



# EXPEDITED CONVERSION PROGRAM RESIDENTIAL CONDOMINIUM CONVERSION GROUP FOUR

## GUIDELINES TO COMPLETE THIS APPLICATION

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Failure to submit a complete application will result in a delay of the conversion process. Please read carefully. **Submittal requirements have changed** from previous applications. These guidelines are designed to help applicants provide DPW with all the necessary information to conduct a thorough and timely review.

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

- California [Subdivision Map Act](#) (SMA)
- San Francisco [Subdivision Code](#) (SFSC)
- San Francisco [Subdivision Regulations](#) (SFSR)

## BEFORE FILLING OUT APPLICATION

- Read the condominium conversion process overview
- Find and retain an Attorney (optional) and Licensed Land Surveyor or pre-1982 Registered Civil Engineer

A complete condominium conversion application consists of:

- Cover letter
- Application checklist
- Inclusion of all necessary forms and attachments indicated in 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.

## DETAILED INSTRUCTIONS FOR FILLING OUT THE EXPEDITED CONVERSION PROGRAM (ECP) APPLICATION AND TO SUBMIT ELECTRONIC APPLICATIONS

### 1.0 [Application Checklist](#)

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

- A. Condominium conversion category (i.e., 2-4 units building and 5- 6 units building)
- B. All forms that must be submitted with the application. Note: both the original paper copy of notarized forms and electronic scanned copies must be submitted for an application to be complete.

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

The checklist contains a hyperlink to sample documents of each form or document needed. Please use the sample form and electronic file names to help you prepare a complete and correct application package.

**Tip:** Use the checklist to gather all the items that apply to each condominium conversion category.

### 2.0 [Cover Letter](#)

Cover Letter should identify the particulars of the project and the applicant's name and address.

### 3.0 [Applicant Statement](#)

Indicate property address, assessor's parcel 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. Print the name of the Subdivider and be sure to **sign and date the application**. **Electronic signatures are acceptable** in every instance, except where a notary acknowledgment is required. In those cases, sign and notarize the paper form and return both an electronic scan and paper original with your application submittal.

### 4.0 [Tentative Parcel Map \(2-4 units\) or Tentative Final Map \(5-6 units\)](#)

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 and other significant site improvements. Be sure to read through the requirements listed in the Subdivision Regulations. Submit a signed pdf copy of the map.

### 5.0 [Application Fees](#)

Submit checks or money orders payable to San Francisco Public Works for the Subdivision and Mapping fee identified in the current [Fee Schedule](#). Date the checks no more than 15 days prior to the date of application submittal. Submit both the original paper checks and scanned copies in pdf format.

## 6.0 Preliminary Title Report

Submit a copy of the preliminary title report (PTR), dated within **3 months** of 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: Copies of any recorded items such as Notices of Special Restrictions, easements or other encumbrances listed in the PTR must be provided with the application submittal.**

## 7.1 Subject Property and 7.2 Adjoiner Deeds

Submit copies of the most current grant deeds (also known as vesting deeds) for all owner(s) of record and/or a chain of title for the subject site. Also submit copies of the most current grant deeds for adjoining sites. A grant deed is a recorded document on file with the San Francisco Office of Assessor-Recorder that shows the names of property owners and legal description of the land. Like the PTR, SFPW 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.

## 8.0 Other Recorded Maps or Block Research

All recorded maps or other research materials affecting the property boundary for the subject block must be provided with your electronic application submittal.

## 9.0 Building History

- A. Item No. 6: Building History [Sec. 1381(a)(1)]  
Use the space provided in **Form 1 (Building History)** 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.
- B. Item. No. 7: Statement of repairs and improvements [Sec. 1381(a) (4)(B)]  
Use the space provided in **Form 1** to briefly describe major repairs and improvements that the Subdivider plans to make before conveyance of the units.
- C. Item No. 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 the table provided in **Form 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.
- D. Item No. 9: Six year occupancy history [Sec 1381(a)(3)]  
Use the table provided in **Form 1** to list the names of all building occupants (tenants and owners) during the six years preceding the application submittal date. Identify their apartment number, the 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 Section 1396.2 [Forms 12 and 13].
- E. Item No. 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 1**.
- F. 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 not listed in the 3R Report  
Use the space in Item No. 11 on **Form 1** to indicate only the building permit application number. Do not provide copies of building permits unless asked to do so.

Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

## 10.0 [Physical Inspection](#)

Receipt of application for Physical Inspection or Physical Inspection Report will be required prior to recordation of the subdivision map. The Certificate of Final Completion (CFC) is required before the final project is approved and maps recorded. [Sec. 1381(a)(4)(B)].

The Physical Inspection Report may be obtained at the Department of Building Inspection (DBI) at 1660 Mission Street., 3<sup>rd</sup> Floor, San Francisco, CA 94103. Please visit [www.sfdbi.org](http://www.sfdbi.org) for more information.

See box below for information on how to obtain the Physical Inspection Report:

**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 1660 Mission Street, 3<sup>rd</sup> Floor. To contact this office, call (415) 558-6570.

- 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, Records Management Division at 1660 Mission St. 4th Floor. To contact this office, call (415) 558-6080 or visit [www.sfdbi.org](http://www.sfdbi.org).
- 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.
- 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.
- 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.
- To apply for a building permit, bring a copy of your "Report of Physical Inspection" (and plans if required) to 1660 Mission St., 1<sup>st</sup> Floor, Station #2 – Residential Permit Counter. For electrical and plumbing permit information, please phone (415) 558-6030 and (415) 558-6054, respectively.
- 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.
- 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.

If you have any questions regarding the DBI procedures, please call (415) 558-6454 or visit [www.sfdbi.org](http://www.sfdbi.org) for more information.

**11.0 [3R Report](#)**

A Report of Residential Building Record (3R) is valid if the submission date of the condominium conversion application precedes the expiration date of the report. [Sec. 1381(a)(2)] . 3R Report must indicate the number of dwelling units. 3R Reports indicating "Present authorized occupancy or use: Unknown," must be corrected prior to application submittal. See box above for information on how to obtain the 3R Report.

**12.1 [Affidavit for Ownership/Occupancy](#) 12.2 [Homeowner Tax Exemption](#)**

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

- Homeowners Property Tax Exemption. Provide a copy of the current property tax bill indicating this exemption has been applied for by the qualified owner occupant(s)
- Form 11: Affidavit for Ownership / Occupancy (must be signed and notarized)

Proof of Homeowners Property Tax Exemption is required. If you have not applied for this exemption you may do so at San Francisco 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 obtain a lifetime lease or 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.)

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, 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.

	2- 4 units	5-6 units
Number of separate owners of records required to occupy building	At least one (1)	At least three (3)
Percentage of ownership interest in the property	Each owner should have at least 10%	Each owner should have at least 10%
Proof of occupancy requirements	Six (6) years for one (1) applicant owner of record prior to April 15, 2016	Six (6) years for each of the three (3) separate owners of record prior to April 15, 2016
Fully executed written (TIC) agreement as of April 15, 2013 in which the owners each have an exclusive right of occupancy to individual units in the building to the exclusion of the owners of the other units.		

**13.0 [Tenant Intent – Purchase](#) 13.1 [Tenant Intent – ECP LL](#)**

Form 2A / Form 2B: Tenant Intent to Purchase and/or Tenant Into to Accept Offer of Lifetime Lease [Sec. 1388]

Submit Form 2A and/or Form 2B properly signed to represent the required number of occupants (owners or tenants) who have indicated their intent to either purchase their unit or accept the ECP lifetime lease when it is offered.

For a 2-unit building, applicant must submit at least one (1) signed Form (Form 2A or 2B). For a 3 - 5 unit building, at least two (2) signed Forms are required, and for a 6 unit building, at least three (3) signed Forms are required.

**NOTE:** All tenant(s) must be offered the ECP lifetime lease (regardless of whether they have signed Form 2A or 2B) prior to Checkprint Review. [Sec. 1388 and 1396.4(g)(3)] A copy of the recorded Offer of Lifetime Lease will be required with submittal of the Conditions of Approval in accordance with the Tentative Map Decision.

**14.0 [Acknowledgment of Fees](#)**

Submit Form 3 properly signed. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**15.0 [Release in Common Areas](#) [Sec. 1323 (6)]**

Submit Form 4 properly signed. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**16.0 Owner and Tenant Notification of Tentative Map Decision [Sec. 1314]****A. For 2 – 4 unit buildings**

Submit one set of the following with the application:

- **16.2** Address List
- SFPW envelopes stamped and addressed to all **building occupants, owners and tenants**.

**B. For 5 – 6 unit buildings (Neighborhood Notification Package) (Final Map Applications Only)**

Submit one set of the following with the application:

- **16.1** 300-Foot Radius Map
- **16.2** Address list
- SFPW envelopes stamped and addressed to all **building occupants, owners and tenants**, and all owners on the 300 foot radius address list.
- **NOTE:** The Department of City Planning will inform the Subdivider of any additional public notice requirements associated with other public hearings.

**Specifications of Notification of Tentative Map Decision**

- **300-Foot Radius Map:** A map in pdf format drawn to scale at 1"=50', showing the property that is the subject of this application and all other property/property owners 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 SFPW, Subdivision and Mapping Division; however, it is advisable that this work be done by an experienced draftsman or commercial service.
- **Address List:** A typed or printed list pdf or MS Excel showing the owner names and addresses as shown on the current Tax Assessment Roll at the Tax Collector's Office. Also, all building occupants, owners and tenants, and addresses of the property. The mailing list must be sorted in numerical order by Assessor Parcel Number. Also, include any other names and addresses of attorneys, and other interested parties you wish to notify of the tentative map decision.
- **Mailing Envelopes:** One set of stamped and addressed envelopes with SFPW's return address with each name and address from the Address List above. Contact the SFPW at 1155 Market Street, 3<sup>rd</sup> Floor, San Francisco to obtain these envelopes.

**17.0 [Tenant Notice of Conversion](#)** (Parcel Map and Final Map)

Submit a copy of the notice of the proposed conversion to tenants, signed by the Subdivider in pdf format.

**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.”

**18.0 [Tenant Contacts](#)** [Sec. 1381(a)(4)(D) & Subdivision Map Act Sec. 66452.51]

Submit completed Form 7, including all Subdivider’s interactions with tenants regarding the proposed conversion, the date of interaction or contact, signed by the Subdivider. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**19.0 [Subd Notice to Existing Tenants](#)**

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 completed Form 8A which includes a statement indicating that the notice of proposed conversion has been given to any lessees or tenants subsequent to the submission of the application packet for conversion. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**20.0 [Subd Notice to New Tenants](#)**

Subdivider’s commitment to provide notice of conversion to new tenants [Sec. 1381(a)(6)(C)]

Submit completed Form 8B, which includes a statement indicating that the notice of proposed conversion will be given to any lessees or tenants subsequent to the submission of the application packet for conversion. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**21.0 [Tenant Right of Refusal](#)**

Subdivider’s commitment to provide a right of first refusal to tenants to purchase their units [Sec. 1387]

Submit completed Form 9. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**22.0 [Photographs](#)** of subject property [Public Works Code, Sec. 723.2 & Planning Code]

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

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

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

**23.0 [Proposition M Findings](#)**

Proposition M Findings demonstrating consistency with eight priority General Plan policies. [Planning Code Sec. 101.1(b)]

Submit completed Form 10. Electronic signatures or scanned copies of wet signatures of all owners in pdf format are acceptable.

**24.0 [Affidavit Owner's](#)**

Submit fully executed and notarized Form 12 for all owners of record. Form 12 must be submitted as both electronic pdf copy AND original notarized forms.

Applicant(s) must comply with Section 1396.2 (b) of the San Francisco Subdivision Code. If owners cannot meet these requirements this building **may not** be converted to condominiums.

**25.0 [Affidavit Evictions](#)**

Submit fully executed and notarized Form 13 for all owners of record. Form 13 must be submitted as both electronic pdf copy AND original notarized forms.

Applicant(s) must comply with Section 1396.2 (a) of the San Francisco Subdivision Code. Form 13. If owners cannot meet these requirements this building **may not** be converted to condominiums.

**26.0 [TIC Agreement](#)**

Provide an electronic pdf copy of a fully executed written agreement as of April 15, 2013 in which the owners each have an exclusive right of occupancy to individual units in the building to the exclusion of the owners of the other units.

**Forms 11, 12, and 13 must be submitted as both electronic pdf copies AND original notarized forms.**

## FINALIZING THE APPLICATION

### I. Electronic Submittal for the Expedited Conversion Program

The Bureau of Street Use and Mapping has transitioned to the requirement that all applications be submitted electronically. Submitting electronically has many advantages including being able to transmit an application quickly via email, saving paper and copy expenses, and simplifying the contents of an application package.

Please read through the following instructions carefully.

**Tip:** Naming your files properly will greatly expedite the processing of your application.

**A. Download hyperlinked documents and create .pdf copies of all items listed in the checklist in the order indicated.**

Many of the forms will have to be printed, signed and then scanned as a \*.pdf file. PDF is a portable document format that is widely used for sending and receiving electronic documents. Newer computers and programs are able to print, open and sometimes edit this type of file. Most professionals (your attorney or surveyor), create and use these types of files on a daily basis. Electronic signatures are acceptable except where notarization is required.

**B. Name each .pdf according to the item number and description in the checklist**

**C. Prepare files for electronic submittal**

Create a zip file of all .pdfs. If the file size is small (less than 20MB), email to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org). Or, if the file size is too large to email, burn to CD or USB flash drive and submit application to 1155 Market Street, 3<sup>rd</sup> Floor. Receipt will be confirmed by return email after a Project Identification Number has been entered into the [Subdivision Tracking System](#) (STS). Updates to project status will be entered periodically into the STS. If no response is received within three days, follow up with the Bureau of Street Use and Mapping by email to confirm application status.

**D. Document Submittal**

- a. Collate and organize all the copies of the required paper documents using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** SFPW 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 APPLICATION PROCESSING FEE.  
FEES ARE NON-REFUNDABLE.**

### AFTER SUBMITTING APPLICATION TO SFPW

- Visit SFPW website (<http://sfpublicworks.org/services/subdivisions-and-mapping>) and go to the Subdivision Project Tracking System (<http://bsm.sfdpw.org/subdivision/tracking/>) to check the application status.
- Understand the process following the tentative map decision.
- Respond promptly to additional requests for information from SFPW or other departments.

## TENTATIVE MAP DECISION (APPROVAL OR CONDITIONAL APPROVAL)

Typically the following items are required with the Conditions of Approval in accordance with the Tentative Map Decision:

- Copy of the Certificate of Final Completion for Occupancy (CFC) issued by Department of Building Inspection.
- Check print in pdf format to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org) for technical review, following the Map Review Checklist requirements and the San Francisco Subdivision Regulations.
- Copy of the Map Review Checklist, which can be found at SFPW website (<http://sfpublicworks.org>), select “Services”, select “Subdivisions and Mapping”. Under “Information for Mapping Professionals,” select “Map Review Checklist.”
- Electronic closure calculations for non-rectangular boundaries. This is needed for SFPW’s technical map review process (this is a task for your surveyor/engineer).

**Note:** San Francisco Public Works will not accept the check prints without a CFC, issued by Department of Building Inspection.

## CHECKPRINT AND SUBDIVISION MAP REVIEW PROCESS

- Respond promptly to additional requests for information.
- Submit a complete check print package and make requested changes to the Checkprint, and email all required documents to [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org) using the following naming convention for your check print submittal: PIDxxxx\_APNxxxx\_date (use yyyyymmdd format).
- Typically the following items are required with the check print:
  - Certificate of Final Completion (CFC)
  - Original signed/notarized Owner Affidavit(s).
  - Conformed copy of the recorded Offer of Lifetime Lease. [Sec. 1396.4]
  - Original signed/notarized Agreement between City and County of San Francisco and the property owner(s). [Sec. 1396.4]
  - Conformed copy of the recorded Lifetime Lease, if accepted. [Sec. 1396.4]
  - Copies of any grant deed that was a result of ownership change after application submittal.
  - Conformed copy of any Notice of Special Restrictions that was the result of any sale or option to sell any unit made after application submittal.
  - Original signed/notarized Refund Form, if applicable.
- When requested by SFPW, submit the map in Mylar form with the following documents required for recordation:
  - San Francisco Public Works will not accept incomplete mylar submittal packages. All items requested in the initial mylar request must be submitted in a single package.
  - Updated Preliminary Title Report (dated within 45 days of mylar submittal).
  - Valid Tax Certificate (obtained from the Office of the Treasurer and Tax Collector).
  - Check for recordation fee
- In those cases where a City Agency issued conditional approval of the map, mylars **should not** be submitted to SFPW until:
  - The agency that issued the conditions has provided SFPW with confirmation that they have been met.
  - The applicant has addressed the agency’s conditions.

**Note:** The City and County Surveyor may request a copy of the land surveyor’s field notes or any other relevant survey information necessary to support the submitted map.