



Recording requested by and mail to:

Name: City of Pasadena  
Building and Safety  
Address: 175 N. Garfield Avenue, First Floor  
Pasadena, CA 91101

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION

**COVENANT AND AGREEMENT  
REGARDING MAINTENANCE OF BUILDING**

The undersigned hereby certify that I am (we are) the owner(s) of the hereinafter legally described real property located in the City of Pasadena, County of Los Angeles, State of California.

Legal Description: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Lot (s) \_\_\_\_\_ Block \_\_\_\_\_

As recorded in Book \_\_\_\_\_, Page \_\_\_\_\_. Records of Los Angeles County.

I (We) hereby agree that the above legally described real property and in consideration of the City of Pasadena allowing \_\_\_\_\_

On said property, I (We) hereby covenant and agree to and with said City to \_\_\_\_\_

This covenant and agreement shall run with the above described land and shall be binding upon ourselves and any future owners, encumbrances, their successors, heirs or assignees including any Home Owner Associations HOA) and shall continue in effect until the Building and Safety Division of the City of Pasadena approves its termination.

CARTOGRAPHER'S USE  
ONLY

\_\_\_\_\_  
(Print Name of Property Owner (1))      (Signature of Property Owner (1))

\_\_\_\_\_  
(Print Name of Property Owner (2))      (Signature of Property Owner (2))

\_\_\_\_\_  
Two Officers' Signatures Required for Corporation

\_\_\_\_\_  
Name of Corporation

**SIGNATURES MUST BE NOTARIZED**

**Space below this line for Notary's use**

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ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Name and Title of Officer)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.**

WITNESS my hand and official seal.

\_\_\_\_\_ (SEAL)

Notary Public Signature

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**FOR DEPARTMENT USE ONLY**

MUST BE APPROVED BY BUILDING AND SAFETY DIVISION PRIOR OF RECORDATION

Permit No. \_\_\_\_\_

Site Address \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Title: \_\_\_\_\_

## **INSTRUCTIONS FOR FILING COVENANT AND AGREEMENT FORMS**

1. Fill out, in **BLACK INK ONLY**, one copy of the Covenant and Agreement Form.
2. Property owner(s) must print and sign their name(s) — signature(s) must be notarized.
3. Submit the completed Covenant & Agreement (C&A) or MAINTENANCE OF BUILDINGS to your Building and Safety reviewer for approval and signature.
4. Record the C&A Form with the Los Angeles County Registrar- Recorder and obtain a certified copy.
5. County Recorder located at:
  - a. 12400 Imperial Highway  
Norwalk, CA 90650  
(Near the intersection of the 5 and 605 freeways)
  
  - b. 14340 Sylvan Street  
Van Nuys, CA 91401  
(Near Van Nuys City Hall)
6. Return the certified copy of the recorded form to your Building and Safety reviewer requiring the covenant (should be a purple stamp on the back of the last document recorded).

<b>FINAL MAINTENANCE OF BUILDINGS APPROVAL/CLEARANCE WILL ONLY BE GRANTED UPON RECEIPT OF THE CERTIFIED COPY OF THE COVENANT AND AGREEMENT.</b>
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