

# SIRKIN & ASSOCIATES

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## FULL CONDOMINIUM CONVERSION SERVICE

**2-4 UNIT BUILDINGS: \$2,250 (single owner or couple); \$2,600 (multiple owners)**

**5-6 UNIT BUILDINGS: \$5,000**

- Initial consultation to discuss the conversion process and provide: (i) a list of the 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
- Monitoring and expediting of the application throughout the approval process
- Preparation of condominium governing documents 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 queries or issues related to the conversion
- State application package and co-ordination of submittal, and monitoring of state application through the approval process (5-6 unit buildings only)

## LEGAL DOCUMENTS ONLY

**2-4 UNIT BUILDINGS: \$1,250 (single owner or couple); \$1,500 (multiple owners)**

**5-6 UNIT BUILDINGS: \$3,000**

- Preparation of condominium governing documents including an initial draft, a meeting to review the draft, and one round of revisions
- State application package and co-ordination of submittal, and monitoring of state application through the approval process (5-6 unit buildings only)

## OTHER CONVERSION COSTS

<u>Cost Item</u>	<u>2-4 Unit</u>	<u>5-6 Unit</u>
City Application	\$9,336	\$9,450
3R Report	\$160	\$160
Survey & Mailing (varies w/ building size)	\$5,000	\$8,000
Budget Preparer	\$0	\$4,000
State Application	\$0	\$1,700
Miscellaneous Expenses	\$150	\$300
City Inspection (varies w/ building size)	\$2,346	\$2,700
Corrections Per City Inspection	varies	varies

## WHY CHOOSE SIRKIN & ASSOCIATES?

Sirkin & Associates is a boutique practice with a primary focus on condominium conversions and condominium documents, and has been guiding clients through conversions for almost 20 years. We emphasize the immediate availability of staff to answer client questions and diligence in following the approval process. We have a full-time paralegal, Cam Perridge, devoted to client contact, preparation of conversion applications, and monitoring approvals. Cam has a direct-access telephone line and can be reached easily to discuss the status of a conversion. Attorneys Andy Sirkin and Rosemarie MacGuinness are also committed to being available when you call or within the next 24 hours. Our condominium documents are widely recognized as among the best in California, particularly for smaller buildings where we have set the industry standard.

**For more information call Cam at 415.839-6407, Rosemarie at 839-6406 or Andy at 462-5925**