

## **Completing the Accessory Dwelling Unit (ADU) Affordability Covenant OR Landlord Agreement**

The City of Pasadena has prepared the Affordability Covenant and Landlord Agreements for Accessory Dwelling Units (ADU). These documents are the mechanisms through which ADU applicants may receive a reduced Residential Impact Fee (RIF) applicable to new affordable units in Pasadena.

The Affordability Covenant and Landlord Agreements are optional contracts and are not required for an ADU to receive a building permit. These documents will be reviewed and administered by the Housing & Career Services Department.

The following outlines the steps to help you complete and submit either the Affordability Covenant or Landlord Agreement:

1. Choose contract option:
  - **Affordability Covenant** is recorded against the property requiring the homeowner to rent the ADU to a household whose annual income does not exceed 120% of Area Median Income at a rent that does not exceed the affordable Moderate Income rent limit; or
  - **Landlord Agreement** between the homeowner and the City committing the ADU to be rented exclusively to the City's rental assistance clients or a tenant currently participating in the City's rental assistance program; or
  - **Landlord Agreement** between the homeowner and the City committing the ADU to be used by a family member(s), as defined in the Landlord Agreement.
2. Print or pick-up a copy of the Affordability Covenant OR Landlord Agreement document from the City's website (<https://ww5.cityofpasadena.net/planning/accessory-dwelling-unit-regulations/>) or the City of Pasadena Permit Center (175 North Garfield Ave.)
3. Fill-out Affordability Covenant OR Landlord Agreement document and submit to Randy Mabson at the Housing & Career Services Department (649 North Fair Oaks Ave., Suite 202) or via email to [rmabson@cityofpasadena.net](mailto:rmabson@cityofpasadena.net) (**email is preferred**).

*In addition to additional documentation described in the Affordability Covenant and Landlord Agreement, a grant deed and legal description for the property will also be required to be submitted.*

**Subsequent review and final Affordability Covenant and Landlord Agreement documents will be processed by the Housing & Career Services Department. For any questions, please call (626) 744-8321 or email Randy Mabson at [rmabson@cityofpasadena.net](mailto:rmabson@cityofpasadena.net)**