



Edwin M. Lee, Mayor
Mohammed Nuru, Director
Bruce R. Storrs, City and County Surveyor



Department of Public Works
Office of the City and County Surveyor
1155 Market Street, 3rd Floor
San Francisco, CA 94103

RESIDENTIAL CONDOMINIUM CONVERSION APPLICATION MATERIALS

To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.*

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or "Zip" files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- ***Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**

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**WEBSITE: [HTTP://WWW.SFDPW.ORG](http://www.sfdpw.org).
FOLLOW THE LINKS: “SERVICES A-Z” AND “MAPPING”**

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A. RESIDENTIAL CONDOMINIUM CONVERSION PROCESS OVERVIEW

What is a Condominium Conversion?

A condominium is a form of subdivision¹ regulated by the California Subdivision Map Act, the San Francisco Subdivision Code, and the San Francisco Subdivision Regulations. The information that is of most concern to the property owner(s) is in Article 9 of the San Francisco Subdivision Code, which is available online at our website under “Links” or at San Francisco Public Libraries. Condominium Conversion Applications and additional forms are available at our website and at the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

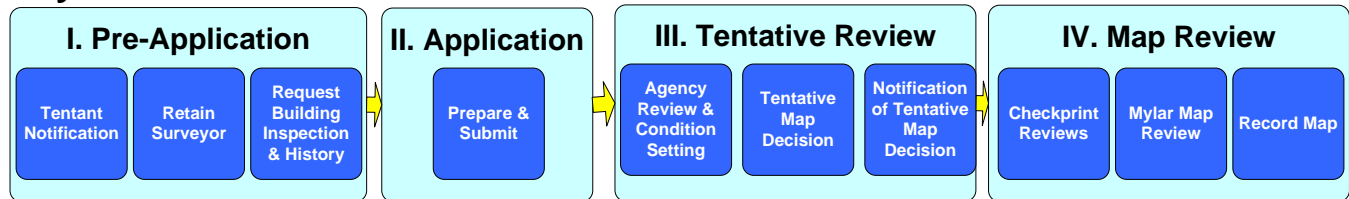
Conversions of residential buildings to condominiums fall into the two general categories:

1. Lottery winners of two to six- (2-6) unit buildings: The owner(s) or subdivider(s) ¹ of these buildings must be selected through the annual lottery process and is subject to occupancy standards. The Subdivision Code limits the number of these conversions to 200 units per year. Only those chosen in the lottery can submit an application for conversion.
2. Lottery by-pass for two-unit buildings: Once the separate owners of each unit have occupied the building for one year they may by-pass the lottery and submit an application for condominium conversion.
3. The City and County of San Francisco for purposes of condominium conversions recognize married persons and domestic partnerships as a single entity, not two separate individuals.

Residential buildings with more than six units cannot convert their units to condominiums.

Tip: Considering the complicated laws and regulations associated with the condominium conversions in San Francisco, most applicants hire an attorney or professional practitioner to assist them with the application process.

Key Activities in the Residential Condominium Conversion Process



I. Pre-Application Activities (see Key Activities above)

The condominium conversion process involves several different steps and review periods. To avoid delays, a building owner or owners should take the following actions prior to applying with the Department of Public Works (DPW).

A. Tenant Notification

For buildings with tenants (renters), the owner(s) must notify tenants in writing of plans to file an application with DPW to convert the building to condominiums. Tenants must be informed of their rights, which are principally as follows:

1. A right of first refusal to purchase the units they occupy at fair market value or for a certain price listed in an executed Tenant Intent to Purchase Form (see Form 2).

¹ For purposes of this document, a subdivision shall mean a Parcel Map or a Final Map and a tentative map shall mean a tentative Parcel Map, or a tentative Final Map.

2. If tenants do not wish to buy, they have 180 days from the date of notice of recordation of the condominium map for two to four- (2-4) unit conversions or the date of the State Department of Real Estate final public report for five to six- (5-6) unit condominiums to seek substitute housing and relocate, and are entitled to a maximum of \$1,000 in moving expenses.
3. If neither (1) nor (2) is the tenant's choice, they may enter into an agreement to occupy their apartments for a period of one year following the date of recordation of the condominium map. Tenant's choosing this option are not entitled to moving expenses.
4. If any tenant is 62 years of age or older on the date the map is recorded, he or she shall be offered a lifetime lease.

Tip: *The owner(s) should seek full cooperation and understanding from tenants, dispel their fears, offer them legitimate incentives, not threats, consider their welfare, and above all, create trust and good will. Intent to purchase forms signed by the required number of tenants and owner(s) must be submitted with the application (See Form No. 2).*

- B. Retain a Licensed Land Surveyor or Civil Engineer licensed prior to 1982
State law requires a new map subdividing the property accompany the application. The law further requires that the subdivision map be prepared by a California licensed land surveyor or a civil engineer who was licensed before 1982.

Tip: *Hire a licensed land surveyor or a civil engineering firm knowledgeable about condominium conversions in San Francisco.*

- C. Request Building Inspection and Historical Information
Condominium conversion applicants must submit information about the physical condition and history of the building. This requires **(1)** a Residential Physical Inspection on your building for any code violations, and **(2)** a Report of Residential Record (3-R Report) that lists all the permits that have been issued in connection with your building. Contact the San Francisco Department of Building Inspection (DBI) to schedule an inspection and order a 3-R Report (see page 10 for details). The applicant must submit a copy of the receipt requesting a physical inspection with the application.

Tip: *DPW recommends an early request for a physical inspection. Applicants should check with DBI regarding the length of time it takes to receive a Physical Inspection report. DPW accepts an inspection request receipt in lieu of the Inspection Report as part of the initial application submittal.*

II. Application (see Key Activities page 3)

A. Prepare and Submit Application

Complete the application and all of the relevant forms provided. Be sure to follow the application instructions described in the Condominium Conversion Guidelines and use the Condominium Conversion Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

DPW's fees for checking, reviewing and processing a subdivision map are set forth in the Subdivision Code. The current fee for a Condominium Conversion can be found on the DPW website. DPW may require additional fees to cover the actual cost of processing complex or unusual subdivision maps. **Fees are nonrefundable.**

Five to six- (5-6) unit buildings require public notice and a hearing before the City Planning Commission. As a result, these applicants must submit a list and a set of mailing labels of the names and addresses of property owners within a 300-foot radius of the property to be converted as part of the initial application submittal.

III. Tentative Map Decision (see Key Activities page 3)

A. Agency Review and Condition Setting

After DPW receives the application and determines it is complete, it refers the application to the City Planning Department, and other agencies for review. The Planning Department ensures that the subdivision proposal complies with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. In certain situations, other agencies will also review the application for compliance with other City Codes and regulations. The result of these reviews will likely be a set of comments, recommendations, and information requests associated with the map. The review may require that additional permits or conditions be met before the checkprint submittal (see Checkprint Reviews below).

B. California Environmental Quality Act (CEQA) Determination (Ca Public Resources Code Sect. 21000 et seq.)

The City is prohibited from issuing tentative map approval without a California Environmental Quality Act (CEQA) determination. If the applicant has obtained clearance for the subdivision under CEQA, the applicant should submit documentation of the City's CEQA determination. As part of the tentative map review process, the Planning Department will verify that the subdivision proposal complies with CEQA and is consistent with the General Plan, Planning Code Section 101.1—Proposition M, and other provisions of the Planning Code.

C. Approval, Conditional Approval or Disapproval of the Tentative Map

DPW will notify the map preparer by letter of the approval, conditional approval, or disapproval of the map. Tentative map approvals are frequently accompanied by conditions from the City's reviewing departments.

D. Owner and Tenant Notification of Tentative Map Decision

The initial application submittal requires applicants to provide a list of the names and addresses and one set of stamped and addressed Department of Public Works envelopes of the building owners and tenants. DPW will use these envelopes to notify the building owners and tenants of the tentative map decision. These building owners or any interested party may file an appeal to the decision with the San Francisco Board of Supervisors within 10 days of the date of the decision. If an appeal hearing is required, the owner(s) and his/her attorney should be prepared to make a presentation and answer questions in front of the Board of Supervisors.

E. For 5 – 6 unit buildings, 300' Radius neighborhood notification for City Planning Commission hearing, and DPW notification of Tentative Map Decision is required. See page 12 for details.

Property owners or any interested party may file an appeal as noted above in item C.

Tip: While the City is reviewing your application, you should proceed to correct the outstanding Code violations identified in the physical inspection issued by Department of Building Inspection. The simplest and best way is to engage a licensed contractor to obtain the necessary permits and do the work. When the work is completed, it must be re-inspected by the Department of Building Inspection (DBI). When the work is done satisfactorily, DBI will issue a Certificate of Final Completion (CFC). An applicant must submit a copy of this document to DPW before check prints can be submitted (see section IV A. below).

IV. Map Review (see Key Activities page 3)

A. Check print Reviews

Once a tentative map decision, approving or conditionally approving a tentative map has been made, DPW will request two copies of the proposed map or first check print to be reviewed by staff. A copy of the CFC must accompany the check print, or be submitted prior, or the check print will be returned. Each time DPW requests an additional check print review, the applicant's surveyor will need to provide two copies of the revised map. Any substantive changes from the tentative map must be identified in writing. Certain changes may require re-referral to City agencies. Be aware that DPW may charge additional processing fees if more than two check print submittals are necessary to complete the review. If any City Agency has conditionally approved the map the conditions must be satisfied, and the issuing agency must provide an approval letter to Department of Public Works.

B. Mylar Map Review

Once DPW determines that the checkprint is correct, it will request the map in Mylar form. The Mylar Map must contain all the required signatures and incorporate all corrections, additions or omissions as specified during the checkprint reviews.

Prior to submitting the Mylar Map for review, applicants must provide written proof that all of the conditions of the tentative map decision have been satisfied and submit the following:

- 1. Updated Preliminary Title Report – Dated within 45 days of mylar submittal**
- 2. Current tax certificate from the Office of the San Francisco Treasurer and Tax Collector at City Hall, Room 110.**
To contact this office, call (415) 554-6448 or by E-mail to Christina.Puckett@sfgov.org.
Owner must pay all taxes due, even if no tax bill has been sent.
- 3. Proof of tenant notification (Form 9)**
Written verification that all tenants shall be given notice of their right to purchase their rental unit, at a price no greater than the price offered to the general public, at the time of the condominium conversion application and the tentative map decision. Renters occupying units during the condominium conversion process also should be notified of these rights.

NOTE: PROJECTS CONSISTING OF FIVE OR MORE PARCELS/UNITS ARE CONSIDERED A FINAL MAP AND WILL GO BEFORE THE BOARD OF SUPERVISOR'S PRIOR TO RECORDATION.

C. Record Map

When all the requirements are met and the City approves the Mylar Map, DPW will call the owner's title insurance company to request the title guarantee as of the date of recordation. The names of the owners and trustees shown on the map must agree with the guarantee. DPW will send it to the Office of the Assessor-Recorder for recordation.

The Assessor-Recorder charges a recording fee of \$10.00 for the first sheet of the map and \$2.00 for each additional sheet. This fee is payable to the "San Francisco County Recorder".

For additional information regarding the condominium conversion process, please visit the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor or call 415-554-5827.

Tip: State law requires every condominium to have a Homeowners' Association. The management documents generally consist of Covenants, Conditions and Restriction (CC&Rs). Most property owner(s) hire an attorney to assist in processing the subdivision and in preparation of the management documents for the new condominiums.

B. GUIDELINES TO COMPLETE APPLICATION

One of the primary reasons for the lengthy conversion review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide DPW with all the necessary information to conduct a thorough and timely review.

Before Filling Out an Application

- Identify which type of condominium conversion you propose –this will help in identifying which items must be submitted with the application.
- Read the condominium conversion process overview.
- Find and retain an attorney (optional) and Licensed Land Surveyor or pre-1982 Registered Civil Engineer.

**Codes and Regulations Referenced in the
Condominium Conversion Application**

1. *California Subdivision Map Act (SMA)*
2. *San Francisco Subdivision Code (SFSC)*
3. *San Francisco Subdivision Regulations (SFSR)*
4. *Subdivision and Mapping Bulletin (SAM# 3 dated 07/28/94)*

Detail Instructions for Filling Out the Application

A complete condominium conversion application consists of:

- (a) A cover letter
- (b) A one page application form
- (c) An application checklist
- (d) Inclusion of all necessary forms and attachments listed in the application checklist.

This condominium conversion application applies to both residential and mixed-use (residential and commercial condominium units) conversions. Conversion of commercial property to condominiums should use the Commercial Conversion Application, and new condominium construction should use the New Condominium Construction Application.

Complete page 19 [D. APPLICATION] of the condominium conversion application

Submit the required amount of copies. Indicate property address, assessor's block and lot number, owner information, project contact person, firm or agent preparing the subdivision map, subdivider (if different from owner), and number of units being converted. If the number of proposed conversion units differs from the number of existing units, attach an explanation. Select the category of condominium conversion proposed (e.g., 2-unit building Lottery bypass – residential only; 2-4 units building (Lottery) mixed-use, etc.). For mixed-use conversion, indicate the number of residential and commercial units. Print the name of the subdivider and be sure to sign and date the application.

Required Items of Condominium Conversion Checklist (page 21 of application):

The Condominium Conversion Application Checklist identifies all the items necessary to complete the condominium conversion application. It specifies the requirements by:

- (1) Condominium conversion category (i.e., 2-unit building Lottery bypass, 2-4 units building Lottery and 5- 6 units building Lottery).
- (2) Total number of copies that must be submitted.
- (3) Departments that will review the items.
- (4) All forms that must be submitted with the application.

The order of items on the checklist should be used for collating and organizing all materials before submission. DPW is responsible for referring the submitted application packets to other City departments. Note that not all listed items apply to all condominium conversion categories.

1. Three (3) copies of the proposed Tentative Parcel Map* (2 – 4 units)

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Parcel Map of the condominium including delineation of the boundaries of the building or buildings. Submit 3 copies of maps (a) 2 for DPW; (b) 1 copy for the Planning Department.

2. Three (3) copies of the proposed Tentative Final Map* (5 – 6 units)

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Final Map of the condominium including delineation of the boundaries of the building or buildings. Submit 3 copies of maps, (a) 2 for DPW; (b) 1 copy for the Planning Department.

*If the project falls within the jurisdiction of San Francisco Redevelopment Agency (SFRA), an additional copy of the tentative map will be required. To verify if an additional copy is required, check the Preliminary Title Report (See Item No. 4 below) for any reference to the San Francisco Redevelopment Agency (SFRA). If such a reference is made, an additional copy is needed. Include the copy of the map for SFRA with the copies for DPW.

3. Subdivision Fee

Submit a check or money order payable to the Department of Public Works for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.

Tip: A copy of the current Fee Schedule can be found at our website at the [Condo Conversion link](#).

4. Preliminary Title Report (PTR)

Submit two (2) copies of the preliminary title report dated within 3 months from the application submission date. The PTR is used to verify the name of owners of record, and the percentage of each separate owner's interest in the property. **NOTE: Any recorded items such as Notices of Special Restrictions or easements listed in the PTR shall be provided with the application submittal.**

5. Grant Deeds and any other recorded documents for subject site and adjoining

Submit copies of the most current grant deeds (also known as vesting deeds) for both the subject site and adjoining. A grant deed is a recorded document on file with the San Francisco Office of Assessor-Recorder that shows the names of property owners. Like the PTR, DPW uses a grant deed, for the subject site, to verify the name of owners of record and the percentage of each separate owner's interest in the property. (See table under Item No. 15.)

Tip: Use the checklist to gather all the items that apply to each condominium conversion category. Be sure to make the correct number of copies of required items, including forms and attachments, and to submit them in the proper order. Complete the checklist and submit with package (see page 14).

Tip: Use Form No. 1 for items 6 through 11 and submit two (2) copies with the application.

6. Building History [Sec. 1381(a)(1)]

Use the space provided in **Form No. 1** to describe the building history, including the date of construction and major uses since it was built, to the best of your knowledge and available records.

7. Statement of Repairs and Improvements [Sec. 1381(a)(4)(B)]

Use the space provided in **Form No. 1** to briefly describe major repairs and improvements that the subdivider plans to make before conveyance of the units.

8. List of occupants and their apartment numbers, vacant units, and tenants and owners who intend to purchase units **

[Sec 1381(a)(3) and Sec 1381(a)(4)(C)]

Use table provided in **Form No. 1** to list the occupants (owners and tenants) of subject building and their apartment numbers. Identify units that are vacant and which occupants intend to purchase their unit.

9. Five-year Rental History [Sec 1381(a)(3)] **

Use the table provided in **Form No. 1** to list the names of all building occupants (tenants and owners) during the five years preceding the application submittal date. Identify their apartment number, their duration of their occupancy (provide dates when available), their rent, and the reasons for the termination of their occupancy, and whether any evictions were initiated during the five-year period. Applicant must comply with San Francisco Subdivision Code sections 1359(d) 1396.1 [form number 5] and 1396.2 [Form numbers 12 and 13].

10. List the number of bedrooms, square feet, current rental rate, and proposed sales prices

[Sec 1381(a)(3) and 1381(a)(4)(C)] Use the table provided in **Form No. 1**. **

11. List the permit number(s) of the building permit application filed in connection with the proposed use of this property that is not listed in the 3R Report.

Use the space in item 11 on **Form No. 1** to indicate only the building permit application number. Do not provide copies of building permits unless asked to do so.

**** Does not apply to mixed use buildings where there is only one (1) residential unit**

12. Physical Inspection Report or a receipt for the application for a Physical Inspection (obtained at 1650 Mission St., Ste. 312C)

[Sec. 1381(a)(4)(B)]

Submit two (2) copies of either the Physical Inspection Report (if available) or the receipt for an application for Physical Inspection. See box at the right for information on how to obtain the Physical Inspection Report.

13. Current 3R Report (obtained at 1660 Mission St.)

[Sec. 1381(a)(2)]

Submit two (2) copies of a current Report of Residential Record (3-R Report). A 3-R report is current if submission date of the condominium conversion application precedes the expiration date of the report. See box at the right for information on how to obtain the 3-R Report.

NOTE: 3-R Report must indicate the number of dwelling units. 3-R Reports indicating "Present authorized occupancy or use: Unknown", must be corrected prior to application submittal.

*Department of Building Inspection
Physical Inspection Information and Building Inspection Request*

Applicant shall submit an Application for Physical Inspection along with the correct fees to the Department of Building Inspection (DBI) at 1650 Mission Street, Suite 312C. To contact this office call (415) 558-6570.

- 1. While at Department of Building Inspection you will also need to apply for a current "Report of Residential Records" (3R Report) To apply for a 3R Report go to DBI at 1660 Mission St. first floor. To contact this office call (415) 558-6080.*
- 2. You should expect to hear from an inspector by phone within 2 weeks of your application. It is important that the contact person's name and phone number(s) is/are legible on the application. The actual inspection is typically scheduled from 3 to 4 weeks after the application is submitted.*
- 3. On the scheduled date of inspection building, electrical and plumbing inspectors will inspect your building. A thorough inspection can be completed in as little as 30 minutes for a well-maintained, completely accessible building of 2 units, but longer for additional units and/or larger buildings*
- 4. After the inspection, the research and preparation of the "Report of Physical Inspection" will take 2 to 4 weeks. Your "Physical Inspection Report" will itemize the violations found and, unless no violations are indicated, you or your contractor(s) will need to obtain separate building, electrical and/or plumbing permits to clear the violations.*
- 5. To apply for a building permit, bring a copy of your "Report of Physical Inspection" (and plans if required) to 1660 Mission St., 1st Floor, Station #2 – Residential Permit Counter. For electrical and plumbing permit information, please phone (415) 558-6030 and (415) 558-6054, respectively.*
- 6. When all of the violations have been corrected and the electrical and plumbing inspectors have performed their inspections and signed the FINAL INSPECTION portion of your building permit JOB CARD, you can then contact your district building inspector for the "FINAL BUILDING INSPECTION". All items, including required energy and water conservation items, must be satisfactorily completed.*
- 7. Upon satisfactory correction of all violations, your building inspector will sign your "JOB CARD" and issue you a Certificate of Final Completion (CFC). Thereafter, submit a copy of your CFC and a copy of your Report of Physical Inspection to the Bureau of Street-Use and Mapping (see section A, item IV.A. Checkprint Reviews in the Process Overview).*

If you have any questions regarding the DBI procedures please call the Code Enforcement Division at (415) 558-6454.

14. Proof of owner's occupancy **

In order to corroborate that the applicant owners of record continuously occupied the building for the required period, submit two (2) copies of the following:

- Homeowners Property Tax Exemption. Provide a copy of the current property tax bill indicating this exemption has been applied for.
- Affidavit for ownership / Occupancy (must be notarized) **Form No. 11**

Proof of Homeowners Property Tax Exemption is required. If you have not applied for this exemption you may do so at City Hall, Room 190. When submitting application for Homeowners Property Tax Exemption to the Assessor's Office, ask for a copy for your records. Provide this copy with your application for condominium conversion. The proof of occupancy requirement applies only to owners of record, not to tenants who intend to purchase their units. The proof of owner's occupancy requirement must confirm the period of occupancy (see Period of Occupancy in table below) and the name of the owner of record as provided in the Preliminary Title Report (PTR) and the Grant Deed. If the names in these documents submitted differ from those included in the PTR and Grant Deed, attach a letter indicating the other names used by the owner of record. (If this letter is needed, attach it to the top of the proof of owner's occupancy documents.)

Residential Conversion Requirements

Sec. 1396, Article 9 of the Subdivision Code sets an annual 200-unit limit on condominium conversions and defines categories of buildings that maybe converted to condominiums.

(a) *Buildings consisting of four (4) units or less in which one of the units has been occupied continuously by one of the applicant owners of record for three years prior to the date of registration for the lottery as selected by the Director; or*

(b) *Buildings consisting of five (5) or six (6) units in which the applicant owners of record have occupied fifty percent (50%) or more of the units continuously for three years prior to the date of registration for the lottery as selected by the Director.*

The following table identifies the required period of occupancy that the owners of record for each category of condominium conversion application must demonstrate. To meet the proof of owner's occupancy requirement (Item No. 15), the applicant must submit evidence of continuous occupancy for the required period of time (see chart below). The City and County of San Francisco for purposes of condominium conversions recognize married persons and domestic partnerships as a single entity, not two separate individuals.

Requirements to determine ownership interest in the building and proof of owner's occupancy by category of condominium conversion

	2 units (Lottery bypass)	2-4 units (Lottery)	5-6 units (Lottery)
Number of separate owners of records required to occupy building	Two (2)	At least one (1)	At least three (3)
Percentage of ownership interest in the property	Each owner should have at least 25%	Each owner should have at least 10%	Each owner should have at least 10%
Proof of occupancy requirements	Each owner occupant be an owner of record and an occupant for one year	Three (3) years for one (1) applicant owner of record prior to date of registration for the Lottery as selected by DPW Director	Three (3) years for three (3) separate owners of record prior to date of registration for the Lottery as selected by DPW Director

15. Tenant Intent to Purchase [Sec. 1388] **

For Lottery applicants only, submit two (2) copies **Form No. 2** properly signed and documentation concerning lifetime leases to the elderly or disabled, if applicable. Together these documents represent the required number of the occupied units necessary for conversion.

For a 2-unit building (Lottery), applicant must submit at least one (1) Tenant Intent to Purchase Form (Form No. 2). For 3-5 unit building (Lottery), at least two (2) Intent to Purchase Forms are required, and for a 6 unit building (Lottery), at least three (3) Forms are required.

16. Statement of Owner Occupancy [Sec. 1359 (C)] **

For 2-unit Lottery bypass applicants only, submit two (2) copies of **Form No. 3** properly signed.

** *Does not apply to mixed use buildings where there is only one (1) residential unit*

17. Owner's Release of Interest in Common Areas [Sec. 1323 (6)]
Submit two (2) copies of **Form No. 4** properly signed.

18. Owner's Affidavit [Sec 1359(d) & 1396.1] **

For all residential condominium conversion applicants, submit three (3) copies of **Form No. 5**. Copies are needed for the Human Rights Commission, Department of City Planning and the remaining copy for DPW. This document is required for all owners of record.

19. Number and names of all tenants aged 62 or older or permanently disabled who have resided in the building over the past three (3) years [Section 1381(a)(3) & Sec. 1386] **

Required for all condominium conversion applicants, check the box included in the item description listed in application checklist and submit two (2) copies of a complete and signed **Form No. 6**.

20. Neighborhood notification package for Planning Commission hearing [Sec 1332]

For 5-6 unit Lottery applicants only, submit one (1) set of:

- (a) 300-foot radius map
- (b) address list
- (c) mailing labels.

These components must comply with specifications noted in the box at the right. A public hearing before the Planning Commission is required for conversions of five or six-unit buildings.

21. Neighborhood notification package, and Notice of Tentative Map Decision

[Sec 1313(b)]

For 5-6 Unit Lottery applicants only, submit one (1) set of:

- (a) 300-foot radius map
- (b) address list
- (c) stamped, addressed envelopes- envelopes must be #10 regular envelopes with rounded gummed flap (DPW envelopes) with DPW return address.

Specifications of Neighborhood Notification for Planning Commission Hearing

- (a) **300-Foot Radius Map:** A map drawn on tracing paper, scale 1"=50', showing the property that is the subject of this application and all other property within a radius of 300 feet of the exterior boundaries of the subject property, the Assessor's block number of each block and Assessor's lot number on each lot, and the names of all streets shown. Maps of individual blocks may be traced at the Assessor's Office, and street widths may be obtained at the DPW-BSM Mapping Division; however, it is advisable that this work be done by an experienced draftsman.
- (b) **Address List:** A typed or printed list in ink showing the names, addresses and zip codes of all current owners or tenants of the property and showing in numerical order by Block and lot the names, addresses and zip codes of the last-known owners of all properties within the 300-foot radius shown on the map. The names and addresses are available to the public at the Tax Collector's Office and are those shown on the latest citywide assessment roll. Also, include all names and addresses of additional owners, attorneys, and other parties you wish to notify of the hearing.
- (c) **Mailing Labels:** One set including all persons shown on the address list. Contact the Planning Department at (415) 558-6348 for more information prior to application submittal.

22. Owner and tenant notification package for Tentative Map Decision [Section 1314]

Submit an address list, and DPW envelopes stamped and addressed to all building occupants, owners and tenants.

Tip: Surveyors and title companies can provide the list of property owners as well as envelopes and labels.

** Does not apply to mixed use buildings where there is only one (1) residential unit

23. Notice to tenants of the proposed conversion

[Sec. 1381 (a)(6)]

For Lottery applicants only, submit two (2) copies of the notice of the proposed conversion to tenants.

24. Summary of tenant contacts

[Sec. 1381(a)(4)(D) & Subdivision Map Act Sec. 66452.51]

For Lottery applicants only, submit two (2) copies of **Form No. 7**, including all subdivider's interactions with tenants regarding the proposed conversion, the date of interaction or contact, signed by the subdivider.

25. Subdivider's statement that the notice of conversion has been given to existing tenants

[Sec. 1381(a)(6)(A) & Sec. 1381(a)(6)(C)] **

Submit two (2) copies of signed **Form No. 8**, which includes a statement indicating that the notice of proposed conversion (see item no.24) has been given, and will continue to be given to any lessees or tenants subsequent to the submission of the application packet for conversion.

The San Francisco Subdivision Code [Sec. 1381 (a)(6)] Notice of Proposed Conversion

This establishes that "within five days of filing an application with DPW for condominium conversion subdivision, the subdivider shall give written notice concerning the proposed conversion to all lessees and tenants. If five or more units are involved, said notice shall advise all lessees and tenants that a public hearing concerning the application for conversion will be held and that notice of said hearing will be given to all lessees and tenants by the City Planning Commission.

Said notice shall contain all the information as required in Subsections 4 and 8 of this Section. Said notice shall contain a description of the rights of tenants as herein provided, including the right of first refusal to purchase the unit, the right to attend and be heard at the public hearing, the right to receive relocation assistance and benefits, the right of all tenants to extend occupancy for a period of from one to three years depending upon length of prior occupancy, the right of elderly and disabled tenants to a lifetime lease, and the prohibition against rent increases during the process of conversion."

26. Subdivider's commitment to provide notice of conversion to new tenants [Sec. 1381(a)(6)(C)]Submit two (2) copies of signed **Form No. 8**. ****27. Subdivider's commitment to provide a right of first refusal to tenants to purchase their units** [Sec. 1387]Submit two (2) copies of signed **Form No. 9**. ****28. Photographs of subject property** [Public Works Code, Sec. 723.2 & Planning Code]

Submit two (2) copies of the following four (4) types of streetscape photos:

- a) Front photo from the street looking at the property, including sidewalk without obstructions,
- b) Photo from street showing left side property line and sidewalk,
- c) Photo from street showing right side property line and sidewalk, and
- d) Photo of the rear of property (if possible).

To properly identify the subject property, include the assessors block and lot number as well as property address on all the photographs. Sample photos can be found on our website under "Links".

29. Proposition "M" Findings demonstrating consistency with eight priority General Plan Policies

[Planning Code Sec. 101.1(b)]

Submit two (2) copies of completed **Form No. 10**.

30. Must comply with Section 1396.2 (b) of the San Francisco Subdivision Code. **[Form number 12]** If owners cannot meet these requirements this building **may not** be converted to condominiums.

31. Must comply with Section 1396.2 (a) of the San Francisco Subdivision Code. **[Form number 13]**. If owner cannot meet these requirements but can meet the requirements of item number 31 [Form number 12] the property cannot participate in the condominium lottery until 10 years after the last eviction and must meet the 10 year owner-occupancy requirement.

Sections 1396.2(b) and 1396.2(a) of the San Francisco Subdivision Code and be found on line at our website under "Links".

** *Does not apply to mixed use buildings where there is only one (1) residential unit*

Finalizing the Application

1. Complete and sign cover letter
2. Complete and sign application form and make two (2) copies
3. Ensure that all required items are:
 - Included
 - Completed per instructions
 - Signed, where applicable
 - Copied per instructions
 - In the order they were requested in the application checklist

Tip: Use the first columns of the application checklist to verify that all required items are complete and meet above specifications. Make two (2) copies of the checklist.

4. Collate and organize all the copies of the required items in individual packets by department using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** DPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

**INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 PROCESSING FEE!!!
FEES ARE NON REFUNDABLE**

5. Staple check or money order to one of the DPW copies of the application.
6. Organize the completed cover letter, application, checklist, and individual department packets in the following order:
 - Cover letter
 - **DPW packet** – Application (2 copies), a completed checklist, and forms and attachments collated in the same order as the checklist (see page 21), other documents if applicable, and then maps.
 - **Planning Department packet** - One copy of application, a completed checklist, and forms and attachments collated in the same order as the checklist (see page 21), other documents if applicable, and a copy of the map.
7. Submit a completed and collated application packet to DPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

After Submitting Application to DPW

1. Visit DPW website and go to the Subdivision Project Tracking System website to check the application status.
2. Understand the process following the tentative map decision. (See the Residential Condominium Conversion Process Overview Section A, pages 3-6).
3. Respond promptly to additional requests for information from DPW or other departments.

After the Issuance of the Tentative Map Decision, (Approval or Conditional Approval)

1. Submit a copy of the Certificate of Final Completion for Occupancy (CFC) issued by Department of Building Inspection.
2. Submit two (2) copies of the checkprint for technical review, following the Map Review Checklist requirements. The map review checklist is available the DPW website, see 3 below.
3. Submit one (1) copy of the Map Review Checklist. Go to the DPW web site to print this list.
 - <http://www.sfdpw.org>, under "Services A-Z", select "More" then select "Mapping, Maps". Under "Information for Mapping Professionals," select "Map Review Checklist."
4. Submit electronic closure calculations for non-rectangular boundaries. This is needed for DPW's technical map review process (this is a task for your surveyor).

Note: Department of Public Works will not accept the checkprints without a CFC, issued by Department of Building Inspection. See page 10 for CFC information.

During Map Review process

1. Respond promptly to additional requests for information.
2. Make requested changes to checkprints and resubmit two (2) copies of revised checkprint.
3. When requested by DPW, submit the map in Mylar form with the following documents required for recordation:
 - Check for recordation fee
 - Tax Certificate
 - Updated Preliminary Title Report (dated within 45 days of mylar submittal)
4. In those cases where a city agency issued conditional approval of the map, mylars **should not** be submitted to DPW until:
 - The applicant has addressed the agency's conditions
 - The agency that issued the conditions has provided DPW with confirmation that they have been met.

Note: City and County Surveyor may request a copy of the field notes or any other relevant survey information for the submitted map.

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C. SAMPLE COVER LETTER

Date

Application for Condominium Conversion

City and County Surveyor
Department of Public Works
Bureau of Street-Use & Mapping
1155 Market Street, 3rd Floor
San Francisco, CA 94103

Dear Sir:

In compliance with the California Subdivision Map Act, the San Francisco Subdivision Code, the San Francisco Subdivision Regulations, and all amendments thereto, I/we, the undersigned subdivider, or agent, hereby submit to you for your review and processing a proposed condominium subdivision of residential property, together with the Condominium Conversion Application and Checklist and all applicable items, fees, documents and data checked thereon.

Respectfully,

Attachment: Application Packet

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D. APPLICATION

(To be submitted by all Residential Condominium Conversion applicants)

Property Address: _____

Assessor's Block: _____ Lot Number(s): _____

For DPW-BSM use only
ID No.:

Owner:			
Name:			
Address:			
Phone:		E-mail:	
Person to be contacted concerning this project (If different from owner)			
Name:			
Address:			
Phone:		E-mail:	
Firm or agent preparing the subdivision map:			
Name:			
Address:			
Phone:		E-mail:	
Subdivider: (If different from owner)			
Name:			
Address:			

Number of Units in Project: _____

This subdivision results in an airspace: No Yes (shown on Tentative Map)

Check only one of the following options:

	2-unit (Lottery bypass) <i>(All residential units owner occupied)</i>	2-4 units (Lottery)	5-6 units (Lottery)
Residential Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mixed Use	<input type="checkbox"/> If checked, Number of residential unit(s): <u> 1 </u>	<input type="checkbox"/> If checked, Number of residential unit(s): _____ Number of commercial unit(s): _____	<input type="checkbox"/> If checked, Number of residential unit(s): _____ Number of commercial unit(s): _____

****** In Mixed Use Conversions where there is one residential unit only, there is no owner occupancy requirement.

**STATE OF CALIFORNIA
CITY AND COUNTY OF SAN FRANCISCO**

I (We) _____
(Print Subdivider's Name in full)

declare, under penalty of perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and the information presented is true and correct to the best of my (our) knowledge and belief.

Date: _____ Signed: _____

Date: _____ Signed: _____

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E. RESIDENTIAL CONDOMINIUM CONVERSION APPLICATION CHECKLIST

Each item on this check list has an explanation with a corresponding number earlier in the application.

For example: For clarification of item 15 Proof of Owner Occupancy, see number 15 on page 11.

Check the following items enclosed where applicable:

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	Which and how many of total required items are needed for each agency?			Which items are required for each category of Condominium Conversion?			Form No. (where applicable)
Yes	No	OK?				DPW	DCP	DBI	2 units (Lottery bypass)	2-4 units (Lottery)	5-6 units (Lottery)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Three (3) copies of Tentative Parcel Map <small>*One additional copy will be required if project falls within the jurisdiction of SFRA.</small>	3	2*	1		X	X		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Three (3) copies of Tentative Final Map <small>*One additional copy will be required if project falls within the jurisdiction of SFRA.</small>	3	2*	1				X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Subdivision Fee (\$ _____)	1				X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Preliminary Title Report (dated within 3 months)	2	1	1		X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>		5.	Grant Deeds and any other recorded documents for: <input type="checkbox"/> Subject Site and <input type="checkbox"/> Adjoiners	1	1			X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Building History [Sec. 1381(a)(1)]	2	1	1		X	X	X	Form No. 1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Statement of Repairs and Improvements [Sec. 1381(a) 4(B)]								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	List of occupants and their apartment numbers, vacant units, and who intend to purchase [Sec 1381(a)(3) & Sec 1381(a)(4)(C)] **								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Five-year Rental History (Include all building occupants) [Sec 1381 (a)(3)] **								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	List of number of bedrooms, square feet, current rental rate, and proposed sales prices [Sec 1381(a)(3) & Sec 1381(a)(4)(C)] **								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	List the permit number(s) of the building permit application filed in connection with the proposed use of this property that is not listed in the 3R Report.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Physical Inspection Report or Receipt of application for Physical Inspection [Sec. 1381(a) (4)(B)]	2	1	1		X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	Current 3R Report [Sec. 1381(a)(2)]	2	1	1		X	X	X	

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	Which and how many of total required items are needed for each agency?			Which items are required for each category of Condominium Conversion?			Form No. (where applicable)
Yes	No	OK?				DPW	DCP	DBI	2 units (Lottery bypass)	2-4 units (Lottery)	5-6 units (Lottery)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Proof of owner's occupancy: ** <input type="checkbox"/> Homeowners Property Tax Exemption, and <input type="checkbox"/> Affidavit for Ownership / Occupancy (see instructions)	2	1	1		X	X	X	Form No. 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	Tenant Intent to Purchase [Sec. 1388] **	2	1	1			X	X	Form No. 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	Statement of Owner Occupancy [Sec. 1359 (C)] **	2	1	1		X			Form No. 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	Owner's Release of Interest in Common Areas [Sec. 1323 (6)]	2	1	1		X	X	X	Form No. 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	Owner's Affidavit [Sec 1359 (d) & 1396.1] ** [Copies: 1-DPW, 1-HRC,1-DCP]	3	2	1		X	X	X	Form No. 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	Number and names of all tenants aged 62 or older or permanently disabled who have resided in the building over the past three (3) years [Sec. 1381 (a)(3) & Sec. 1386] ** If applicable, check here <input type="checkbox"/> and submit attached form.	2	1	1		X	X	X	Form No. 6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	Neighborhood notification package for Planning Commission hearing [Sec 1313(b)]	<input type="checkbox"/> 300-Foot Radius Map	1		1				
				<input type="checkbox"/> Address List	1		1				X	
				<input type="checkbox"/> Labels	1		1					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21.	Neighborhood notification package for Notification of Tentative Map decision [Sec 1313(a)]	<input type="checkbox"/> 300-Foot Radius Map	1	1					
				<input type="checkbox"/> Address List					X			
				<input type="checkbox"/> Envelopes								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22.	Owner & tenant notification of Tentative Map Decision [Sec 1314]	<input type="checkbox"/> Address List of Owner and Tenants Only	1	1		X	X	X	
				<input type="checkbox"/> Envelopes	1	1						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23.	Notice to tenants of the proposed conversion [Sec. 1381 (a)(6) & Subdivision Map Act Sec. 66452.51] **	2	1	1			X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24.	Summary of tenant contacts [Sec. 1381(a) 4(D)] **	2	1	1			X	X	Form No. 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.	Subdivider's statement that the notice of conversion has been given to existing tenants [Sec. 1381(a) (6)(A) & Sec. 1381(a) (6)(C)] **	2	1	1			X	X	Form No. 8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26.	Subdivider's commitment to provide a notice of conversion to new tenants [Sec. 1381(a) (6)(C)] **								

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	Which and how many of total required items are needed for each agency?			Which items are required for each category of Condominium Conversion?			Form No. (where applicable)
Yes	No	OK?				DPW	DCP	DBI	2 units (Lottery bypass)	2-4 units (Lottery)	5-6 units (Lottery)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27.	Subdivider's commitment to provide a right of first refusal to tenants to purchase their units [Sec 1387] **	2	1	1			X	X	Form No. 9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28.	Photographs of subject property, as follows: [Public Works Code Sec. 723.2 & Planning Code] <input type="checkbox"/> Front photo from the street looking at the property, including sidewalk without obstructions <input type="checkbox"/> Photo from left side showing property line and sidewalk fronting subject site <input type="checkbox"/> Photo from right side showing property line and sidewalk fronting subject site <input type="checkbox"/> Photo of rear of property	2	1	1		X	X	X	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29.	Proposition "M" Findings demonstrating consistency with Eight Priority General Plan Policies [Planning Code Sec. 101.1(b)]	2	1	1		X	X	X	Form No. 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30.	Owner's Affidavit –Eviction of Senior, Disabled or Catastrophically Ill Tenant [Sec 1396.2(b)] ** [Copies: 1-DPW, 1-HRC,1-DCP] see page 13	3	2	1		X	X	X	Form No. 12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31.	Owner's Affidavit–Eviction of Tenants [Sec1396.2(a)] ** [Copies: 1-DPW, 1-HRC,1-DCP] see page 13	3	2	1		X	X	X	Form No. 13

** Does not apply to mixed use buildings where there is one (1) residential unit

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F. FORMS

Form No. 1

(To be submitted by all Residential Condominium Conversion applicants)

Building History, Statement of Repairs & Improvements, Occupants, Rental History, and Proposed Prices

Assessor's Block _____ Lot _____ Address _____

Item No. 6 - Building History

Item No. 7 - Statement of Repairs & Improvements

Item No. 8 - List of occupants, their apartment number, vacant units, and owners and tenants who intend to purchase

Unit	Occupant Name	Apartment Number	Is the unit vacant?	Does occupant intend to purchase unit?
One			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Two			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Three			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Four			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Five			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Six			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Total # of vacant units: _____

Item No. 9 - Five-year Rental History (Include all building occupants)

Five Year Rental History

Apartment No.	Duration (mm/dd/yy)	Occupants	Rent	Reason for Termination/Leaving

Form No.1
 Condominium Conversion Application
 Page 2

Are there any evictions associated with this building since May 1, 2005 (Section 1396.2_ Yes No
If yes provide details:

Item No. 10 - List of number of bedrooms, square feet, current rental rate, and proposed sales prices

Apartment No.	No. of Bedrooms	Square Feet	Current Rental Rate	Proposed Sales Price

Item No. 11 – List the permit number(s) of the building permit application filed in connection with the proposed use of this property that is/are not listed in the 3R Report in the space below

_____ # _____ # _____
 # _____ # _____ # _____

 Signature of Applicant

 Date

Form No. 2

(To be submitted by Residential Lottery Condominium Conversion applicants)

Tenant Intent to Purchase

Subdivision Code Section 1388. Tenant Intent to Purchase. No application for conversion shall be approved unless there are substantial numbers of tenants who have indicated their intent to purchase their rental unit. This intent shall be evidenced by the submittal in writing of the DPW Tenant Intent to Purchase Form by tenants representing no less than forty percent (40%) of the units. For purposes of calculation, such Forms must be signed by one (1) tenant in a 2-unit building, two (2) tenants residing in separate units in a 3-, 4-, or 5-unit building, or three (3) tenants residing in separate units in a 6-unit building. In obtaining or soliciting tenant approval of the Intent to Purchase Forms, subdividers shall comply with any restrictions set forth in the California Business and Professions Code and regulations of the State Real Estate Commissioner. Further, in calculating the total number of units necessary to satisfy Section 1388, there shall be included in the forty percent (40%) requirement any units in which the occupant qualified for and has expressed an intent to obtain a renewable lifetime lease pursuant to Section 1391(c).

Any Tenant Intent to Purchase Forms obtained by way of any inducement of the subdivider to provide benefits to that tenant beyond those established by this Code shall be so identified and the specific representations of the subdivider shall be set forth in detail. All such Forms shall be come a matter of public record and the subdivider shall be required to comply with his or her representations as conditions of approval.

The Intent to Purchase Forms, once signed by a tenant, shall be irrevocable by said tenant, for purposes of compliance with Section 1388, provided, however, that the Director shall invalidate any such Form upon a determination that the subdivider has used coercion, fraud, duress, misrepresentation or threat in connection with obtaining or soliciting tenant approval of such Form.

TENANT INTENT TO PURCHASE

_____ as tenant(s) of property at _____
_____ at the time of the filing of the application for a condominium conversion subdivision of such property, do hereby certify my/our intent to purchase my/our occupied Unit No. _____ at said property. I/We have seen the list of proposed sales prices to tenants, to be filed by the subdivider with the City and County of San Francisco, and this list indicates the sales price for the subject unit to be \$_____.

I/We have reviewed Section 1388 of the Subdivision Code, concerning Tenant Intent to Purchase. It is understood that signing this Intent to Purchase Form, while not creating a contractual obligation to buy, does represent my/our bona fide current desire that I/We have every intention to pursue to completion.

It is further understood that this Intent to Purchase Form will be filed with the City and County for the purpose of establishing the percentage of tenants that may be expected to purchase units if the units are sold as condominiums, pursuant to Section 1388 of said Subdivision Code.

I/We declare, under penalty of perjury, that the statements herein are true and correct.

Tenant(s) and Prospective Buyer(s): _____

Dated: _____

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Form No. 3

(To be submitted by Residential Lottery Bypass Condominium Conversion applicants)

Statement of Owner Occupancy

(Provide for each unit)

I, _____

Declare, under penalty of perjury, that _____
(Principal residence address)

(Unit Number)

has been for a period of at least one (1) year, and will continue to be, my principal residence.

Dated: _____

Signed: _____
(Applicant)

(Printed name)

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Form No. 4

(To be submitted by all Residential Condominium Conversion applicants)

Owner's Release of Interest in Common Areas

In accordance with section 1323(a)(6) of the San Francisco Subdivision Code, this is my statement that neither I nor any of my agents shall retain any right, title or interest in any common area or areas or facilities except those common areas in which I might retain any individual interest by virtue of ownership of one or more of the individual units.

Dated: _____

Signed: _____

Dated: _____

Signed: _____

Dated: _____

Signed: _____

Dated: _____

Signed: _____

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Form No. 5

(To be submitted for all Residential Condominium Conversions)

Owner's Affidavit

Compliance with Section 1359(d) & 1396.1 of the San Francisco Subdivision Code

(This document is required for all owners of record.)

Assessors Block _____ Lot _____

Address _____

I, _____, hereby certify under penalty of perjury that the
(Print Name)
following is true and correct to the best of my knowledge:

Since November 16, 2004, no eviction as defined in San Francisco Administrative Code Section 37.9(a)(8) – (14) of a senior, disabled person, or catastrophically ill tenant as defined below has occurred, or if an eviction has taken place under Administrative Code Section 37.9(a)(11) or (14), the original tenant reoccupied the unit after a temporary eviction. For purposes of the above statement, a "senior" shall be a person who is 60 years or older and has been residing in the unit for 10 years or more at the time of the application; a "disabled" tenant is defined as a person who is disabled within the meaning of Title 42 U.S.C. Section 12102(2)(A); and a "catastrophically ill" tenant is defined as a person who is disabled as defined by above, and who is suffering from a life threatening illness as certified by his or her primary care physician.

Signature of owner

Date

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Form No. 6

(To be submitted by all Residential Condominium Conversions)

Name of Tenants Aged 62 or Older or Permanently Disabled

Names of all tenants aged 62 or older or permanently disabled who have resided in the building over the past three (3) years [Sec. 1381 (a) (3)]

Apt. No.	Name of tenants aged 62 or older or are permanently disabled (to the best of my knowledge)	Residence Period	Forwarding Address	Reason for Relocation

Signature of Subdivider

Date

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Form No. 7

(To be submitted by Residential Lottery Condominium Conversion applicants)

Summary of Tenant Contacts

Article 9 Section 1381(a) (4)(D) of the San Francisco Subdivision Code requires subdividers to submit with condominium conversion application a summary of tenant contacts including all meetings held with tenants and all information provided to them about the project and their own options.

Date of contact	Description of interaction with tenants

The undersigned hereby certifies that he/she has recorded all tenant interactions as required by the San Francisco Subdivision Code.

Signature of Applicant

Date

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Form No. 8

(To be submitted by Residential Lottery Condominium Conversion applicants)

Subdivider’s Statement and Commitment Regarding Notice to Tenants

Subdivider’s Statement Regarding Notice of Conversion to Existing Tenants

[Sec. 1381(a) (6)(A) & Sec. 1381(a) (6)(C)]

The undersigned subdivider hereby certify that he/she has given notices required by the San Francisco Subdivision Code Section 1381(a)(6) to all current lessees or tenants and will give such notices to those who occupy after submission of the application packet for conversion.

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

Subdivider’s Commitment to Provide Notice of Conversion to New Tenants

[Sec. 1381(a) (6)(B) & Sec. 1381(a) (6)(C)]

The undersigned subdivider hereby certify that he/she will give notices required by the San Francisco Subdivision Code Section 1381(a)(6) to all current lessees or tenants including those who occupy after submission of the application packet for conversion.

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

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Form No. 9

(To be submitted by Residential Lottery Condominium Conversion applicants)

Subdivider's Commitment Regarding Notice of the Tenant's Right of First Refusal to Purchase

Subdivider's Commitment to Provide a Right of First Refusal to Tenants to Purchase Their Units

[Sec. 1387]

The undersigned subdividers hereby certify that the present tenant or tenants at the date of filing of the application for a Tentative Map of any unit to be converted or, in the event of a voluntary vacation, or eviction for cause, the tenant or tenants in occupancy at the date of recording of the Parcel Map (or in the case of 5-6 unit buildings, at the date of issuance of the State Department of Real Estate's Final Subdivision Public Report) shall be given a nontransferable contract right to purchase the unit occupied at a price no greater than the price offered to the general public, as required by San Francisco Subdivision Code Section 1387.

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

Signature of owner

Date

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Form No. 10

(To be submitted by all Residential Condominium Conversion applicants)

Proposition "M" Findings Form **The Eight Priority Policies** **of Section 101.1 of the San Francisco Planning Code**

Date: _____

City Planning Case No. _____ *(if available)*

Address _____

Assessor's Block _____ Lot(s) _____

Proposal: _____

EIGHT PRIORITY GENERAL PLAN POLICIES

As a result of the passage of Proposition M (Section 101.1 of the San Francisco Planning Code), findings that demonstrate consistency with the eight priority policies of Section 101.1 must be presented to the Department of City Planning as part of your project application review for general conformity with San Francisco's General Plan.

Photographs of the subject property are required for priority policy review and must be submitted as part of the application.

INSTRUCTIONS TO APPLICANTS: Please present information in detail about how your application relates to each of the eight priority policies listed below. The application will be found to be incomplete if the responses are not thorough. Use a separate document and attach if more space is needed.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhood;

3. That the City's supply of affordable housing be preserved and enhanced;

4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

7. That landmarks and historic buildings be preserved; and

8. That our parks and open space and their access to sunlight and vistas be protected from development.

Signature of Applicant

Date

Form No. 11

(Required for all Residential Condominium Conversion applications)

AFFIDAVIT FOR OWNERSHIP/OCCUPANCY

I, _____, certify under penalty of perjury that the
full name

following statement is true:

I have resided continuously at _____, also
address including unit number

being Assessor's Block and Lot _____, in
Assessors's Block and Lot

The City and County of San Francisco, as my primary residence since: _____
date occupancy began

I understand that I am affirming under penalty of perjury to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement may include denial of the condominium conversion subdivision, fines and/or imprisonment.

Date: _____

Signature: _____

State of California
County of _____

On _____ before me, (here insert name and title of the 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.

Signature _____ (Seal)

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Form No. 12

(Required for all Residential Condominium Conversion applications)

Owners Affidavit - Eviction of Senior, Disabled or Catastrophically Ill Tenant

Compliance with Section 1396.2(b) of the San Francisco Subdivision Code

Required for all owners of record

Assessors Block _____ Lot _____

Address _____

I, _____, hereby certify under penalty of perjury that the

(Print Name)

following is true and correct to the best of my knowledge:

Since May 1, 2005, no eviction as defined in San Francisco Administrative Code Section 37.9(a)(8), 37.9(a)(10), 37.9(a)(11), or 37.9(a)(13) of a senior, disabled person, or catastrophically ill tenant as defined below has occurred, or if such an eviction took place, each unit in the building was occupied by a separate owner of record on April 4, 2006. For purposes of the above statement, a "senior" shall be a person who is 60 years or older and has been residing in the unit for 10 years or more at the time of issuance of the eviction notice; a "disabled" tenant is defined as a person who is disabled within the meaning of Title 42 U.S.C. Section 12102(2)(A); and a "catastrophically ill" tenant is defined as a person who is disabled as defined by above, and who is suffering from a life threatening illness as certified by his or her primary care physician.

I understand that I am affirming under penalty of perjury to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement may include denial of the condominium conversion subdivision, fines, and/or imprisonment

Date: _____

Signature _____

State of California

County of _____

On _____ before me, (here insert name and title of the 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.

Signature _____ (Seal)

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Form No. 13

(Required for all Residential Condominium Conversion applications)

Owners Affidavit - Eviction of Tenants Compliance with Section 1396.2(a) of the San Francisco Subdivision Code

Required for all owners of record

Assessors Block _____ Lot _____

Address _____

I, _____, hereby certify under penalty of perjury that
the _____ (Print Name)

following is true and correct to the best of my knowledge:

Since May 1, 2005, two or more tenants occupying separate units have not been evicted under San Francisco Administrative Code Section 37.9(a)(8), 37.9(a)(10), 37.9(a)(11), or 37.9(a)(13), or if such evictions took place, each unit in the building was occupied by a separate owner of record on April 4, 2006.

I understand that I am affirming under penalty of perjury to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement may include denial of the condominium conversion subdivision, fines, and/or imprisonment

Date: _____

Signature _____

State of California

County of _____

On _____ before me, (here insert name and title of the 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.

Signature _____ (Seal)