



**UPDATED: July 18, 2016**

## **Expedited Conversion Program (ECP) Instructions for Buildings with Tenant(s)**

**The Parcel or Final Map submittal for condominium conversion is subject to the terms of the Expedited Condominium Conversion Program, City and County of San Francisco Subdivision Code, Section 1396.4.**

If an application for condominium conversion has indicated that there are TENANT(S) in the building, the law requires that all tenant(s) in the building have been given a written offer to enter into a life time lease, in the form and with the provisions required by the City and County of San Francisco.

In order to continue processing your project, the following documents must be completed:

**CHECKPRINT SUBMITTAL PACKAGE:** Include all the applicable documents listed below, along with the PDF of the checkprint and Certificate of Final Completion and Occupancy (CFC) as part of the checkprint submittal package.

### **(1) Offer of Life Time Lease of Residential Property**

The Offer of Life Time Lease shall be completed by **ALL OWNERS**. The signed/notarized Offer is to be recorded at the Office of the Assessor-Recorder\*\*\* and a copy is to be submitted with the *checkprint submittal package*.

### **(2) Agreement to Provide a Life Time Lease Unit Between the City and County of San Francisco (CCSF) and Property Owner**

The Agreement to Provide a Life Time Lease Unit shall be completed by **ALL OWNERS**. The signed/notarized Agreement is to be submitted with the *checkprint submittal package*.

NOTE: CCSF will complete the Agreement signatures for the Director of San Francisco Public Works and City Attorney. The Agreement will then be recorded by CCSF, and the recording information will be provided to the surveyor, who will place the recording information on the mylar.

### **(3) Request for Refund**

One Request for Refund shall be completed by **ALL OWNERS** for refunds authorized under the Life Time Lease provisions of CCSF Subdivision Code 1396.4(h). The signed/notarized Request for Refund Form is to be submitted with the *checkprint submittal package*. Refunds are denoted in the following tables, according to the date of application submittal, which is sorted by the Project ID (PID) number for convenience.



**For Project ID's (PID): 7657 – 8753**

<b>ECP Fee Per Unit Paid</b>	\$ 4,000.00	\$ 8,000.00	\$ 12,000.00	\$ 16,000.00	\$ 20,000.00
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<b>Total Units Offered Life Time Lease</b>					
<b>1 Unit (10% Fee Reduction for the unit offered)</b>	<b>Total Refund</b>				
	\$ 400.00	\$ 800.00	\$ 1,200.00	\$ 1,600.00	\$ 2,000.00
<b>2 Units (20% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 1,600.00	\$ 3,200.00	\$ 4,800.00	\$ 6,400.00	\$ 8,000.00
<b>3 Units (30% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 3,600.00	\$ 7,200.00	\$ 10,800.00	\$ 14,400.00	\$ 18,000.00

**For Project ID's (PID): 8754 - 9107**

<b>ECP Fee Per Unit Paid</b>	\$ 4,212.76	\$ 8,425.51	\$ 12,638.27	\$ 16,851.02	\$ 21,063.78
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<b>Total Units Offered Life Time Lease</b>					
<b>1 Unit (10% Fee Reduction for the unit offered)</b>	<b>Total Refund</b>				
	\$ 421.28	\$ 842.55	\$ 1,263.83	\$ 1,685.10	\$ 2,106.38
<b>2 Units (20% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 1,685.10	\$ 3,370.20	\$ 5,055.31	\$ 6,740.41	\$ 8,425.51
<b>3 Units (30% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 3,791.48	\$ 7,582.96	\$ 11,374.44	\$ 15,165.92	\$ 18,957.40

**For Project ID's (PID): 9108 - Present**

<b>ECP Fee Per Unit Paid</b>	\$ 4,346.72	\$ 8,693.44	\$ 13,040.17	\$ 17,386.89	\$ 21,733.61
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<b>Total Units Offered Life Time Lease</b>					
<b>1 Unit (10% Fee Reduction for the unit offered)</b>	<b>Total Refund</b>				
	\$ 434.67	\$ 869.34	\$ 1,304.02	\$ 1,738.69	\$ 2,173.36
<b>2 Units (20% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 1,738.69	\$ 3,477.38	\$ 5,216.07	\$ 6,954.76	\$ 8,693.44
<b>3 Units (30% Fee Reduction for each unit offered)</b>	<b>Total Refund</b>				
	\$ 3,912.05	\$ 7,824.10	\$ 11,736.15	\$ 15,648.20	\$ 19,560.25



**Sample refund scenario:**

A four (4) unit building that participated in the Condominium Conversion Lottery for five (5) years would pay a total ECP fee of \$17,386.89. The cost per unit is \$17,386.89 / 4 Units = **\$4,346.72**. This building had two (2) units that were offered life time leases and would have a 20% fee reduction for each unit. The owner(s) would receive a total refund of \$1,738.69 for the entire building, which is calculated by: (\$4,346.72 x 20% = \$869.35 per unit) x 2 units offered life time leases = **\$1,738.69**.

**(4) Lifetime Lease – ONLY required if tenant(s) accepts Life Time Lease**

If the owners and non-purchasing tenant(s) complete a Lifetime Lease prior to submitting the subdivision map, the lease must be recorded at the Office of the Assessor-Recorder\*\*\* and a copy is to be submitted with the *mylar map submittal package*.

**(5) Notice of Special Restrictions (NSR) – ONLY required if owner(s) sell or offer to sell \*\*\***

If the owner(s) of a building enter into any contract or option to sell or transfer any unit that would be subject to the lifetime lease requirements of CCSF Sub. Code 1396.4(g)(4), before the recordation of the condominium map, the owner(s) shall record a Notice of Special Restrictions (NSR) prior to the execution of any contract or option.

The Notice of Special Restrictions shall be completed by **ALL OWNERS**. The NSR must be recorded at the Office of the Assessor-Recorder\*\*\* and a copy is to be submitted with the *mylar map submittal package*. Any NSR recorded prior to the recordation of a condominium map must be noted on the face of the mylar map.

**\*\*\* ALL Recorded Documents:**

For information regarding the recordation fee, location and hours, please visit the website for the Office of the Assessor Recorder at: <http://www.sfassessor.org/>

Bring one original, signed document and one copy to the Office of the Assessor-Recorder, located in City Hall, Room 190. Record the original, signed document and request the Recorder to “Conform” the copy. Submit the “Conformed” copy of the document with the *checkprint submittal package*.

If you have difficulty obtaining website access or the documents referenced above, the owner or owner’s representative should contact the San Francisco Public Works by e-mail at [subdivision.mapping@sfdpw.org](mailto:subdivision.mapping@sfdpw.org) or by phone at (415) 554-5827.