



Good Neighbors

San Diego Housing Commission

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Condominium Conversion Procedures for developers

When the Housing Commission (HC) receives information from City on new condo conversion project, it will send a procedures information packet, including a cover letter, information shown below (developer procedures) and the following forms:

- a. Option Notification form
 - b. Copy of Ordinance
 - c. Information Bulletin 539
 - d. Area Median Income Chart
 - e. Tenant Roster Form
 - f. Tenant relocation assistance flyer
 - g. First-Time Homebuyer Programs flyer
 - h. Community HousingWorks counseling class schedule
2. Within 30 days receipt of the procedures package, Applicant must submit the following:
 - Completed Tenant Roster form
 - Sample of the 60 Day Notice of Intent to Convert
 - Sample of the 180 Day Notice of Intent to Convert May cause Termination of Tenancy, if issued
 - Sample of the Summary of Tenant Benefits that was issued to the tenants
 - Three sets of address labels for the tenants. The labels will be sent to different departments; please make sure that the labels are prepared on a per project basis.
 3. The Option Notification form and an updated tenant roster must be submitted to the HC prior to the intended action.
 - a. Option 1: 60 days prior to recordation of the final map or map waiver.
 - b. Option 2: 60 days prior to sending the 30 day or 60 day notice to vacate.
 - c. Option 3: 30 days prior to sending the 30 day or 60 day notice to vacate.
 4. For Option One
 - a. Applicant sends HC an updated tenant roster at least 60 days prior recordation of final map or map waiver certification.
 - b. Applicant sends a check made payable to San Diego Housing Commission for \$200 per eligible tenant along with the completed tenant roster. If you are unable to determine that a tenant is eligible or not, we will assume that they are and that will need to be included in the check to us.



- c. Applicant will sign a Relocation Agreement and Deed of Trust which will be recorded concurrently with the final map. This Agreement and Deed of Trust will ensure relocation is paid in the future.
 - d. Follow steps shown for Option Two
 - e. HC will adjust fees due HC or owed to applicant, if necessary.
 - f. Applicant pays additional fees, if necessary.
 - g. HC issues reconveyance of deed of trust.
5. For Option Two:
- a. The applicant will submit an updated roster 60 days prior to issuing the Notice to Vacate.
 - b. Upon receipt of the tenant roster, HC will send a survey to all tenants.
 - c. After the questionnaires have been reviewed, HC will issue a Determination letter. The letter will list all eligible tenants, bill for the compliance monitoring fee and will require that the Applicant sign a Compliance Certification.
 - d. Once the determination letter has been issued, the Applicant can issue the Notice to Vacate. A check for relocation assistance must be paid to eligible tenants at the time the notice is issued.
 - e. HC will notify the City that the tenant relocation assistance has been met upon receipt of: proof that relocation assistance has been paid to the tenants, the executed Compliance Certification and payment of the compliance monitoring fees. The Applicant will receive a copy of the letter.
 - f. Acceptable proof of relocation payment can be achieved through any of the following (developer chooses which of these three proof of payment options to provide the Housing Commission):
 - Providing a copy of the cancelled check (front and back);
 - Providing a copy of the front of the check and a copy of the signed certified return receipt card;
 - Providing a copy of the front of the check and a signed declaration from the tenant, this states that they have received the relocation check..
6. For Option Three:
- a. The applicant will submit an updated roster 30 days prior to issuing the 30 or 60 day Notice to Vacate.
 - b. Upon receipt of the tenant roster, HC will send a Determination Letter. The letter will list all eligible tenants, bill for the compliance monitoring fee and will require that the Applicant sign a Compliance Certification.
 - c. Follow steps d) through f) shown under Option Two.



Tenant income eligibility for relocation assistance

(Based on Area Median Income data provided by the U.S. Department of Housign and Urban Development; updated annually)

Annual Income Limits (100% Area Median Incom)	
Household Size	Maximum Annual Income (effective 2/11/05)
1 Person	\$44,400
2 Persons	\$50,700
3 Persons	\$57,050
4 Persons	\$63,400
5 Persons	\$68,450
6 Persons	\$73,550
7 Persons	\$78,600
8 Persons	\$83,700

If a unit is occupied by more than one unrelated tenant, the relocation assistance is shared by the eligible tenants.

All unrelated tenants' incomes will be reviewed individually (use the chart for a one person household).

A tenant is:

- Person who signed lease and permitted tenants per the lease document
- Sub-tenants
- Other occupants whether or not they are stated on the lease as occupants

Students are eligible if their income is below the 100% limit.

