



Good Neighbors

# San Diego Housing Commission

- ◆ 1625 Newton Avenue
- ◆ San Diego, California 92113-1038
- ◆ 619.231.9400
- ◆ FAX: 619.544.9193
- ◆ [www.sdhc.net](http://www.sdhc.net)

(SAMPLE LETTER TO DEVELOPERS)

RE: Project #

Dear developer,

The City of San Diego has notified the Housing Commission that you have applied for a tentative map or map waiver for a condominium conversion for the above referenced project. The Housing Commission is implementing the relocation benefits ordinance for the City.

Please review the following information with respect to compliance of the ordinance:

- All developers/applicants are to provide a relocation assistance payment equivalent to three months' current rent to all tenants of the project whose income is less than 100 percent of area median income (AMI) (see attached income chart).
- The relocation payment must be paid no later than the day on which the applicant gives notice to the tenant to vacate the premises (either a 30 day or 60 day notice depending on the length of the tenant's occupancy or 90 day for Section 8.)
- All developers/applicants are required to notify tenants of these relocation benefits. Enclosed is an **Important Information Sheet** which informs tenants of their rights regarding the relocation benefits as well as our first-time home buying opportunities. This notice should be given to each tenant.
- A deposit of \$200.00 for each unit which is occupied by a tenant eligible for relocation assistance is required. The funds will be used for costs incurred by the Housing Commission in monitoring compliance of the relocation program. If the costs incurred by the Housing Commission exceed this amount, an additional deposit of \$200.00 per eligible unit shall be made by the applicant. We will bill for these funds.
- Enclosed are procedures to ensure compliance. For your convenience, the **Tenant Roster Form** is located as a Word document on our web site at [www.sdhc.net](http://www.sdhc.net), click on Other Programs, then click on Condo Conversions and then Tenant Roster Form.
- The Housing Commission has partnered with Community HousingWorks, a local nonprofit HUD approved counseling agency, to provide homeownership counseling workshops for tenants living in apartments that will be converted to condominiums. The Housing Commission also has allocated funding for first-time homebuyer programs



for tenants to assist in the purchase of their unit. Enclosed is a brief description of the Housing Commission's **First-Time Homebuyer Programs** and a **Community HousingWorks** flyer outlining the programs and a workshop schedule. Please make this information available to your tenants.

Please contact me at 619-578-7592 or e-mail at [irmac@sdhc.org](mailto:irmac@sdhc.org) for all other questions.

Sincerely,

Irma Curtis  
Program Analyst

Enclosures:           Procedures  
                          City of San Diego Relocation Benefits Ordinance  
                          Information Bulletin 539  
                          Important Information Flyer  
                          Area Median Income Chart  
                          Tenant Roster  
                          First-Time Homebuyer Programs  
                          Community HousingWorks Flyer

