DEPARTMENT OF BUILDING AND SAFETY

CLAIM OF LADBS LIEN PROCESSING ERROR

Lien Hearing Date _____ **Lien Property Address** _____

Invoice No. _____ **Customer Account No.** _____

This case has been thoroughly reviewed by LADBS and has determined that the proposed lien is ready to be confirmed by the City Council. **Your allegation of lien processing error must be substantiated by evidence or your request will not be accepted.**

LADBS has no authority or discretion to reduce the lien amount or stop the lien process unless evidence demonstrates that a processing error was made. **Even if your request is denied and the lien is confirmed by the City Council, LADBS will cancel a lien if it is demonstrated at a later date that a processing error was made.**

HAVE YOU SUBMITTED ANY CLAIMS OF ERROR BY LADBS IN THE PAST? Yes ☐ No ☐
IS THIS CLAIM DIFFERENT? IF YES, PLEASE EXPLAIN: _____
_____

DID YOU PROTEST THE LIEN IN WRITING TO THE CITY CLERK 10 DAYS PRIOR TO THE HEARING? _____
(Department orders include the name and phone number of the inspector if the recipient has questions.)
DID YOU CONTACT THE INSPECTOR? _____ IF YES, WHAT WAS HIS/HER RESPONSE? _____
_____

DID YOU PREVIOUSLY UTILIZE YOUR RIGHT TO APPEAL ANY ERROR OR ABUSE OF DISCRETION IN REGARDS TO ANY ORDER? _____ IF YES, WHAT WAS THE OUTCOME? _____

STATE THE ERROR THAT YOU BELIEVE OCCURRED IN THIS LIEN PROCESS AND REFER TO YOUR EVIDENCE:
_____
_____
_____

I AM SUBMITTING THE FOLLOWING DOCUMENT(S) AS EVIDENCE OF THE ERROR:
_____
_____

REQUEST MUST BE SIGNED BY THE OWNER

_____ _____ _____
Owner's Name Owner's Signature Date

Owner's Address: _____
_____

Phone Number: _____ Email Address: _____

NOTE: This form must be returned at least seven (7) calendar days prior to the date of the scheduled hearing. Return this form and substantiating evidence to Sr. Inspector Brian Hauff at 221 N. Figueroa St., 11th floor, Los Angeles, CA 90012 or email at ladbs.ceblienreview@lacity.org. For questions, call (213) 252-3926.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

Rev 10/14/16