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# 2011 Condominium Lottery Application Long Form

## This form is for:

1. First time applicants
2. Applicants that participated before the 2007 Condominium Lottery but have not participated during or after the 2007 Condominium Lottery.
3. Applicants who have had any ownership changes and/or any changes in owner occupancy of the building since their last application for the lottery.

## Table of Contents

Basic Requirements to Enter the Condominium Lottery ..... 2

Qualification Requirements for Additional Tickets ..... 3

Guidelines to Complete Application ..... 4

Application Check List ..... 8

Application Forms ..... 9

## **Basic Requirements to Enter the Condominium Lottery**

1. There is a \$250 Lottery ticket processing fee that is **nonrefundable**. It is the owners'/agents', responsibility to verify that the building qualifies for the lottery **before** purchasing their ticket(s). Fees are payable **by cash, check or money order, Master Card, or Visa** and are subject to service charges if they are returned by a financial institution.
2. The application must be sorted in the order as listed on the check list on page eight of the application package. The application **will not** be immediately reviewed at the counter when it is submitted.
3. Two to four unit residential buildings must have at least one unit owner-occupied continuously for at least three years, at the close of condominium lottery sales, and the qualifying owner must continue to occupy a unit in the building.
4. Five to six unit buildings must have at least three units owner-occupied continuously by separate owners of record for at least three years, at the close of condominium lottery ticket sales, and the qualifying owners must continue to occupy units in the building.
5. Applicants agree to provide necessary documents to support their qualifications under owner occupancy requirements when requested by the Department of Public Works. Applicants who do not submit the required documents by the requested date will not receive an additional ticket for future lotteries.
6. There are three owners' affidavits that may apply to you. Please note that **all** of the building owners must sign all applicable affidavits. Only one person needs to sign on behalf of married couples/domestic partners provided that your grant deed clearly indicates joint ownership.
7. Owner's affidavits must be notarized.
8. If you are an agent purchasing tickets you must have a signed letter of authorization to purchase tickets for the property signed by a minimum of one owner. This letter does not have to be notarized.

## **Qualification Requirements for Additional Tickets**

Multiple tickets for any applicant shall be based on the current 2011 lottery and proof provided for each year of past unsuccessful participation; that is one (1) ticket for the 2011 lottery, one (1) ticket for unsuccessful participation for any and all of the lotteries during the 1990-1994 period, and one (1) ticket for each year of unsuccessful participation in the 1995-2010 period.

In the event that you were selected as a winner in a previous lottery and did not convert, you are not qualified for an additional ticket for that year.

Multiple tickets for the Condominium Lottery are based solely upon individual applicant(s) qualifications, not the building. In order to qualify for an additional ticket, each year the qualifying individual(s) shall maintain the initial qualifications without interruptions or change of any kind.

The qualification for an applicant's previous year's tickets is not transferable between owners.

An additional owner with the same qualifications over the same time period also may qualify; however, qualifications are unique to an individual owner and shall not be combined in any form with other owner(s) to qualify for additional tickets.

Unsuccessful past participants must furnish proof of past participation; copies of old tickets for the years between 1990-1994 and copies of approved confirming letters for the Standby List for years 1995-2010 upon the request of the Department of Public Works.

Please refer to DPW order number 178,949 for examples of what has been a long-standing policy for issuing tickets and is reflected in the language of Ordinance No. 238-08.

## **Guidelines to Complete Application**

The Condominium lottery is regulated by Article 9 of the San Francisco Subdivision Code.

In the event that you are using this application because you have had a change in ownership all applicable documents **must** be signed **by all** owners whether or not some of the owners have previously signed the documents in a prior lottery year. Only one person is needed to sign for married couples or domestic partners provided that the deed indicates joint ownership of their property.

Ticket numbers will **not** be immediately issued for the 2011 Condominium Lottery. Applications will be received, processed, and then ticket numbers will be issued and mailed to the contact person listed in the application. It is vital that all forms be filled out correctly and placed in the order as listed on the check list.

### **1. Check or money order**

- a. Please provide a check or money order in the sum of \$250.00 made out to DPW or Department of Public works, which ever you prefer.
- b. Please note that this is a **non-refundable** processing fee.

### **2. Signed Letter of Authorization**

- a. This is only required if an agent will be signing Form 1 and/or will be submitting the application on your behalf.
- b. This letter does not have to be notarized.
- c. Letter must be signed by a minimum of one building owner.
- d. Sample letter:

Date

I (your name here), authorize (Agents Name) to be my agent for the 2011 Condominium lottery. I understand that if my agent is listed as the contact person in Form 1 he/she will receive all communications concerning my lottery application and lottery results.

Your Signature

### **3. Form 1. Property / Contact Information**

- a. Your **Assessor's Block** number is a four digit number and on occasion has a letter. Your **Lot** number is a three digit number and on occasion also has a letter. Both of these numbers could be obtained from your Grant Deed or your Property Tax Bill.

- b. Please state that number of units in the building. Note that for condominium conversion purposes “In-Law units” and “Housekeeping” are considered as individual units for the building.
- c. Enter the street address and zip code for the property.
- d. Please provide information for the contact person. This will be the primary contact and does not have to be an owner. All mail or phone calls will be directed to this contact. Although it may be necessary to contact you throughout the year, the primary time for notifications are at the end of February and the beginning of November. Please keep these dates in mind when assigning a contact for your building.
- e. Fill out date and sign the declaration. Only one owner or an agent is required to sign the declaration. However more than one person may sign this page if you chose to do so. Please note that if an agent is signing or submitting the application they must have a letter of authorization to purchase tickets for the property signed by a minimum of one owner.

#### **4. Form 2. Owner Information**

- a. Part 1
  - i. List **all** of the owners living in the building.
  - ii. Married couples or domestic partners may be listed on the same line provided that the deed indicates joint ownership of their property.
  - iii. Ownership percentages must match those on deed(s)
  - iv. In the event that you have moved within the building on the first line list your information with your start date and end date for your first unit. Then on the following line enter your current information.
- b. Part 2
  - i. List all of the owners not living in the building
  - ii. Married couples or domestic partners may be listed on the same line provided that the deed indicates joint ownership of their property
  - iii. Ownership percentages must match those on deed(s)
- c. If needed attach additional pages

#### **5. Copy of Grant Deed(s)**

- a. A recorded deed must be provided for all owners of the property. A total of 100% ownership must be shown.
- b. It may be necessary to provide more than one recorded deed in order to show all of the current owners along with the percentage of ownership.

**6. Form 3. Rental History**

- a. List names of those who have been renters in the building since and including November 16, 2004.
- b. List the unit/apartment number or letter that the renter is/was living in. On many occasions the unit has its own street number. In this case please list only the street number and not the street name.
- c. List the start and end dates of the renter's occupancy. Please provide Month, date, and year. In the event that a date is not available the minimum acceptable information is the month and year of occupancy. If the renter continues to reside in the building please enter the word "current" as the end date.
- d. Provide reason for termination. High detail is not need in this section. Samples: Evicted, tenant needs bigger place, Lease/agreement expired, Lease/agreement violated.
- e. If needed attach additional pages

**7. Form 4 Affidavit for Ownership/Occupancy**

- a. This form should only be filled out by owners that are currently living in the building.
- b. In the event that you are filling out the long form due to changes in ownership or owner occupancy you must sign this form if you are living in the building even if you have already signed it in a previous lottery application.
- c. Make as many copies as needed, fill out the form and have it notarized.
- d. Please enter for the start date of occupancy the month, date, and year. It is vital that the date be included when filling out the form because several legislations are not only month specific but also date specific.
- e. Only one person needs to sign on behalf of married couples/domestic partners provided that your grant deed clearly indicates joint ownership.

**8. Form 5 Owners Affidavit: Compliance with Section 1396.2(b)**

- a. All owners of the building shall sign this document if it applies.
- b. In the event that you are filling out the long form due to changes in ownership or owner occupancy you must sign this form even if you have already signed it in a previous lottery application.
- c. Under current legislation if an eviction of this type has occurred this building will never be eligible for conversion.
- d. Only one person needs to sign on behalf of married couples/domestic partners provided that your grant deed clearly indicates joint ownership.

**9. Form 6. Compliance with Section 1396.2(a)**

- a. All owners of the building shall sign this document if it applies.

- b. In the event that you are filling out the long form due to changes in ownership or owner occupancy you must sign this form even if you have already signed it in a previous lottery application.
- c. Under current legislation, if an eviction of this type has occurred this building will not be eligible for conversion for 10 years after the date of the last eviction occurred.
- d. Only one person needs to sign on behalf of married couples/domestic partners provided that your grant deed clearly indicates joint ownership.

**10. Form 7. Owners Affidavit: Compliance with Sections 1359(d) and 1396.3**

- a. All owners of the building shall sign this document if it applies.
- b. In the event that you are filling out the long form due to changes in ownership or owner occupancy you must sign this form even if you have already signed it in a previous lottery application.
- c. Under current legislation, if an eviction of this type has occurred this building shall only participate in the last 25 units of the lottery.
- d. Only one person is needed to sign for married couples or domestic partners provided that the deed indicates joint ownership of their property.

## **09 Lottery Application Check List**

All documents shall be submitted in order as listed.

Check the following items where applicable:

Submitted per guidelines and in this order?		No.	Item Description and Order	Form No.	For Official Use
Yes	No				
		1	\$250 Check Made out to DPW or Department of Public Works		
		2	Signed letter of Authorization This letter is only needed if you are an agent that is purchasing tickets for the building. A minimum of one owner of record must sign this letter.		
		3	Property/Contact Information	Form 1	
		4	Owner information Part 1: Is for <b>all</b> Owners who are currently living in the building. Part 2: Is for <b>all</b> Owners that are not living in the building.	Form 2	
		5	Copy of Grant Deed(s) Ownership percentages must be shown for all owners. This may require more than one deed.		
		6	Rental History	Form 3	
		7	Affidavit for Ownership/Occupancy All owners that are being used or might be used to satisfy owner occupancy requirements must sign this form.	Form 4	
		8	Owners Affidavit: Compliance with Section 1396.2(b) All owners of the building shall sign this document. If an eviction of this type has occurred this building will never be eligible for conversion under current legislation. Only one person is needed to sign for married couples or domestic partners provided that the deed indicates joint ownership of their property.	Form 5	
		9	Owners Affidavit: Compliance with Section 1396.2(a) All owners of the building shall sign this document. Under current legislation, if an eviction of this type has occurred this building will not be eligible for conversion for 10 years after the date of the last eviction occurred. Only one person is needed to sign for married couples or domestic partners provided that the deed indicates joint ownership of their property.	Form 6	
		10	Owners Affidavit: Compliance with Sections 1359(d) and 1396.3 All owners of the building shall sign this document. Under current legislation, if an eviction of this type has occurred this building shall only participate in the last 25 units of the lottery. Only one person is needed to sign for married couples or domestic partners provided that the deed indicates joint ownership of their property.	Form 7	

# Form No. 1

## Property / Contact Information

### Property Information

Assessor's Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Number of Units \_\_\_\_\_

Street Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Has this property previously participated in the Lottery? YES  NO

### Contact Information

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day time phone number \_\_\_\_\_

Email \_\_\_\_\_

### State of California City and County of San Francisco

I (We) \_\_\_\_\_  
(Print name, only one signature is required)

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

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

# Form No. 2

## Owner Information

<b>Part 1. Detail of Owner Occupancy</b> (All owners living in the building must be listed)				
Owner(s) Name(s)	Percent ownership	Unit Occupied	Start of Occupancy Month / Day / Year	End of Occupancy Month/day/Year

<b>Part 2. Details of Non-occupying Owner(s)</b> (List only owners that are not living in the building)			
Owner(s) Name(s)	Percent Ownership	Unit Previously Occupied (if applicable)	End of Occupancy Month / Day / Year (If Applicable)

# Form No. 3

## Rental History

### V. Rental History

Occupants Name(s)	Unit Occupied	Start Date of Rental	End Date of Rental	Reason for termination

# Form No. 4

## AFFIDAVIT FOR OWNERSHIP/OCCUPANCY

I, \_\_\_\_\_, certify under penalty of perjury that the  
*(Print full name)*

following statement is true:

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: \_\_\_\_\_.  
*Start date of occupancy*

**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: \_\_\_\_\_

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STATE OF CALIFORNIA)  
COUNTY OF \_\_\_\_\_ ) ss

ON \_\_\_\_\_ 20\_\_\_\_ BEFORE ME, \_\_\_\_\_, 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 \_\_\_\_\_

(Note: SEAL OPTIONAL IF THE FOLLOWING INFORMATION IS COMPLETED)

NOTARY PUBLIC, STATE OF CA COMMISSION No.: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

COUNTY OF PRINCIPAL PLACE OF BUSINESS: \_\_\_\_\_

# Form No. 5

## Owners Affidavit

**Compliance with Section 1396.2(b) of the San Francisco Subdivision Code  
Eviction of Senior, Disabled or Catastrophically Ill Tenant  
Required for all owners of record**

Assessors Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

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

\*\*\*\*\*

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_ ) ss

ON \_\_\_\_\_ 20\_\_ BEFORE ME, \_\_\_\_\_, 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 \_\_\_\_\_

(Note: SEAL OPTIONAL IF THE FOLLOWING INFORMATION IS COMPLETED)

NOTARY PUBLIC, STATE OF CA COMMISSION No.: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

COUNTY OF PRINCIPAL PLACE OF BUSINESS: \_\_\_\_\_

# Form No. 6

## Owners Affidavit

**Compliance with Section 1396.2(a) of the San Francisco Subdivision Code  
Eviction of Tenants  
Required for all owners of record**

Assessors Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

\*\*\*\*\*

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ ) ss

ON \_\_\_\_\_ 20\_\_ BEFORE ME, \_\_\_\_\_, 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 \_\_\_\_\_

(Note: SEAL OPTIONAL IF THE FOLLOWING INFORMATION IS COMPLETED)

NOTARY PUBLIC, STATE OF CA COMMISSION No.: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

COUNTY OF PRINCIPAL PLACE OF BUSINESS: \_\_\_\_\_

# Form No. 7

## Owners Affidavit

**Compliance with Section 1359(d) and 1396.3 of the San Francisco Subdivision Code Eviction of Tenants  
Required for all owners of record**

Assessors Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_, hereby certify under penalty of perjury that the following is  
(Print Name)

true and correct to the best of my knowledge:

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

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

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

\*\*\*\*\*

STATE OF CALIFORNIA)

COUNTY OF \_\_\_\_\_) ss

ON \_\_\_\_\_ 20\_\_ BEFORE ME, \_\_\_\_\_, 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.

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MY COMMISSION EXPIRES: \_\_\_\_\_

COUNTY OF PRINCIPAL PLACE OF BUSINESS: \_\_\_\_\_