



EXPEDITED CONVERSION PROGRAM

RESIDENTIAL CONDOMINIUM CONVERSION APPLICATION

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***This application is good for Group 3
ONLY. Submittal dates April 15, 2015 to
January 22, 2016.***

WEBSITE: [HTTP://WWW.SFDPW.ORG](http://www.sfdpw.org)

FOLLOW THE LINKS: “SERVICES A-Z” AND “SUBDIVISION AND MAPPING”

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EXPEDITED CONVERSION PROGRAM

Department of Public Works cannot guarantee the date of Tentative Map approval, or Map Recordation for any project.

CHANGES IN OWNERSHIP AFTER APPLICATION SUBMITTAL

If there are change(s) in ownership after an application is submitted, the Department of Public Works will require the following items by the new owner to recognize the lifetime lease requirements:

- Conformed copy of the recorded Grant Deed, identifying the new owner(s)
- Conformed copy of the recorded Notice of Special Restrictions that is signed by all owners of the building

Pursuant to Subdivision Code Section 1396.4(C)(4) (a), any contract or option to sell shall include written notice that the unit shall be subject to the lifetime lease requirements of Subdivision Code Section 1396.4(g), (b) prior to final execution of any such contract or option, the owner(s) shall record a notice of restrictions against the property that specifically identifies the unit potentially subject to the lifetime lease requirements and specifies the requirements of the lifetime lease as set forth in Section 1396.4(g), and (c) the recorded notice of restrictions shall be included as a note on the final subdivision map or parcel map. Prior to approval of a final subdivision map or parcel map, the applicant(s) shall certify under penalty of perjury to the Department that he, she, or they have complied with the terms of this Subsection as it applies to a building. Failure to provide this certification from every current owner of a building shall result in disapproval of the map. The content of the notices and certifications required by this Subsection shall comply with the instructions and procedures developed by the Department.

IF THERE ARE TENANTS

- All non-purchasing tenants in the building shall be given a written offer to enter into a lifetime lease in the form and with the provisions published and prescribed by the Department of Public Works in consultation with the Rent Board.
 - The form and provisions are available on our website under Condominium Conversion, "ECP - Instruction & Forms for Buildings with Tenants," at:
<http://sfdpw.org/index.aspx?page=1710>

FEES

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

- Your application for the Expedited Conversion Program requires two (2) fees:
 - Department of Public Works – Subdivision and Mapping Fee
 - Expedited Conversion Program Fee
- Subdivision and Mapping fees are due at the time of application.
 - The current Fee Schedule can be found on our website: <http://sfdpw.org/index.aspx?page=1301>
 - Submit two (2) separate checks, as shown in the Fee Schedule, payable to DPW. The checks should be dated no more than 15 days from the day of application submittal.
- Once the application is submitted there are no refunds of mapping fees.
- See below for an *estimate* of fees related to the Expedited Conversion Program.
Do not pay this fee until you have been notified by our office of the exact dollar amount due.
- Fees for Expedited Conversion program are due when requested from the Department of Public Works.
- Expedited Conversion Program fees must be paid in the form of a cashier's check or certified check once requested.

EXPEDITED CONVERSION PROGRAM FEES

Effective: July 29, 2013

Basic Fee = \$20,000.00 Per Unit

FEE REDUCTIONS BASED UPON LOTTERY PARTICIPATION						
NO. OF UNITS	5 – 8 Years (80% Reduction)	4 Years (60% Reduction)	3 Years (40% Reduction)	2 Years (20% Reduction)	1 Year (0% Reduction)	0 Year (0% Reduction)
2	\$ 8,000.00	\$ 16,000.00	\$ 24,000.00	\$ 32,000.00	\$ 40,000.00	\$ 40,000.00
3	\$ 12,000.00	\$ 24,000.00	\$ 36,000.00	\$ 48,000.00	\$ 60,000.00	\$ 60,000.00
4	\$ 16,000.00	\$ 32,000.00	\$ 48,000.00	\$ 64,000.00	\$ 80,000.00	\$ 80,000.00
5	\$ 20,000.00	\$ 40,000.00	\$ 60,000.00	\$ 80,000.00	\$ 100,000.00	\$ 100,000.00
6	\$ 24,000.00	\$ 48,000.00	\$ 72,000.00	\$ 96,000.00	\$ 120,000.00	\$ 120,000.00

DO NOT submit the Expedited Conversion Program fees until requested by DPW.

A. EXPEDITED CONVERSION PROGRAM – PROCESS OVERVIEW

RESIDENTIAL CONDOMINIUM CONVERSION

What is a Condominium Conversion?

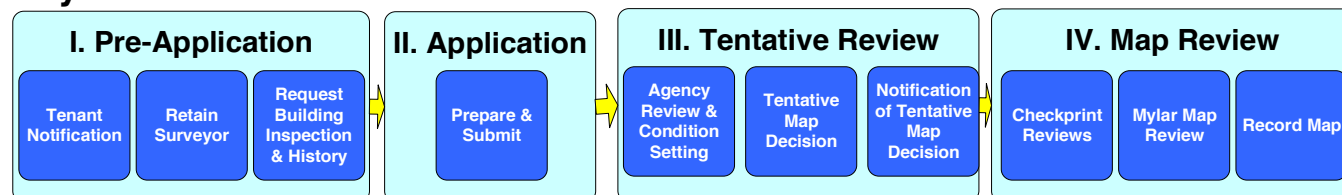
A condominium is a form of subdivision¹ regulated by the California Subdivision Map Act, the San Francisco Subdivision Code, and the San Francisco Subdivision Regulations. The information that is of most concern to the property owner(s) is in Article 9 of the San Francisco Subdivision Code, which is available online at our website under “Related 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.

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. If there is a commercial unit(s), this/these unit(s) will become a commercial condominium(s) when the map records. The building will be considered a mixed-use condominium property.

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. All Tenants have the right to a lifetime lease. [Sec. 1396.4]
2. 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 No. 2A). [Sec. 1388]
3. If neither (1) nor (2) is the tenant's choice, they may seek substitute housing and relocate. They are entitled to a maximum of \$1,000 in moving expenses for a period of 120 days from the date of notice of recordation of the condominium map. [Sec. 1392]
4. If neither (1) nor (2) nor (3) 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. Tenants choosing this option are not entitled to moving expenses.

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.

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, strive to create trust and good will. Intent to purchase/accept lifetime lease forms signed by the required number of tenants and owner(s) must be submitted with the application (See Forms No. 2A and 2B).*

B. Retain a Licensed Land Surveyor.

State law requires a new map subdividing the property be prepared and 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 surveying or a civil engineering firm knowledgeable about surveying in San Francisco and experienced with the condominium conversion process 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 12 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 Inspection Report as part of the initial application submittal.*

II. Application (see Key Activities page 5)

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. **Some 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 5)

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 check print submittal (see Check Print 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 absent compliance with the California Environmental Quality Act (CEQA). 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

No less than twenty (20) days prior to the Department's proposed decision on a tentative Final map or tentative parcel map, the Department shall publish the addresses of the buildings being considered for approval on the DPW website. DPW will notify the map preparer by letter of the approval, conditional approval, or disapproval of the map.

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 14 for details.

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

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 (DBI). 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 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 5)**A. Check Print Reviews**

Once a tentative map decision, approving or conditionally approving a tentative map has been made, DPW will request a copy of the proposed map, or first check print, to be reviewed by staff. Submit the proposed map in pdf format to subdivision.mapping@sfdpw.org. 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 the revised map in pdf format as noted above. 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 check print 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 check print 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) 554-4400 or send E-mail to tax.certificate@sfgov.org.
Owner must pay all taxes due, even if no tax bill has been sent.
3. Approval from the Rent Board [DPW will request].

For buildings with NO tenant(s), the owner(s) shall also provide:

- 4A. Owner Affidavit: For No New Evictions and No New Tenants [need not be recorded]
The Owner Affidavit is to be signed/notarized by all owners within 30 days of the mylar map submittal. A copy of this Owner Affidavit is available at:
<http://sfdpw.org/modules/showdocument.aspx?documentid=3770>.

For buildings with tenant(s), the owner(s) shall also provide:

- 4B. Owner Affidavit: No Unlawful Evictions of Tenants Occurred After Application [need not be recorded]
The Owner Affidavit is to be signed/notarized by all owners within 30 days of the mylar map submittal. A copy of this Owner Affidavit is available at:
<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3866>.
5. Offer of Lifetime Lease in the approved DPW form. [must be recorded]
All owners of record are required to sign each Offer of Lifetime Lease. There must be a separate Offer of Lifetime Lease for each separate qualifying tenant(s). A copy of this Offer is available at:
<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3864>.
6. Agreement to Provide a Lifetime Lease Unit Between CCSF and Property Owner
The Agreement is to be signed/notarized by all owners within 30 days of the mylar map submittal.
NOTE: The Department of Public Works (DPW) will complete the Agreement signatures for DPW and City Attorney. The Agreement will then be recorded by DPW, and DPW will apply the recording information on the mylar map. A copy of the Agreement is available at:
<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3865>.
7. Lifetime Lease – ONLY required if tenant(s) accepts Lifetime Lease [must be recorded]
An example of a Lifetime Lease is available at:
<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3867>.
8. Notice of Special Restrictions (NSR) – ONLY required if owner(s) sell or offer to sell during the application process [must be recorded] A copy of the NSR is available at:
<http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3868>.
9. Refund Form [need not be recorded]
The Refund Form is to be signed/notarized by all owners. A copy of the Refund Form is available at: <http://www.sfdpw.org/Modules/ShowDocument.aspx?documentid=3869>.

For more information and copies of the forms above, please visit the Department of Public Works website at www.sfdpw.org. Under "Services A-Z," select "Subdivision and Mapping" and the appropriate forms are hyperlinked within the [ECP - Instructions for Buildings with No Tenants](#) or the [ECP - Instruction & Forms for Buildings with Tenants](#).

All required documentation for the mylar map must be delivered in one complete package, failure to do so will result in a \$250 incomplete submittal fee and a delay in processing until the package is complete.

NOTE: A PROJECT CONSISTING OF FIVE OR MORE PARCELS/UNITS IS CONSIDERED A FINAL MAP AND WILL GO BEFORE THE BOARD OF SUPERVISORS PRIOR TO RECORDATION.

Tip: Lifetime lease documentation can be very difficult and time consuming, you should start this process as early as possible to minimize delays in project processing.

C. Record Map

When all the requirements are met and the City approves the Mylar Map, DPW will contact 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 the Mylar Map 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 website at www.sfdpw.org, under "Services A-Z," select "Subdivision and Mapping" or by email at subdivision.mapping@sfdpw.org.

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. EXPEDITED CONVERSION PROGRAM - GUIDELINES TO COMPLETE APPLICATION

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.

Before Filling Out an 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)

Detail instructions for filling out the Expedited Conversion Program (ECP) Application and to submit electronic applications

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 21 [D. APPLICATION – Expedited Conversion Program] Residential Condominium Conversion

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. Print the name of the subdivider and be sure to **sign and date the application**. Place the scanned image(s) of this document in the "application" folder.

Required Items of Condominium Conversion Checklist (page 23 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., 2-4 units building and 5- 6 units building).
- (2) All forms that must be submitted with the application. **Note, 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 the documents 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. 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 a copy of the map.

2. 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 a copy of the map.

3. Subdivision Fee

Submit a check or money order payable to the Department of Public Works for the DPW Subdivision and Mapping fee identified in the current Fee Schedule (<http://sfdpw.org/index.aspx?page=1301>). Date the checks no more than 15 days from the day of application submittal.

4. Preliminary Title Report (PTR)

Submit a copy 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 adjoiners

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. 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. 14.)

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

Tip: Use Form No. 1 for Items 6 through 11.

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 the 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 Occupancy 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, 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 No.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 No. 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.

12. A receipt for the application for a Physical Inspection OR

Physical Inspection Report AND/OR

Certificate of Final Completion (CFC)

(obtained at Department of Building Inspection (DBI) at 1650 Mission St., Ste. 312C)

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

See box at the right for information on how to obtain the Physical Inspection Report.

13. Current 3R Report (obtained at Department of Building Inspection (DBI) at 1660 Mission St., 1st Floor)

[Sec. 1381(a)(2)]

A 3R 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 3R Report.

NOTE: 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.

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 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).
- Affidavit for Ownership / Occupancy (must be signed/notarized): **Form No. 11.**
- must be submitted as original notarized form

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 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 (Item No. 14), 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

	2-4 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, 2015.	Six(6) years for three (3) separate owners of record prior to April 15, 2015.
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.		

15. Tenant Intent to Purchase or Tenant Intent to Accept Offer of Lifetime Lease [Sec. 1388]

Submit **Form No. 2A and/or Form No. 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 No. 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 No. 2A or 2B) prior to Mylar Map Review. [Sec. 1388 and 1396.4(g)(3)]

16. Acknowledgement of Fees

Submit **Form No. 3** properly signed.

17. Owner's Release of Interest in Common Areas [Sec. 1323 (6)]

Submit **Form No. 4** properly signed.

18. Intentionally Left Blank

19. Intentionally Left Blank

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

For 5-6 unit 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.

(d) A public hearing before the Planning Commission is required for conversions of five or six-unit buildings.

21. 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. Envelopes available upon request at DPW office located at 1155 Market Street, 3rd floor.

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) 558-6443 for more information prior to application submittal.

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

22. Notice to tenants of the proposed conversion

[Sec. 1381 (a)(6)]

Submit a copy of the notice of the proposed conversion to tenants.

23. Summary of tenant contacts

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

Submit **Form No. 7**, including all subdivider's interactions with tenants regarding the proposed conversion, the date of interaction or contact, signed by the subdivider.

24. 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 No. 8A** which includes a statement indicating that the notice of proposed conversion (see Item No. 23) has been given to any lessees or tenants subsequent to the submission of the application packet for conversion.

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

Submit completed **Form No. 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.

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 a right of first refusal to tenants to purchase their units [Sec. 1387]

Submit completed **Form No. 9**.

27. Photographs of subject property [Public Works Code, Sec. 723.2 & Planning Code]

Submit 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”.

28. Proposition “M” Findings demonstrating consistency with eight priority General Plan Policies

[Planning Code Sec. 101.1(b)]

Submit completed **Form No. 10**.

29. Applicant(s) must comply with Section 1396.2 (b) of the San Francisco Subdivision Code. **[Form No. 12]**. If owners cannot meet these requirements this building **may not** be converted to condominiums.

30. Applicant(s) must comply with Section 1396.2 (a) of the San Francisco Subdivision Code. **[Form No 13]**. If owners cannot meet these requirements this building **may not** be converted to condominiums.

31. Provide a 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.

Item Nos. 29 and 30 must be submitted as original notarized forms.

Finalizing the Application

Electronic Submittal for the ECP Conversion Program

The Bureau of Street Use and Mapping is transitioning to a requirement that all applications be submitted in electronic format. 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 and using the correct folder structure will greatly expedite our processing of your application.

1. Complete and create *.pdf copies of all items listed in Sections C, D and E. Application Checklist.

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.

2. Name each *.pdf according to the Item Number and Description in the Checklist.

For example, the electronic copy of the tentative map would be named "1.1 Tentative Parcel Map.pdf", while associated deeds would be named "5.1.1 Deed-Subject Property.pdf", "5.2.1 Deed-West Adjoiner.pdf", "5.2.2 Deed-East Adjoiner.pdf", etc.

The "Checklist" can be found in Section E of the Subdivision Application. If submitting electronically, then disregard the number of printed copies specified. However, actual fees and original notarized documents must be separately submitted by regular mail or over the counter.

Tip: See the sample file folder available for download on the DPW website for more information on file naming and folders structure.

3. Save each of the pdf files in the correctly named electronic file folder:

- An "application" folder should contain signed copies of the application form.
 - A subfolder called "forms" should contain all other forms listed on the Section E. Checklist.
 - A subfolder called "reports" should contain the 3R and Physical Inspection Reports and any other reports listed on the Section E. Checklist.
 - A "neighborhood notice" subfolder should contain a 300' radius map and mailing list as listed on the Section E. Checklist.
 - A "photos" subfolder should contain the site photos listed on the Section E. Checklist.
- A "Tentative Map" folder should contain the tentative map signed and prepared by a Surveyor.
 - This folder should also contain copies of any nearby maps referenced in the subdivision map.
- A "Deeds and Title" folder should contain the preliminary title report and most recent vesting deeds.
 - If a chain of title is included for a particular parcel, then create a subfolder named with the Assessor's Parcel Number and save the chronological deeds using the recording year-document number, i.e. 2006-l871473.pdf, etc.

4. Prepare files for electronic submittal

- Compress and zip the files and folders into a single file named using Date_Applicant Name_APN.zip, i.e. 2014-10-24_Smith_1187-001.zip.
 - If the file size is small (less than 10mb), email to subdivision.mapping@sfdpw.org. Or, if the file size is too large to email, burn to CD and submit application to 1155 Market Street, 3rd Floor.
- Upon receipt of the electronic application, our staff will log the application into the Subdivision Tracking System and send a confirmation email with a Project Identification Number.

The applicant will need to submit original printed documents for any notarized forms and the printed check containing the application fees. No application will be deemed complete until these items are received.

***Tip:** If you have not received a confirmation email from DPW within 3 business days, please contact our office by an alternate method (phone, fax, or in-person). Emails occasionally get rejected by our servers as spam or mis-delivered. It is the applicant's responsibility to ensure that electronic files are timely received by Public Works.*

***Tip:** Use the first columns of the application checklist to verify that all required items are complete and meet above specifications.*

5. Document Submittal

1. Collate and organize all the copies of the required forms using the Checklist on page 23. **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 APPLICATION PROCESSING FEE!!!
FEES ARE NON-REFUNDABLE**

2. Staple check or money order made out to the **Department of Public Works** to Part D of the application.
3. Organize the completed Forms in the following order:
 - **Part D. APPLICATION – EXPEDITED CONVERSION PROGRAM WITH CHECK OR MONEY ORDER ATTACHED.**
 - Items listed in **Part E. Expedited Conversion Program – Application Checklist** (see page 23). Note, only submit the forms with a “YES” in the “Paper original also required” column.
4. 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 (<http://bsm.sfdpw.org/subdivision/tracking/>) to check the application status.
2. Understand the process following the tentative map decision. (See the Residential Condominium Conversion Process Overview Section A, pages 5-9).

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 the check print in pdf format to subdivision.mapping@sfdpw.org for technical review, following the Map Review Checklist requirements. The map review checklist is available at the DPW website, see number 3 below.
3. Submit one (1) copy of the Map Review Checklist. Go to the DPW website 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/engineer).

Note: Department of Public Works will not accept the check prints without a CFC, issued by Department of Building Inspection. See page 12 for CFC information.

During Map Review process

1. Respond promptly to additional requests for information.
2. Make requested changes to check prints and resubmit revised check print when requested, to subdivision.mapping@sfdpw.org using the following naming convention for your check print submittal, PIDxxxx_ABxxxx_date (use yyymmdd format).
3. When requested by DPW, submit the map in Mylar form with the following documents required for recordation:
 - Department of Public Works will not accept incomplete mylar submittal packages. All items requested in the initial mylar request must be submitted in a single package.
 - Check for recordation fee
 - Tax Certificate
 - Updated Preliminary Title Report (dated within 45 days of mylar submittal).
 - Original signed/notarized Owner Affidavit(s) (dated within 30 days of mylar submittal).
 - Conformed copy of the recorded Offer of Lifetime Lease.
 - Copy of the Agreement between Department of Public Works and the owner(s). [Sec. 1396.4(3) (c)]
 - 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.
4. In those cases where a City Agency issued conditional approval of the map, mylars **should not** be submitted to DPW until:
 - The agency that issued the conditions has provided DPW with confirmation that they have been met.
 - The applicant has addressed the agency’s conditions.

Note: 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.

C. EXPEDITED CONVERSION PROGRAM -SAMPLE COVER LETTER

Date _____

Application for Condominium Conversion under the Expedited Conversion Program

Assessor's Block _____ Lot _____ Address _____

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 Expedited Condominium Conversion Application and Checklist and all applicable items, fees, documents and data checked thereon.

Respectfully,

Attachment: Application Packet

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D. EXPEDITED CONVERSION PROGRAM -APPLICATION

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: _____

Number of Tenant Occupied Units: _____

Check only one of the following options:

	2-4 units	5-6 units	<i>This application is good for Group 3 ONLY. Submittal dates are 4/15/2015 through 01/22/2016.</i>
Residential Only	☐	☐	
Mixed Use	☐ If checked, Number of residential unit(s): _____ Number of commercial unit(s): _____	☐ If checked, Number of residential unit(s): _____ Number of commercial unit(s): _____	

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

I (We) 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.

Signature of Applicant_____
Printed Name_____
Date_____
Signature of Applicant_____
Printed Name_____
Date

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E. EXPEDITED CONVERSION PROGRAM - 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 No. 15, Tenant Intent to Purchase, see No. 15 on page 12.

Assessor's Block _____ Lot _____ Address _____

Check the following items enclosed where applicable:

Submitted per guidelines and in this order?	Official Use Only:	No.	Item Description and Order	E-file structure (place file in the correct subfolder)	Paper original also required	Which items are required for each category of Condominium Conversion?		Form No. (where applicable)
						2-4 units	5-6 units	
☐	☐	1.	Tentative Parcel Map	Tentative Map		X		
			-or-					
☐	☐	2.	Tentative Final Map	Tentative Map			X	
☐	☐	3.	Subdivision and Mapping Fee		YES	X	X	
☐	☐	4.	Preliminary Title Report (dated within 3 months)			X	X	
☐	☐	5.	Grant Deeds and any other recorded documents for: ☐ Subject Site and ☐ Adjainers	Deeds and Title/PTR		X	X	
☐	☐	6.	Building History [Sec. 1381(a)(1)]	Deeds and Title/Deeds		X	X	
☐	☐	7.	Statement of Repairs and Improvements [Sec. 1381(a) 4(B)]					
☐	☐	8.	List of occupants and their apartment numbers, vacant units, and who intend to purchase [Sec. 1381(a)(3) & Sec. 1381(a)(4)(C)]					
☐	☐	9.	Five-year Occupancy History (Include all building occupants) [Sec. 1381 (a)(3)]					
☐	☐	10.	List of number of bedrooms, square feet, current rental rate, and proposed sales prices [Sec. 1381(a)(3) & Sec. 1381(a)(4)(C)]					
☐	☐	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.	Application/Forms		X	X	Form No. 1

Submitted per guidelines and in this order?	Official Use Only:	No.	Item Description and Order	E-file structure (place file in the correct subfolder)	Paper original also required	Which items are required for each category of Condominium Conversion?		Form No. (where applicable)
						2-4 units	5-6 units	
☐	☐	12.	Receipt of application for Physical Inspection or Physical Inspection Report and/or Certificate of Final Completion (CFC) [Sec. 1381(a) (4)(B)]	Application/reports		X	X	
☐	☐	13.	Current 3R Report [Sec. 1381(a)(2)]	Application/reports		X	X	
☐	☐	14.	Proof of owner's occupancy: ☐ Homeowners Property Tax Exemption, and ☐ Affidavit for Ownership / Occupancy (see instructions)	Application/Forms	YES	X	X	Form No. 11
☐	☐	15.	Tenant Intent to Purchase [Sec. 1388] and/or Tenant Intent to Accept Offer of ECP Lifetime Lease [Sec. 1396.4(g)(3)]	Application/Forms		X	X	Form No. 2A and/or Form No. 2B
☐	☐	16.	Acknowledgement of Fees	Application/Forms		X	X	Form No. 3
☐	☐	17.	Owner's Release of Interest in Common Areas [Sec. 1323 (6)]	Application/Forms		X	X	Form No. 4
☐	☐	18.	No Form Number 5 For This Application					
☐	☐	19.	No Form Number 6 For This Application					
☐	☐	20.	Neighborhood notification package for Planning Commission hearing [Sec. 1313(b)] and Tentative Map decision. ☐ 300-Foot Radius Map ☐ Address List ☐ Labels	Application/ neighborhood notice Application/ neighborhood notice Application/ neighborhood notice			X	
☐	☐	21.	Owner & tenant notification of Tentative Map Decision [Sec. 1314] ☐ Address List of Owners and Tenants Only ☐ prepared envelopes	Application/ neighborhood notice Application/ neighborhood notice		X	X	
☐	☐	22.	Notice to tenants of the proposed conversion [Sec. 1381 (a)(6) & Subdivision Map Act Sec. 66452.5]	Application/ neighborhood notice	YES	X	X	

Submitted per guidelines and in this order?	Official Use Only:	No.	Item Description and Order	E-file structure (place file in the correct subfolder)	Paper original also required	Which items are required for each category of Condominium Conversion?		Form No. (where applicable)
						2-4 units	5-6 units	
☐	☐	23.	Summary of tenant contacts [Sec. 1381(a) 4(D)]	Application/Forms		X	X	Form No. 7
☐	☐	24.	Subdivider's statement that the notice of conversion has been given to existing tenants [Sec. 1381(a) (6)(A) & Sec. 1381(a) (6)(C)]	Application/Forms		X	X	Form No. 8A
☐	☐	25.	Subdivider's commitment to provide a notice of conversion to new tenants [Sec. 1381(a) (6)(C)]	Application/Forms		X	X	Form No. 8B
☐	☐	26.	Subdivider's commitment to provide a right of first refusal to tenants to purchase their units [Sec. 1387]	Application/Forms		X	X	Form No. 9
☐	☐	27.	Photographs of subject property, as follows: [Public Works Code Sec. 723.2 & Planning Code] ☐ Front photo from the street looking at the property, including sidewalk without obstructions ☐ Photo from left side showing property line and sidewalk fronting subject site ☐ Photo from right side showing property line and sidewalk fronting subject site ☐ Photo of rear of property	Application/photos		X	X	
☐	☐	28.	Proposition "M" Findings demonstrating consistency with Eight Priority General Plan Policies [Planning Code Sec. 101.1(b)]	Application/Forms		X	X	Form No. 10
☐	☐	29.	Owner's Affidavit – Eviction of Senior, Disabled or Catastrophically Ill Tenant [Sec. 1396.2(b)] [Copies: 1-DPW, 1-HRC, 1-DCP] see page 15	Application/Forms	YES	X	X	Form No. 12
☐	☐	30.	Owner's Affidavit – Eviction of Tenants [Sec. 1396.2(a)] [Copies: 1-DPW, 1-HRC, 1-DCP] see page 15	Application/Forms	YES	X	X	Form No. 13
☐	☐	31.	TIC agreement - 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.	Application/Forms		X	X	

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F. Expedited Conversion Program - FORMS**Form No. 1****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			☐ Yes ☐ No	☐ Yes ☐ No
Two			☐ Yes ☐ No	☐ Yes ☐ No
Three			☐ Yes ☐ No	☐ Yes ☐ No
Four			☐ Yes ☐ No	☐ Yes ☐ No
Five			☐ Yes ☐ No	☐ Yes ☐ No
Six			☐ Yes ☐ No	☐ Yes ☐ No

Total number of vacant units: _____

Item No. 9 - Six-year Occupancy History (Include all building occupants)**Five Year Occupancy History**

Apartment No.	Duration (mm/dd/yy) - (mm/dd/yy)	Occupants (owners and/or tenants)	Rent (\$)	Reason for Termination/Leaving

Form No.1

Expedited Condominium Conversion Application – Group 3

Page 2

Are there any evictions associated with this building since May 1, 2005? [Sec. 1396.2, 1396.4(10)]☐ 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_____
Printed Name_____
Date_____
Signature of Applicant_____
Printed Name_____
Date_____
Signature of Applicant_____
Printed Name_____
Date_____
Signature of Applicant_____
Printed Name_____
Date

Form No. 2A

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) (this lifetime lease is for a protected class of tenants and is not the same as the lifetime lease required to be offered to all tenants under the Expedited Conversion Program).

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

I/We, _____ 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.

Signature of Tenant(s) and/or Prospective Buyer(s)

Printed Name

Date

Signature of Tenant(s) and/or Prospective Buyer(s)

Printed Name

Date

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Form No. 2B

Tenant Intent to Accept Expedited Conversion Program (ECP) **Lifetime Lease**

For tenants who do not wish to purchase their units but who wish to avail themselves of the Expedited Conversion Program (ECP) lifetime lease, when offered, an intent to accept the lifetime lease will serve in lieu of Subdivision Code Section 1388. Tenant Intent to Purchase.

All applicable provisions of the Tenant Intent to Purchase form shall apply to the Tenant Intent to Accept Expedited Conversion Program Lifetime Lease including: No application for conversion shall be approved unless there are substantial numbers of tenants who have indicated their intent to purchase or accept the lifetime lease of their rental unit. This intent shall be evidenced by the submittal in writing of the DPW Form No. 2A or 2B 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 Forms 2A or 2B, 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) (this lifetime lease is for a protected class of tenants and is not the same as the lifetime lease required to be offered to all tenants under the ECP program).

Any Forms No. 2A or 2B 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 and in writing. All such writings 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.

Forms No. 2A or 2B, 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 ACCEPT EXPEDITED CONVERSION PROGRAM LIFETIME LEASE

I/We, _____ 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 accept the ECP lifetime lease when it is offered for my/our occupied Unit No. _____ at said property. I/We understand that the offer will be made after the subdivider has applied for condominium conversion under the Expedited Conversion Program and that said offer must be in the approved form authorized by City and County of San Francisco and made available to the public on the DPW website.

I/We have reviewed Section 1388 of the Subdivision Code, concerning Tenant Intent to Purchase and Section 1396.4(g). It is understood that signing this Form, while not creating a contractual obligation to lease, does represent my/our bona fide current desire that I/We have every intention to pursue to completion.

It is further understood that this Form will be filed with the City and County for the purpose of establishing the percentage of tenants that may be expected to purchase/lease 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.

Signature of Tenant(s) and/or Prospective Buyer(s) Printed Name Date

Signature of Tenant(s) and/or Prospective Buyer(s) Printed Name Date

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Form No. 3

Acknowledgement of Fees

Assessor's Block _____ Lot _____ Address _____

Please read the statements below and provide your signature at the bottom of the page.

1. I understand that the Subdivision and Mapping application fees are due at the time of application submittal.
2. I understand that the Expedited Conversion Program fee will be **in addition** to the current Subdivision and Mapping application fees.
3. Within three (3) days after deeming my application submittable, The Department of Public Works will notify me regarding the fees due under the Expedited Conversion Program. All fees are due and payable at that time.

Signature of Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

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Form No. 4

Owner's Release of Interest in Common Areas

Assessor's Block _____ Lot _____ Address _____

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.

_____ Signature of Applicant	_____ Printed Name	_____ Date
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_____ Signature of Applicant	_____ Printed Name	_____ Date
---------------------------------	-----------------------	---------------

_____ Signature of Applicant	_____ Printed Name	_____ Date
---------------------------------	-----------------------	---------------

_____ Signature of Applicant	_____ Printed Name	_____ Date
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Form No. 5

THERE IS NO FORM NO. 5 WITH THIS APPLICATION

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Form No. 6

THERE IS NO FORM NO. 6 WITH THIS APPLICATION

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Form No. 7

Summary of Tenant Contacts

Assessor's Block _____ Lot _____ Address _____

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	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date

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Form No. 8A

Subdivider's Statement and Commitment Regarding Notice to Existing Tenants

Assessor's Block _____ Lot _____ Address _____

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 Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

Signature of Applicant

Printed Name

Date

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Form No. 8B

Subdivider's Statement and Commitment Regarding Notice to New Tenants

Assessor's Block _____ Lot _____ Address _____

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 Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date

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Form No. 9

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

Assessor's Block _____ Lot _____ Address _____

Subdivider's Commitment to Provide a Right of First Refusal to Tenants to Purchase Their Units [Sec. 1387]

The undersigned subdivider 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 Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date
_____ Signature of Applicant	_____ Printed Name	_____ Date

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Form No. 10

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

Printed Name

Date

Signature of Applicant

Printed Name

Date

Form No. 11

Affidavit for Ownership/Occupancy

I, _____, certify under penalty of perjury that the following statement is true:
Print name

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

being Assessor's Block and Lot _____, in
Assessor'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:** _____

.....

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____
County of _____

On _____ before me, _____, Notary Public, 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

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

Assessor's 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 _____

County of _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, _____, Notary Public, 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

Owners Affidavit - Eviction of Tenants

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

Required for all owners of record

Assessor's 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 _____
County of _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, _____, Notary Public, 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)