

# SIRKIN & ASSOCIATES

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## SAN FRANCISCO RESIDENTIAL CONDOMINIUM CONVERSION SERVICES

### 2-4 UNIT BUILDINGS—FULL CONDOMINIUM CONVERSION SERVICE FOR FLAT FEE OF \$3,000\*

- Initial consultation to discuss the conversion process and provide: (i) a list of materials needed for our office to prepare the conversion application, (ii) forms required to order the Physical Inspection and 3R Report, and (iii) recommendations for surveyors and pre-inspection facilitators.
- Review of all materials, then preparation and submittal of the City application package.
- Monitor and expedite the application throughout the approval process.
- Preparation of Declaration of Covenants Conditions and Restrictions ("CC&Rs") including an initial draft, a meeting to review the draft, and one round of revisions.
- Phone access to a dedicated staff member during normal business hours to handle any questions or issues related to the conversion.

\* Flat fee for existing TIC clients-\$2600.

### 5-6 UNIT BUILDINGS--FULL CONDOMINIUM CONVERSION SERVICE FOR FLAT FEE OF \$5,000

Services include all of the above plus preparation of the documents for the state application package, recommendations for budget preparers, co-ordination of submittal, and monitoring of application through the state approval process.

### OTHER CONDOMINIUM CONVERSION SERVICE OPTIONS

If you would like to handle the application process yourself, we would be happy to help you with just the legal documents. Our fee for this level of service starts at \$1500. Regardless of which service option you choose, you should expect to incur the following additional expenses:

<u>Cost Item</u>	<u>2-4 Unit</u>	<u>5-6 Unit</u>
City Application	\$9,099	\$9,209
3R Report	\$160	\$160
Survey and Mailing (varies w/building size)	\$6,000	\$7,500
Budget Preparer	\$0	\$4,000
State Application	\$0	\$1,700
City Inspection (varies w/building size)	\$2346	\$2346 + hourly rate

In addition to the above expenses, which are accurate as of February 2010, you will have the expense of correcting any violations found by the Department of Building Inspections. For more information contact Cam Perridge (415) 839-6407 (direct line) or visit [www.andysirkin.com](http://www.andysirkin.com).