This guide is intended to serve as a reference for those interested in purchasing or developing City properties.

The City periodically declares property it owns “surplus” and conducts a general auction to solicit purchasers, or in some cases may decide to make a “direct sale” if justifications of public benefit can be made. In other cases, the City may decide to sell a particular property, but wants a specific use and will issue a Request for Proposals (RFPs) to solicit interest and a development proposal. The City may also respond to specific inquiries about its interest in selling a particular parcel.

This User’s Guide outlines how the City works with the private sector in each of these scenarios, and provides links to additional reference material.

I. AUCTIONS OF SURPLUS CITY PROPERTY

II. DIRECT SALE OF SURPLUS CITY PROPERTY (“sole source sales”)

III. RFPs SOLICITING DEVELOPMENT PROPOSALS ON CITY PROPERTY

HOW THE CITY DECIDES TO AUCTION A CITY PROPERTY

... City conducts studies to determine if certain properties are no longer needed and can be designated as “excess”

... General Services Department (GSD) evaluates property, including title and appraisal, and offers the property to other governmental entities before offering it to the public, as required by state law

... Bureau of Engineering provides real estate disclosure documents and other environmental reports; approves the legal description of the real property; and recommends reservation, exception, easements or rights the City must retain

... City Planning Department evaluates how the sale affects the City’s adopted Plans, and obtains evaluation from other City departments that the property is no longer required for City use

... Departmental recommendations transmitted to the City Council and Mayor

... Property declared “surplus” by City Council and Mayor; Council directs GSD to auction the property

... GSD conducts sale auction and selects highest responsible bidder to purchase the property

HOW TO PRE-REGISTER FOR AUCTION NOTICES

You can PRE-REGISTER with GSD to receive notices of pending auctions and obtain the information necessary to prepare and submit a proposal to purchase the offered sites.

- To register, visit https://gsd.lacity.org/services/real-estate-services/surplus-property-auctions and click on Subscribe to the Auction Notification. The GSD web site also includes additional information on the process for sale of City properties.
II. DIRECT SALE OF SURPLUS CITY PROPERTY (“SOLE SOURCE SALES”)

The City has the authority to sell surplus property on a direct or “sole source” basis, with justification of the public benefits derived from such a sale. If you are interested in a specific property, you may contact the respective Council Office or the Mayor’s Office for assistance.

HOW DOES THE CITY DECIDE WHETHER TO MAKE A “DIRECT SALE”?

... Inquiry received from private party

... City departments complete evaluation of specific property and determine it is “excess”

... General Services Department (GSD) evaluates property, including title and appraisal, and offers the property to other governmental entities before offering it to the public, as required by state law

... Bureau of Engineering provides real estate disclosure documents and other environmental reports; approves the legal description of the real property; and recommends reservation, exception, easements or rights the City must retain

... City Planning Department evaluates how the sale affects the City’s adopted Plans, and obtains evaluation from other City departments that the property is no longer required for City use

... Departmental recommendations to City Council and Mayor

... Referral to City Administrative Officer (CAO) for evaluation and recommendation

... City Council and Mayor approve a direct sale

HOW TO INITIATE A DIRECT SALE REQUEST

If you want the City to consider a direct sale for a particular project, you can contact the appropriate Councilmember or the Mayor's Office to start the process.

ADDITIONAL RESOURCES

GSD Service Portal
lacity.org/property

The GSD Service Portal is a web-based tool about the City’s entire portfolio viewable on a GIS map. There is also a link to access and download information about the City’s surplus property, request and download information about those properties, sign up for the next real estate property auction, as well as resources on how to purchase and develop City property.

PropertyPanel LA
propertypanel.la

PropertyPanel LA maps properties owned by the City of Los Angeles. Parcels can be identified by address, Council District, or Assessor ID number.

ZIMAS
zimas.lacity.org

The Zoning Information Map Access System (ZIMAS) provides information on all land parcels in the City of Los Angeles. Users can search for a wide range of parcel-level information and use links to other sources for additional information.

NAVIGATE LA
navigate.lacity.org

NavigateLA provides a wide range of technical and infrastructure information at the parcel level, and provides maps and reports based on data supplied by various City departments, Los Angeles County, and Thomas Bros. Maps.

PROPERTY ASSESSMENT INFORMATION SYSTEM
http://portal.assessor.lacounty.gov/

The County Assessor’s Property Assessment Information System (PAIS) allows the user to research assessment information for individual parcels, print Assessor maps, and search for property sales occurring within the past two years.
III. RFPS SOLICITING DEVELOPMENT PROPOSALS ON CITY PROPERTY

On occasion, the City decides to solicit proposals to sell and develop City property to meet a specific City priority, such as creation of affordable housing, for economic development purposes, or for a public facility. In these cases the City has evaluated potential surplus sites and then issues a Request for Proposals (RFPs), setting out the City's development goals and soliciting specific proposals to purchase and develop the property.

**HOW DOES THE CITY SOLICIT A DEVELOPMENT PROPOSAL?**

... City determines the end use requirements for a specific parcel
... City issues an RFP for specific development proposals
... City evaluates proposals and selects developer for additional negotiation
... City negotiates a development agreement setting forth development and sale parameters
... Development agreement approved by Council and Mayor**

**Properties sold for economic development purposes require public benefit findings and a covenant on the land ensuring that the public benefits will be secured**

**HOW TO PRE-REGISTER FOR DEVELOPMENT RFPs NOTICES**

You can **PRE-REGISTER** in the following places to receive notices of RFPs and obtain the information necessary to prepare and submit a proposal to purchase and develop the offered sites:

- **Los Angeles Business Assistance Virtual Network (LA BAVN)**
  LABAVN is the City's centralized source to advertise business opportunities of all types, including Requests for Proposals (RFPs) for solicitation for development opportunities on City land. Interested developers may register at [http://www.labavn.org/](http://www.labavn.org/). Also, please see below to register on LABAVN for housing-specific RFPs.

- **Housing and Community Investment Department (HCID)**
  The City’s Housing and Community Investment Department (HCID) has several ways for interested parties to pre-register to receive notices of RFPs to purchase or develop City Property for affordable or mixed-income housing:

  **Register on LABAVN.** To register on LABAVN for housing-related development opportunities, please select the appropriate NAICS codes that relate to the housing construction industry (e.g. 236115, 236116, 236117, 236118, etc.) as well as codes related to non-profit organizations if appropriate. Registered parties will receive emails when HCID’s RFQs and RFPs are released through LABAVN. [http://www.labavn.org/](http://www.labavn.org/)

  **Register on HCID Interested Parties List.** HCID maintains a separate list of people interested in receiving information about upcoming RFQs & RFPs. Interested parties can send an email to [hcidla.cratransition@lacity.org](mailto:hcidla.cratransition@lacity.org) with the following information and their name will be added to the Interested Parties List: Name, title, email, company name, mailing address, phone number.

  **Register on HCID Website.** Developers can also go to the HCID website at [http://hcidla.lacity.org/](http://hcidla.lacity.org/). At the very bottom of the home page is a red box labeled “SUBSCRIBE.” Click on this link and it will take you to a page where you can subscribe to HCIDLA E-updates. Please select the “Developers” box and check off as many categories as you are interested in. All registered parties will receive the department’s “e-blasts” for the topics selected.