the fiscal year based on the reasons listed below. If you have any questions regarding whether your unit is exempt, please contact the Rent Stabilization Program.

*** Exemption Reason**
☐ Unit has a certificate of occupancy issued after February 1, 1995.
☐ Unit is fully Owner-Occupied and does not meet the definition of a rental unit.
☐ Unit is vacant and unavailable for rent for the entire fiscal year and does not meet the definition of a rental unit.
☐ Unit is occupied rent-free and does not meet the definition of a rental unit.
☐ Affordable / Subsidized / Section 8 unit.
☐ Subdivided Interest.

*** Date of Exemption**

Declaration Statement
☐ By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Info
*** Full Name**
*** Title**

4. The Unit status will change to "Applied for Exemption" upon successful submission. You can repeat these steps as needed if you have any more exemption claims to submit for review.

Unit Inventory											+ Add Unit
											Export to Excel <input type="text" value="Search..."/>
Drag a column header and drop it here to group by that column											
History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action	
	6223 Cottage Street Huntington Park CA 90255 US		Applied for Exemption	Rent Subsidized Tenant	\$ 23.00	\$ 23.00	\$ 23.00	01/01/2003	01/01/2005		
	6223 Cottage Street Huntington Park CA 90255 US	1	Non-Exempt	Owner				12/22/2024			



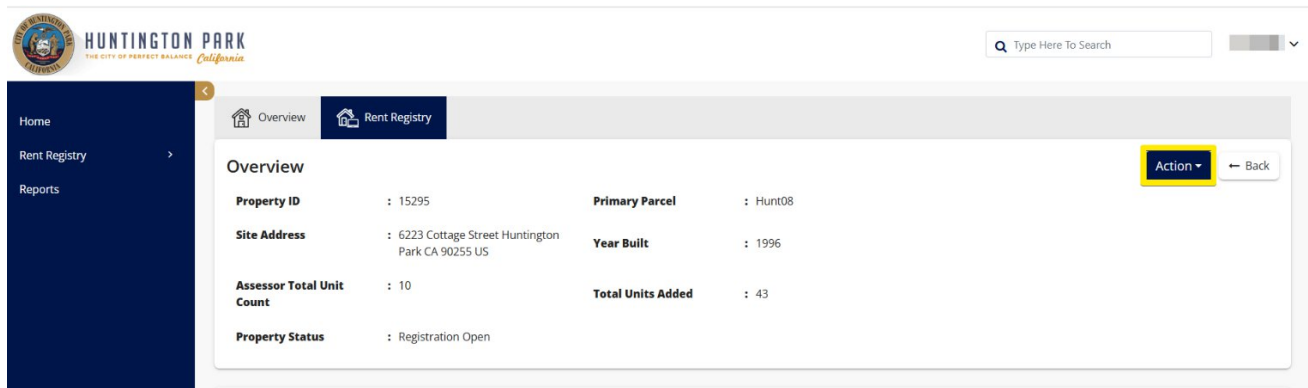
Step 5: Submit Property for Registration

Before you submit your property for Registration, double check the following:

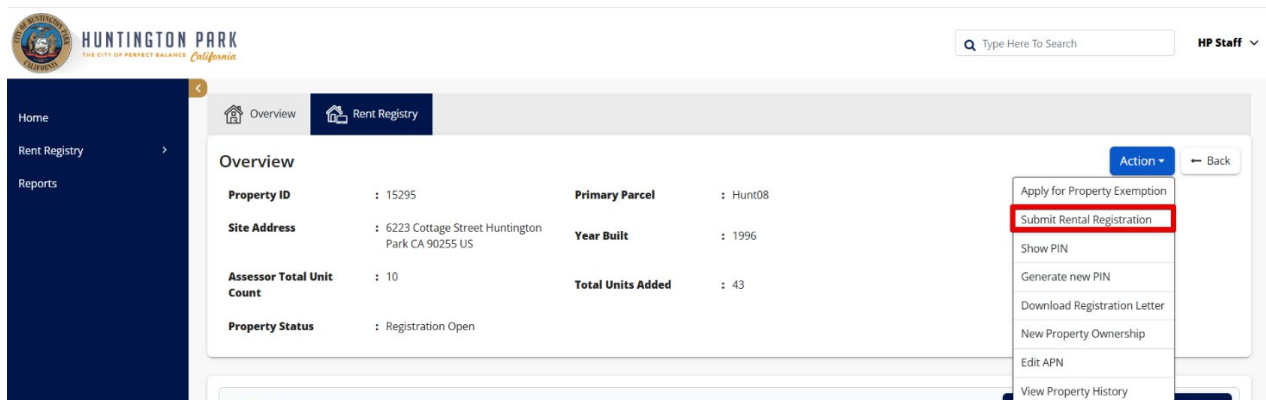
- Property Contacts are accurate (Contacts section)
- All Units are added (Unit Inventory Section)
 - Unit Mailing Addresses are accurate.
 - Unit Details provided are accurate.
 - Unit Exemptions are applied for, as needed (My Cases section or the Unit's Status)

If the information looks accurate, follow the steps listed below to complete your property registration for the fiscal year.

1. Scroll to the top of the property page. Click on the blue “Action” button.



2. Select the option for “Submit Rent Registration”.





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3. Read the text in the 'Submit Rent Registration' pop up. You will be asked to confirm that all exemptions are applied for and that you are submitting the information to the best of your knowledge under the penalty of perjury.

4. Click on "Submit" to complete the registration of your property.

Submit Rental Registration

Please Take Note: You must submit an exemption request for each unit that you believe is not subject to the program fees for the upcoming fiscal year. The annual program fee is based on your registration statement and you cannot apply for an exemption from the fee after registration is submitted.

Submitted Exemption Request

☐ * By checking this box, I understand that all unit exemption(s) and property exemption request must be submitted prior to completing registration.

Unit Exemption(s)

0

Property Exemption(s)

0

Please return to the home screen to submit an exemption request. For information on how to apply for an exemption, please review the user guide

Declaration Statement

☐ * I have used all reasonable diligence in preparing this statement. I have reviewed the statement and, to the best of my knowledge, the information contained herein is true and complete. To the extent I was unable, despite the use of reasonable diligence, to ascertain the exact information to be reported, I have provided the most accurate approximation possible based on information and belief where possible or, where such approximation is not feasible, I have stated that the information is unknown. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

* Enter Full Name

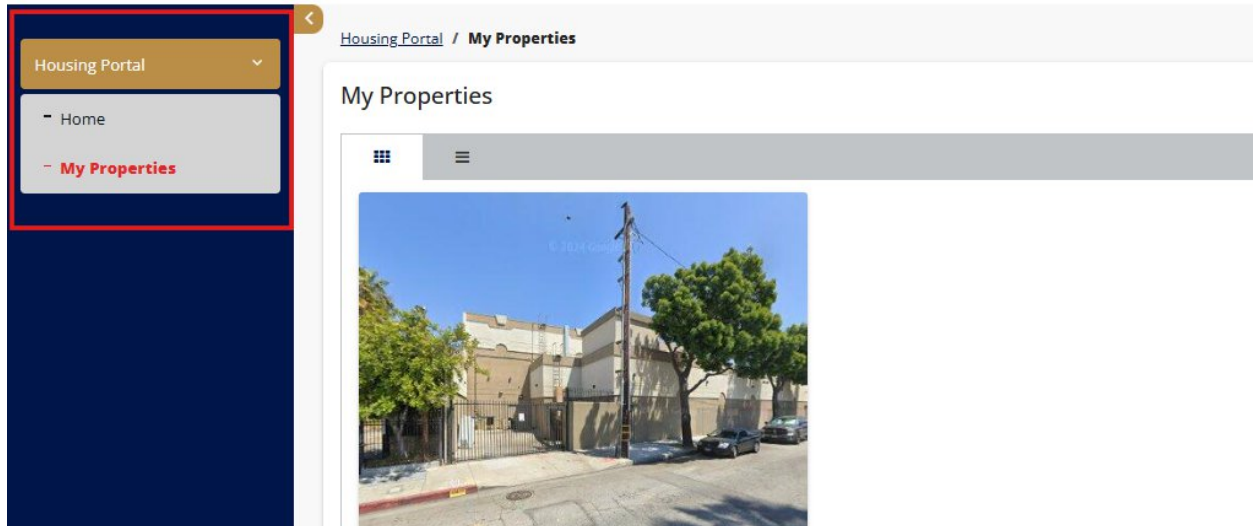
* Select Title

Select

Cancel

Submit

5. Your property status will be updated accordingly. You can click on "Housing Portal" and then "My Properties" at the top left of the page to return to your Dashboard to view/register your other properties. Repeat these steps for any other properties you may be required to register.

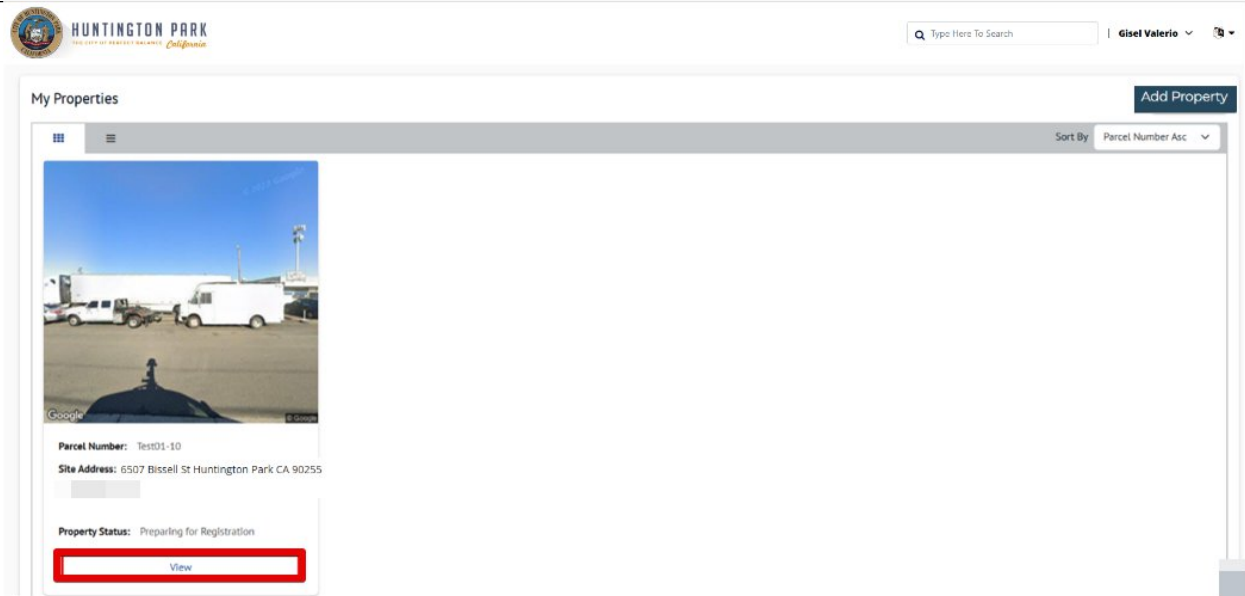


I have added my property to my profile, but I should be completely Exempt from the Rent Stabilization Program. What should I do?

Now that you have added your property to your profile, you need to complete the Registration process. If you believe your property is Exempt from the program, you will still need to take action to inform the Rent Stabilization Program. To begin, click on the property's View button to begin the registration process.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide



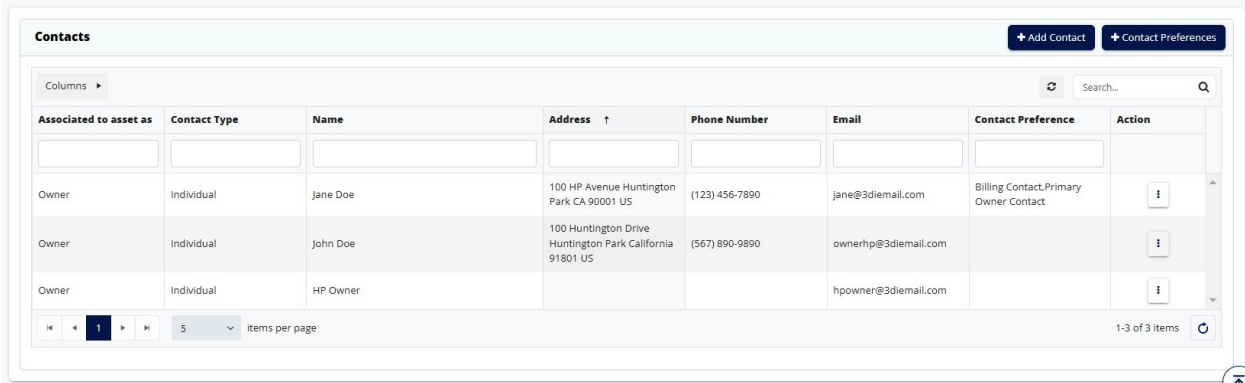
The property details page will open. The page is broken down into different sections, where each section houses different information as part of the registration process.

Step 1: Update Contact Information

The first step to claim your property exemption with the Rent Board is to add/update the property contacts. It is required that each property contains at least 1 Owner contact and at least 1 Property Manager before any applications can be submitted. If there is no professional Property Manager associated with the property, the Owner's contact information can be used for both contacts.

1. Scroll down to the Contacts area. You will be able to manage the property contacts from this section. If you see the red text "Primary Owner and Property Manager Contact Information is Incomplete" as shown in the image below, you will need to add the missing contact type.

*Primary Owner and Property Manager Contact Information is incomplete.





- Click on the Add Contact button to add the missing contact type.

Contacts

+ Add Contact**+ Contact Preferences**

Columns ▾

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	PO Box 123 Huntington Park CA 90255 US	(123) 123-1231	jane@3diemail.com		<div></div>

1

5

items per page

1-1 of 1 items

- The Add Contact pop up will appear. Select the **Contact Type** from the dropdown list. If your property already has an “Owner” added, then you will need to add a “Property Manager”.

A screenshot of the "Add Contact" form in a web application. The form is titled "Add Contact" in a dark blue header bar. Below the header, there are several input fields: "Contact Type*" (a dropdown menu with "Select" as the current option, highlighted with a red rectangle), "Owner Type*" (a dropdown menu with "Individual" as the current option), "First Name*" (a text input field), "Last Name*" (a text input field), "Title" (a text input field), and "Company Name" (a text input field). Below these fields is a section titled "Address" which contains an "Address Type*" dropdown menu (with "Select" as the current option), a "Search Address" section with a text input field containing "Enter a location" and a suggestion "123, Main Street, Los Angeles, CA", and a checkbox labeled "Update Address?". At the bottom of the form are two text input fields for "Address Line 1*" and "Address 2". At the very bottom right of the form are two buttons: "Save" (in a dark blue box) and "Cancel" (in a light gray box).

4. Add the required information in the pop up and then Save the contact. You are required to provide the First Name, Last Name, Mailing Address, Email Address, and Phone Number.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

Contacts + Add Contact + Contact Preferences

Columns ▾

Search...

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact, Primary Owner Contact	ⓘ
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com	Edit ⓘ	
Owner	Individual	HP Owner			hpowner@3diemail.com		ⓘ

◀ 1 ▶ 5 Items per page 1-3 of 3 items 🔄

7. The 'Edit Contact' pop up will appear. Many of the required fields may be missing (i.e., Ownership %, Phone, Email, etc.). Enter the required information and then Save the contact.

Address Line 1 *
2705 East Slauson Avenue

Address 2

City *
Huntington Park

State *
CA

Zip *
90255

Country *
United States

Contact Details

Communication Type *
Email

Email *
john@3diemail.com

☒ Primary

Communication Type *
Phone

Country Code
1

Phone *
(242) 456-7890

Extension

☒ Primary

+ Add Contact Details

Save Cancel



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

- The contacts table will be updated. Next, click on the “Contact Preferences” button to set the preferences for the contacts. You may already see preset values for this on your property. You can edit/modify this at any time.

Associated to asset as	Contact Type	Name	Address ↑	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact; Primary Owner Contact	
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com	<input type="text" value="Edit"/>	
Owner	Individual	HP Owner			hpowner@3diemail.com		

- The ‘Contact Preferences’ pop up will appear. Select the “Billing Contact”. This contact will be the recipient of the communications from the program. Next, select the Primary Owner Contact. This can also be the same as the Billing Contact. Save your preferences using the “Save” button.

Contact Preferences

Billing ContactPrimary Owner Contact

John Smith (Owner)John Smith (Owner)

The selected Billing Contact will be the recipient of all notices, invoices, and mailed communications regarding the annual registration requirements. The Primary Owner Contact may be contacted for the purpose of communications about the provisions of the Rent Stabilization and Just Cause Eviction Ordinance and general updates from the Rent Stabilization Program.

SaveCancel

- The Contacts table will be updated. If there are additional Property Manager(s) or Property Owner(s) associated with the property, you can add them using the “Add Contact” button.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

Associated to asset as	Contact Type	Name	Address	Phone Number	Email	Contact Preference	Action
Owner	Individual	Jane Doe	100 HP Avenue Huntington Park CA 90001 US	(123) 456-7890	jane@3diemail.com	Billing Contact, Primary Owner Contact	[Info]
Owner	Individual	John Doe	100 Huntington Drive Huntington Park California 91801 US	(567) 890-9890	ownerhp@3diemail.com		[Edit] [Info]
Owner	Individual	HP Owner			hpowner@3diemail.com		[Info]

Step 2: Determine Exemption Eligibility

There are different reasons why your property may qualify for an Exemption. You can read through the Ordinance to see which, if any, exemption reasons may apply to you and your property.

Technically, if your property does qualify for an exemption and it is granted by the Rent Stabilization Program, you are not required to add any units to your property. However, it is not guaranteed that your property exemption will be granted. It may also not be a permanent exemption.

Some property exemptions are temporary, which means in the future, you will be required to provide unit and tenancy information for the rental units on your property. If you believe that your exemption may be temporary, you can elect to add units before submitting the Exemption application for Staff review.

Follow the steps in this section if you would like to add units to your property before submitting a Property Exemption application. If not, you can skip ahead to Step 3.

Step 2A: Property Site Address(es)

Your property will have only the primary site address (primary address for mailing) added to it. Some properties are large and may contain more than one site address. Please review the Address(es) associated with your property and follow the steps listed below if changes are required.

***Note:** the site address(es) will also be used as the unit's mailing address. You will be required to select the mailing address associated with each unit. Please ensure this data is accurate.

1. Scroll to the Address area. You will be able to manage the site addresses from this section. The Address listed on the property is the primary site address. Check to see if this looks correct. If it does not look accurate, click on the Edit icon next to the address to modify it, as shown below.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

Overview

Rent Registry

Property Address




Image View

Map View

Address

+ Add

Primary Address

7000 STATE ST HUNTINGTON PARK CA 90255 US

- The 'Edit Site Address' pop up will appear. Modify the necessary information and save your changes.

Edit Site Address

Address 1 *

7000 STATE ST

City *

HUNTINGTON PARK

Zip *

90255

Address 2

State *

CA

Country *

United States

☒ Primary

Save

Cancel

- If a new site address needs to be added, click on the "Add" button.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

Overview Rent Registry

Property Address




Image View Map View

Address

+ Add

Primary Address

7000 STATE ST HUNTINGTON PARK CA 90255 US

- The 'Add Site Address' pop up will appear. Enter the required information (Address Line 1, City, Zip) and save your changes.

Add Site Address

Address 1*	Address 2
<input type="text"/>	<input type="text"/>
City*	State*
<input type="text"/>	<input type="text" value="CA"/>
Zip*	Country*
<input type="text"/>	<input type="text" value="United States"/>
<input type="checkbox"/> Primary	

Save **Cancel**


- The Addresses section will be updated with the newly added site address. Repeat as needed until all the site addresses associated with your property are added.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

[Overview](#) [Rent Registry](#)

Property Address



[Image View](#) [Map View](#)

Address [+ Add](#)

Primary Address

7000 STATE ST HUNTINGTON PARK CA 90255 US [✎](#)

7001 State Street Huntington Park CA 90255 US [✎](#)

Step 2B: Add Unit(s)

You now can add units to your property and provide details regarding the occupancies of these units. Adding units is an activity that you will only need to complete once. Once the inventory of units is established on your property, you will only need to provide updates to the occupancies and rents of those units moving forward. Follow the steps listed below to add unit(s) to your property.

***Note:** not every unit field will be explained in this guide. If you have specific questions, contact the Huntington Park Rent Stabilization Program.

1. Scroll down to the Unit Inventory area. Click on the “Add Unit” button to begin adding a unit to your property.

Unit Inventory [+ Add Unit](#)

[Export to Excel](#) [Refresh](#)

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action

[◀](#) [0](#) [▶](#)

5 items per page

No items to display [Refresh](#)



2. Select the Unit's Site Address from the dropdown as shown below. This dropdown will contain all the added property site addresses. If you realize an address is missing, you can close this window and add it in the 'Address' section of the property page. The selected address should be part of the unit's mailing address.

The screenshot shows the 'Add Unit' form with a dark blue header bar containing the title 'Add Unit' and a close button (X). The form contains several fields: a dropdown menu labeled '* Associate to: Site Address' with a red box around it, a checkbox labeled 'No Unit Number', a text input field labeled '* Unit Number', a dropdown menu labeled '* Property Type', and a dropdown menu labeled '* Occupant Type'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

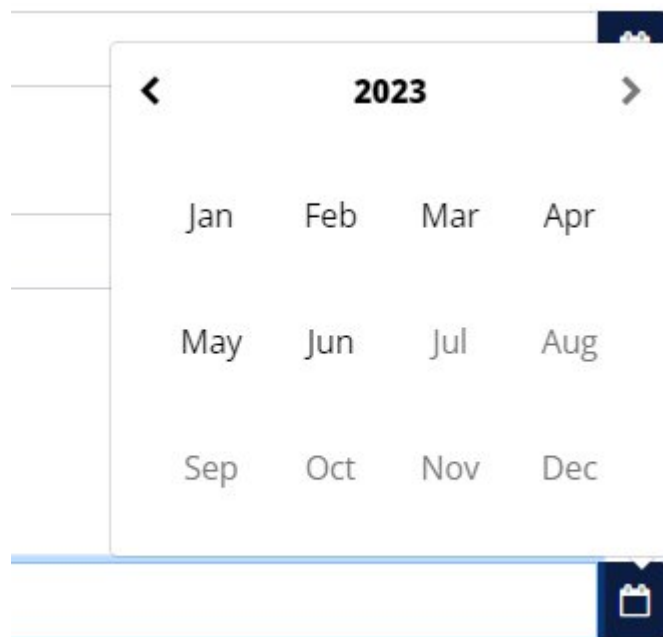
3. Next, we need to know the name of the unit. This, too, should be part of the unit's mailing address. If the unit does not have a specified name, click the 'No Unit Number' checkbox. This would indicate that the site address doubles as the unit address.

This screenshot shows the 'Add Unit' form with the 'Associate to: Site Address' dropdown now populated with the text '6507 Bissell St Huntington Park CA 90255 US-Parcels'. The other fields and buttons remain the same as in the previous screenshot.

4. In some places, you will be asked to enter a date. First click on the calendar.



5. If you need to scroll to a different year, first click on the Month Year located at the top of the calendar. When you do so, the calendar will change to a monthly calendar.



6. If you need to see a selection of years, rather than months, click on the Year at the top of the calendar.



A pop-up menu for selecting a year. At the top, it shows a left arrow, the text "2018-2029", and a right arrow. Below this, the years 2018, 2019, 2020, and 2021 are listed in the first row. The second row contains 2022, 2023, 2024, and 2025. The third row contains 2026, 2027, 2028, and 2029. The pop-up is overlaid on a dark blue background with a calendar icon in the bottom right corner.

7. Then you can use the left right arrows to scroll to the desired year.
8. Continue on the rest of the form and enter the required fields listed in the pop up to continue adding the unit to your property. Note that some field selections may require you to provide more information. The required fields will contain a red asterisk (*****) next to them. The form cannot be saved until all required fields are entered. Once all the required information is entered, click on the “Submit” button.

Add Unit [X]

* Associate to: Site Address ⓘ
6507 Bissell St Huntington Park CA 90255 US-Parcels [v]

☐ No Unit Number

* Unit Number
[]

* Property Type
Select [v]

* Occupant Type
Select [v]

Cancel Submit



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

- The Unit Inventory table will be updated. Each unit that gets added will have its own Action menu on the right. If you made any error in the entry, you would use the Action menu to select the 'Edit' option and correct the details. Repeat these steps to add all the units on your property.

Unit Inventory + Add Unit

Export to Excel Search...

Drag a column header and drop it here to group by that column

History	Unit Site Address	Unit Number	Status	Occupancy Type	Initial Rent	Current Rent	Apparent Maximum Allowable Rent	Occupancy Start Date	Date of Most Recent Rent Increase	Action
	5963 Middleton Street Huntington Park CA 90255 US	1	Non-Exempt	Tenant		\$ 850.00	\$ 850.00	01/01/2025	01/01/2025	ⓘ 👁
	5963 Middleton Street Huntington Park CA 90255 US	2	Non-Exempt	Tenant		\$ 900.00	\$ 900.00	01/01/2025	01/01/2025	ⓘ 👁
	5963 Middleton Street Huntington Park CA 90255 US	3	Non-Exempt	Tenant		\$ 1,000.00	\$ 1,000.00	01/01/2025	01/01/2025	ⓘ 👁

1-3 of 3 items

Step 3: Submit a Property Exemption Application

It is possible that your property may qualify for an Exemption. Follow the steps listed below to submit your request for Staff to review.

***Note:** not every exemption field will be explained in this guide. If you have specific questions, contact the Huntington Park Rent Stabilization Program.

- Scroll to the top of the Property page. Click on the blue "Action" button.

Overview

Property ID	: 15292	Primary Parcel	: HUN0121C
Site Address	: 5956 Middleton Street Huntington Park CA 90255 US	Year Built	: 1999
Assessor Total Unit Count	: 2	Total Units Added	: 1
Property Status	: Unit Discrepancy		

Action ← Back

- Select 'Apply for Property Exemption'.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

Overview

Property ID	: 15292	Primary Parcel	: HUN0121C
Site Address	: 5956 Middleton Street Huntington Park CA 90255 US	Year Built	: 1999
Assessor Total Unit Count	: 2	Total Units Added	: 1
Property Status	: Unit Discrepancy		

[Action ▾](#)[← Back](#)

- Apply for Property Exemption
- Show PIN
- Generate new PIN
- Download Registration Letter
- New Property Ownership
- Edit APN
- View Property History

- The property exemption application form will appear. Select the Exemption reason. You may be required to provide documentation to support your claim. Failure to provide adequate documentation may result in the denial of your claim. Enter the required fields and then submit your application.

Apply for Property Exemption

* Please select the qualifying grounds for the property exemption

Select ▾

Comments

Declaration Statement

☐ * By checking this box, I declare under penalty of perjury under the laws of the State of California that the information I have provided in this form is true and correct to the best of my knowledge and belief. Any attachments included here are either original documents or true and correct copies of the original documents.

Submitter's Info

* Full Name

* Title

Select ▾

Cancel Submit

- To confirm that your application was submitted successfully, scroll down to the “My Cases” section. You will see the Property Exemption Case in the ‘Pending Review’ status. You can check back periodically to see if it is approved or denied. You will also get an email notification once your Property Exemption case is processed.



City of Huntington Park Rent Stabilization Program Owner/Property Manager User Guide

My Cases

Columns ▾						Export to Excel	Search...
Case Number	Created On Entity	Case Type	Created On ↓	Updated Date	Status		
PE2023-2317553	APN: 00814411	Property Exemption	06/23/2023 02:17 PM	06/23/2023 02:17 PM	Pending Review		
RR2023-2316946	APN: 00814411	Rental Registry	05/17/2023 07:36 AM	06/23/2023 02:01 PM	Registration Open		

10 items per page 1-2 of 2 items

If your Property Exemption application is approved, your property status will read “Property Exempt” as shown below. Your registration for the current fiscal year will be considered complete.



HUNTINGTON PARK
THE CITY OF PERFECT BALANCE *California*

[Home](#)
[Rent Registry](#)
[Admin](#)

[Subpages](#) / [Parcel Details New](#)
[Overview](#) [Rent Registry](#)

Overview

Property ID	: 15399	Primary Parcel	: Test2501311
Site Address	: 2503 Zoe Avenue Huntington Park CA 90255 US	Year Built	: 1995
Assessor Total Unit Count	: 1	Total Units Added	: 0
Property Status	: Property Exempt		



What Does My Property Status Mean?

Your property status can tell you about the registration status of your property. Review the statuses and their meanings below:

Property Status	Meaning
Registration Open	<p>The registration period is open, and you need to provide updated information about your property and submit for registration.</p> <p>You may have submitted a property exemption and are waiting for staff to review; your property may be in this status until your application is processed. Check the status of your Property Exemption case to ensure it is not denied. If so, you will be required to register.</p>
Registration Denied	<p>Your registration was submitted, but Staff denied it due to some errors. You will need to review your inputs, make necessary edits, and re-submit the property.</p>
Unit Discrepancy	<p>Your property has been submitted for registration, and the number of units you have added to the property does not match with the assessor's records. Your property is flagged for Staff to review. You do not need to take action. Staff will reach out if there are any questions.</p>
Pending Staff Review	<p>Your property has been submitted for registration and there are exemption applications that still need to be reviewed by the Staff. You do not need to take action. Staff will reach out if there are any questions.</p>
Registration Completed	<p>Your property has been submitted and registration has been completed successfully. You do not need to take action at this time.</p>