

Condominium Conversion Packet

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CONDOMINIUM CONVERSION APPLICATION CHECKLIST

Project Address: _____ Case No.: _____

APPLICATION INFORMATION		
No of Units _____	Council District: _____	CP: _____
APPLICATION SUBMITTAL		
	Application signed by owner(s) of record	
	Mailing Labels, List & Radius Map (2 sets)	
	Plans (Site plan, floor plans, and elevations (3 full size, 23 reduced size))	
	Set of Site Photos (10)	
	Categorical Exemption (CE) Form completed and signed by the project applicant. A project qualifies for a CE from the California Environmental Quality Act (CEQA) when limited physical changes occur.	
	Tentative Tract Map, Tentative Parcel Map or Waived Map prepared by a California Registered Civil Engineer or a California Licensed Surveyor (3 full size, 23 reduced size)	
	Proof of Tenant Notification regarding Intent to Convert (Notice 1 plus Form A) The application will not be considered complete until 60 days after the last tenant has been notified of the intent to convert. The applicant shall submit signatures of or certified post office receipt for each tenant in receipt of such notice.	
	Special Building Inspection Report which shall be requested from the Bureau of Building and Safety related to health or safety code violations and filed with the Planning Bureau prior to filing the application. MAJOR ISSUES:	
	<p>Inspection reports for major system and building corrections shall be certified by a State licensed contractor, and conducted within three months prior to the submittal of the tentative map application. Any repairs and corrections recommended as reasonably necessary within the next five years shall be clearly specified in the report.</p> <ul style="list-style-type: none"> ___ Plumbing/HVAC Systems ___ Roof ___ Sound Attenuation (Insulation) ___ Termites ___ Building Security (Locks, Doors, Windows, and Safety Lighting) ___ Combustion Detection (Smoke Alarms) <p>MAJOR ISSUES:</p>	
	Clearance for relocation benefits and/or replacement affordable housing from the Housing Services Bureau relative to compliance with the provisions of Chapters 21.60 and 21.63 of the Zoning Regulations.	
	<p>Application Fees paid.</p> <ul style="list-style-type: none"> ___ Tentative Map Fee: \$4,039.73 plus \$109.30 per unit ___ Condo Conversion Fee: \$2,776.22 ___ Environmental Review Fees: C.E. and Recording: \$263.14 ___ Engineering Fee: \$437.20 plus \$5.33 per unit 	

CONDOMINIUM CONVERSION FILING REQUIREMENTS

Pursuant to chapter 20.32 (Long Beach Subdivision Regulations), a condominium conversion is the creation of an estate in real property consisting of an undivided interest in common in a portion of real property together with a separate interest in airspace in a residential, industrial, or commercial building on such real property. The conversion process allows a single lot under single ownership with two or more units to be divided to allow individual ownership of each unit along with common ownership of shared space such as driveways, front and side yards, and the alls of the building.

FILING REQUIREMENTS

An application for condominium conversion shall not be considered complete until the following information has been adequately prepared and provided of the Planning Bureau:

1. **Planning Permit Application Form** (obtained from www.longbeach.gov/plan or the Planning Counter, 4th Floor, City Hall). Owners of record must sign this form. In addition, you are required to observe the normal application filing requirements specified for Planning Commission hearings on page 8 of the application, including mailing labels, mailing list, radius map, project plans (site plan, floor plan, elevations) and site photos.
2. **Categorical Exemption From** (attached to the Planning Permit Application Form or obtained from www.longbeach.gov/plan) completed and signed by the project applicant. A project qualifies for a Categorical Exemption (CE) from the California Environmental Quality Act (CEQA) only when physical changes are limited to those that are exempt.
3. **A Tentative Tract Map, Tentative Parcel Map, or Waived Parcel Map** prepared by a California Registered Civil Engineer or a California Licensed Surveyor. Twenty-six (26) copies of this map are required. For a subdivision of five (5) units or more, or if off-site improvements are required, a tract map is to be prepared.
4. **A special building inspection report** providing code compliance information shall be requested from the Building Bureau and submitted with this application.
5. **Inspection Reports** for major systems corrections and building corrections, including heating and plumbing systems, roof condition, and termites. These reports shall be prepared by or certified by a State licensed contractor. Additionally, reports are required on the provision of combustion detectors, adequate parking, and status of building security. Any repairs and corrections recommended as reasonably necessary within the next five years shall be clearly specified in the report. *All such inspection shall have been conducted within three months prior to the submittal of the tentative maps application.*

6. Pursuant to Chapter 21.60 (Relocation Assistance for, and Meeting Housing Needs of, Persons of very low and low income households) and Chapter 21.61 (Maintenance of low-income housing in the Coastal Zone) of the Municipal Code, the applicant shall provide all necessary information to the satisfaction of the Housing Services Bureau (located at 110 Pine Avenue, Suite 1200, (562) 570-6840), and provide a **Clearance or commitment for relocation benefits and/or replacement affordable housing** from the Housing Services Bureau relative to compliance with these provisions.
7. **Verification** that all tenants have been notified of the intent to file a subdivision map for conversion to a condominium. The application will not be considered complete until 60 days after the last tenant has been notified of the intent to file. The applicant shall submit signatures of each tenant in receipt of such notice. A certified post office receipt may be provided in lieu of a tenant signature. Templates for the required tenants notices are included in this packet and may be downloaded at longbeach.gov/lbds/planning/ or picked up at the Planning Counter at the Development Service Center of the 4th floor of City Hall.

PLANNING REQUIREMENTS

Parking: One (1) parking space is required per one-bedroom unit, and one and a quarter (1.25) parking spaces per unit with two or more bedrooms. All required parking shall conform to current parking requirements relative to location within a garage and minimum size.

Minimum Unit Size: No conversion shall be permitted if the resulting project would contain more than fifteen percent of the total number of units with a unit size less than 450 square feet.

FEES

The current planning filing fee for a condominium conversion is \$4,039.73 (plus \$109.30 per unit). Additionally, the fee for a Categorical Exemption is \$213.14. If the project is in the Coastal Zone, a fee of \$389.11 for a Local Coastal Development Permit is also required. All planning fees are subject to a 9.3% surcharge.

The current engineering subdivision fee is \$437.20 (plus \$5.33 per unit), subject to a 5% surcharge. An additional fee of \$1,202.30 (plus \$109.30 per unit), subject to a 9.3% surcharge, is required at the time of Final Map submittal.

If you have any additional questions regarding condominium conversions, you may visit longbeach.gov/lbds/planning/ and navigate to Title 20 (Subdivisions) of Long Beach Municipal Code (under the Codes and Fees tab). In addition, you may visit the Planning Counter at the Development Services Center on the 4th Floor of City Hall, or you may call the Zoning Information Line at (562) 570-6194 during normal business hours.

SUBDIVISION MAP SPECIAL FILING REQUIREMENTS

The following information shall be filed:

1. A tentative map shall be prepared by a California Registered Civil Engineer or a California Licensed Surveyor.
2. A tentative map shall be 18" x 24" in size (folded to 9" x 12") and shall contain the following information:
 - a. The subdivision map number – such number must be obtained from the Los Angeles County Engineer, 900 South Fremont Avenue, Alhambra, CA 90020 (818-458-4930).
 - b. North arrow, scale, and sufficient description to define the location and boundaries of the proposed subdivision.
 - c. Name and address of record owner(s), subdivides(s), and the person who prepared the map with the license number.
 - d. The locations, names and width of all roads, streets, highways, and alleys in the proposed subdivision and along the boundaries thereof.
 - e. Lot layout and approximate dimensions of each lot. Each lot is to be numbered.
 - f. The outline of building(s) to remain or be constructed and their location in relation to streets and lot lines.
 - g. Contours where the property is not relatively flat. Such contour lines shall be at intervals of not more than five feet.

CITY OF LONG BEACH
CONDOMINIUM CONVERSIONS
TENANT NOTIFICATION

The applicant for project shall provide a copy of each of the following notices and evidence of receiving these notices by tenants.

- Notice 1: Notice to Existing Tenant of Intent to Convert
 - Notice 2: Tenant Notice of Public Hearing on Conversion (Form B and C to be attached)
 - Notice 3: Tenant Receipt of Staff Report to Planning Commission
 - Notice 4: Tenant Notice of Approval of Tentative Map for 4 or less units (Form B to be attached).
 - Notice 5: Tenant Notice of Public Hearing on Final Map (Form B to be attached).
 - Notice 6: New Tenant Disclosure
 - Notice 7: Tenant Notice of Right of First Refusal
 - Notice 8: Tenant Notice of 180-day Termination of Tenancy
 - Notice 9: Tenant Notice of Issuance of Final Report (5 units or more) by Department of Real Estate
-
- Form A: Receipt by Tenants of Notice of Intent to Convert
 - Form B: Tenant Rights During Conversion
 - Form C: Grounds for Denial

66427.1 – SUBDIVISION MAP ACT, GOVERNMENT CODE
20.32.040.B - LONG BEACH SUBDIVISION REGULATION

**60 DAY NOTICE TO EXISTING TENANT(S)
OF INTENT TO CONVERT**

To the Occupant(s) of:

(address)

Within sixty days the owner(s) of this building, plan(s) to file a Tentative Map with the City to convert this building to a (condominium, community apartment, or stock cooperative project). You shall be given notice of each hearing for which notice is required pursuant to Sections 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing.

(Signature of Owner or Owner's Agent)

(Date)

NOTE: RECEIPT BY TENANTS OF *NOTICE OF INTENT TO CONVERT* MUST BE SUBMITTED WITH PLANNING PERMIT APPLICATION FOR CONVERSION (FORM A)

**10-DAY TENANT NOTICE OF PUBLIC HEARING
ON CONVERSION**

TO OCCUPANTS OF _____

This is to inform you that the property owner of this apartment building has applied for condominium conversion. This notice is to be provided ten (10) days prior to the hearing. The public hearing for this application is tentatively scheduled to go before the Planning Commission on _____. The hearing will take place on the first floor of City Hall in the City Council Chambers. City Hall is located at 333 West Ocean Boulevard in the City of Long Beach.

The Condominium Conversion process is complicated and can be very lengthy. Generally, the time to complete the process can range from six months to two years. The estimated time before the conversion, if approved, would result in the tenant's eviction is _____.

The City requires that you be given an explanation of your rights and benefits if the conversion is approved and the grounds upon which the Planning Commission can deny the request for conversion. In accordance with that requirement, an *Explanation of Tenants Rights and Benefits* (Form B) and *Grounds for Denial by the Planning Commission* (Form C) should be attached to this notice.

***TO BE COMPLETE THIS FORM MUST INCLUDE AN EXPLANATION OF
TENANTS RIGHTS (FORM B) AND GROUNDS FOR DENIAL (FORM C)***

NOTICE MUST BE DELIVERED TO EACH TENANT 10 DAYS PRIOR TO PUBLIC HEARING DATE

Section 20.32.180 – Minimum Size. No conversion shall be permitted if more than 15% of the total number of units in the conversion have a unit size less than 450 square feet.

Section 20.32.170 – Consistency with the General Plan. The conversion of all projects for which building permits were issued after August 4, 1978, shall be consistent with the General Plan. The Planning Commission or City Council on appeal, may waive consistency with the General Plan if it finds that adequate provisions are made for a long-term maintenance of the building.

Section 20.32.170 – Energy Conservation Requirements. Certain minimum energy conservation standards shall be met or exceeded for all conversions prior to approval of the final map.

Section 20.32.150 – Building Security. Certain minimum building security provisions shall be provided for each unit.

Sections 20.32.130 & 20.32.140 – Parking. No less than one independently accessible parking space shall be permanently available to each dwelling unit. Where units are 2 or more bedrooms that parking requirement is 1.25 spaces per unit.

Section 20.32.120 – Combustion detection equipment. Combustion detection equipment must be provided each unit.

Section 20.32.110 – Sound Attenuation. Minimum standards of sound attenuation must be met.

Section 20.32.100 – Major System Correction. Any corrections or repairs reasonably necessary, to the major systems, within the next five years shall be provided for prior to approval of final map.

Section 20.32.090 – Code Compliance. Any building or safety violations relating to plumbing, fire, housing, electrical, earthquake, and property maintenance codes which may cause health or safety hazards shall be corrected prior to approval of the final map.

Section 20.32.085 – Harassment. Any action by the landlord which is intended to cause the tenant to quit the premises prior to the 180 day notice, including unreasonable rent increases, shall be considered harassment and shall be grounds for denial of the final map.

Section 20.32.040 & 20.32.060 – Tenant Noticing. Any failure to comply with the requirements for tenant noticing could result in denial of the final map.

Section 20.32.050 – Tenant Option to Purchase. Failure to provide each tenant an exclusive right to contract for the purchase of an occupied unit, or other available units upon the same terms and conditions that such units will be initially offered to the general public for 90 days or more could result in denial of the final map.

TO BE COMPLETE THIS FORM MUST INCLUDE AN EXPLANATION OF TENANTS RIGHTS

Other than the above, the Planning Commission and the City Council have no discretionary grounds to deny a request for conversion if the building complies with all physical requirements.

Tenant's Rights –

Right to know that no evictions will occur as a result of this conversion for at least one hundred-eighty days. The estimated length of time before the conversion, would result in the tenant's eviction, is

_____.

Right to noticing and tenant option to purchase. According to Section 20.32.040 of the Long Beach Municipal Code each tenant and each prospective tenant shall receive all applicable notices, documents, and rights. These notices are to occur as follows:

- Each tenant shall be given written notice of the intent to seek a conversion a minimum of sixty days prior to the filing of a tentative (or waived parcel) map for the subject rental property.
- Each tenant shall be given written notice of the public hearing at least ten days prior to the public hearing on the tentative (or waived parcel) map before the Planning Commission.
- A copy of the written staff report to the Planning Commission on the proposed conversion shall be delivered to each tenant of the subject property at least three days prior to the hearing date.
- Each tenant shall receive written notification within ten days of approval of a tentative map for the proposed conversion.
- Each tenant shall receive written notification at least ten days prior to consideration of final map approval for the subject conversion by the City Council or Director of Public Works.
- For projects with five or more units, each tenant shall receive written notice within ten days of the issuance of the final subdivision public report by the State Department of Real Estate, if desired.
- Notice of Termination of Tenancy no less than one-hundred and eighty days prior to eviction.

Relocation Benefits (chapter 21.60) are available to qualifying tenants:



- Very low and low income households displaced shall be entitled to \$3,195 (for calendar year 2002) in relocation costs.
- Very low and low income households with a handicapped member displaced shall be entitled to a replacement of structural modifications that the household previously paid for at the vacated premises of up to an additional \$3,195 (for calendar year 2002).

The total amounts of benefit shall be adjusted based on the Consumer Price Index between January 1, 1991, and January 1st of the year in which the application for Final Map is approved by the City.

EL DOCUMENTO SERA ADJUNTO AL AVISO 2 PARA QUE SEA COMPLETO

Fuera de lo dicho arriba, la Junta de Planificación y el Concejo Municipal no tienen razones discretas para negar una solicitud para una conversión siempre y cuando el edificio cumpla con todos los requisitos físicos.

Derechos de los Inquilinos –

El derecho de saber que no ocurrirán desalojos como resultado de esta conversión por lo menos por ciento ochenta días. El plazo de tiempo estimado antes de la conversión, resultará en el desalojo del inquilino en _____.

El derecho de avisar al inquilino y darle la opción de compra. De acuerdo con la Sección 20.32.040 del Código Municipal de Long Beach cada inquilino y cada presunto inquilino recibirán los avisos aplicables, documentos y derechos. **Estos avisos tienen que tomar lugar de la siguiente manera:**

- Cada inquilino será informado por escrito sobre la intención de obtener una conversión con el mínimo de sesenta días antes de solicitar un mapa tentativo (o renuncia de parcela) para tal propiedad de renta.
- Cada inquilino recibirá aviso por escrito sobre la audiencia pública con diez días de anticipación antes de la audiencia pública en el mapa tentativo (o renuncia de parcela) con la Junta de Planificación
- Una copia del reporte escrito por el personal para la Junta de Planificación sobre la propuesta conversión será entregada a cada inquilino de la sujeta propiedad con tres días por lo menos de anticipación a la fecha de la audiencia.
- Cada inquilino recibirá notificación en escrito dentro de diez días de aprobación del mapa tentativo para la conversión propuesta.
- Cada inquilino recibirá notificación en escrito por lo menos con diez días antes de la consideración de la aprobación del mapa final para la sujeta conversión por el Concejo Municipal y por el Director de Obras Públicas.
- Para proyectos con cinco o más unidades, cada inquilino recibirá aviso por escrito dentro de diez días de la emisión del reporte público de subdivisión final por el Departamento de Estado de Bienes Raíces, si se desea
- **Aviso de Terminación del contrato de Arriendo no menos de ciento ochenta días antes del desalojo.**

Los Beneficios de Reubicación (capítulo 21.60) están disponibles para inquilinos elegibles:

- Las familias desalojadas con ingresos bajos y muy bajos, tendrán derecho a \$3,195 (por año fiscal 2002) para costos de reubicación.
- Las familias desalojadas con ingresos bajos y muy bajos con un miembro de familia minusválido tendrán derecho al cambio de modificación estructural que la familia pagó previamente en el lugar de desalojo o hasta \$3,195 adicionales (por al año fiscal 2002).

La suma total del beneficio será ajustada basada en El Índice de Precios al Consumidor entre Enero 1, 1991, y Enero 1 del año en el cual la solicitud para el Mapa final sea aprobado por la Ciudad.

66452.9 – SUBDIVISION MAP ACT, GOVERNMENT CODE
20.32.040.D - LONG BEACH SUBDIVISION REGULATION

TENANT RECEIPT OF PLANNING COMMISSION REPORT

TO OCCUPANTS OF _____

The above referenced Municipal Code requires that you be provided a copy of the staff report that has been prepared for the Planning Commission for their review in regard to the pending conversion action on the above referenced building. Please place below your signature and unit number indicating you are in receipt of the Staff Report as indicated above.

UNITS #

SIGNATURE OF TENANTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

THE PLANNING COMMISSION REPORT IS TO BE DELIVERED TO EACH TENANT AT LEAST THREE (3) DAYS PRIOR TO HEARING DATE. A COPY OF THIS TENANT RECEIPT IS TO BE SUBMITTED TO THE PLANNING BUREAU

**10-DAY TENANT NOTICE OF APPROVAL OF
TENTATIVE MAP NO. _____
(FOUR UNITS OR LESS)**

TO OCCUPANTS OF _____

The Planning Commission of the City of Long Beach met on _____ and approved the condominium conversion and Subdivision Map for the above referenced property.

During the 180-day conversion process the following applies:

1. Notice indicating the start of the 180-day conversion process and also stating that no eviction will occur as a result of this conversion for at least 180 days.
2. A "First Right of Refusal" notice will be delivered that offers you the right for 90 days to decide if you wish to purchase your unit on the same terms and conditions that are offered to the general public.
3. Notice 10 days prior to final approval of the conversion with an estimate of length of time prior to evictions.
4. If the above referenced property has 5 or more units and each tenant requests it, the subdivider is required to provide each tenant with a copy of the Final Public Report 10 days prior to filing it with the Department of Real Estate.
5. If the above referenced property has 5 or more units the subdivider is required to honor each tenant's request for a copy of the Final Public Report within 5 days of its issuance.

***TO BE COMPLETE THIS FORM MUST INCLUDE AN EXPLANATION OF
TENANTS RIGHTS (FORM B)***

NOTICE MUST BE DELIVERED TO EACH TENANT WITHIN 10 DAYS OF APPROVAL OF TENTATIVE MAP

NOTICE 4

If you were not a tenant at the time of the issuance of the *Notice of Intent to Convert* and did not receive written notice of the proposal conversion prior to entering into a rental or lease agreement, you are entitled to the following pursuant to State of California Subdivision Map Acts Section 64452.8 (c):

1. Actual moving expenses incurred when moving from the subject property, but not to exceed five hundred dollars (\$500).
2. The first month's rent on the tenant's new rental unit, if any, immediately after moving from the subject property, but not to exceed five hundred dollars (\$500).

The following relocation benefits are available to qualifying tenants:

1. Very low and low-income households displaced shall be entitled to two thousand, five hundred dollars (\$2,500) in relocation costs.
2. Very low and low income households with a handicapped member displaced shall be entitled to a replacement of structural modification that the household previously paid for at the vacated premises up to a maximum of an additional two thousand and five hundred dollars.

** The total amounts of benefit shall be adjusted based on the Consumer Price Index between January 1, 1991 and January 1st of the year in which the application for final tract map is approved by the City.

Note: If the property owner does not offer the units for sale to the tenants within 2 years approval of the Final Map, which occurred on _____, 20____, the minimum 180 day notice prior to the eviction, including a ninety (90) day exclusive option to purchase period shall be provided to each tenant prior to eviction, when the owner decides to offer the units for sale. Please see reverse side of this notice for a full disclosure of tenant's rights during the conversion process.

By: _____ Date: _____
(Subdivider's signature)

By: _____ Date: _____
(Tenant's signature)

Unit No.: _____

66427.1 – SUBDIVISION MAP ACT, GOVERNMENT CODE
20.32.040.F - LONG BEACH SUBDIVISION REGULATION

**10-DAY TENANT NOTICE OF CONSIDERATION OF
FINAL MAP NO. _____**

Dear Tenant:

This is to inform you that the property owner of this building has applied for approval of a SUBDIVISION MAP for the property located at _____.

Consideration of this MAP is scheduled before the City Council on _____. The City Council meets in City Council Chambers, which are located at the Long Beach City Hall, First Floor 333 West Ocean Boulevard, Long Beach. You have the right to appear and be heard on this hearing.

City Council will approve this MAP if it finds that all conditions of approval for this proposed condominium, as required by approval of the Tentative Map, have been complied with in full.

We, the undersigned, do/do not intend to start our sales program within two (2) years from the date of approval noted above. (Applicable, if sales program begins during the first two years after approval of SUBDIVISION MAP – Estimated length of time prior to eviction is: _____.)

Upon commencement of our sales program, all tenants' rights and benefits shall be provided.

By: _____ Date: _____
(Subdivider's Signature)

I have received this notice on _____, 20 _____.

By: _____ Date: _____
(Tenant's Signature)

Unit No.: _____

**TO BE COMPLETE THIS FORM MUST INCLUDE AN EXPLANATION OF
TENANTS RIGHTS (FORM B)**

NEW TENANT DISCLOSURE

To the prospective tenant of _____:

The owner(s) of the above referenced building(s) have filed or plan to file an application with the City of Long Beach to convert this building to _____.

No units may be sold in this building unless the conversion is approved by the City and until after a public report (for projects with 5 or more units) is issued by the Department of Real Estate.

If you become a tenant of this building, you shall be given notice of each hearing for which a notice is required. Pursuant to Sections 66451.3 and 66452.5 of the Government Code, you have the right to appear and the right to be heard at any such meeting. Pursuant to Section 66452.8(c), you will not be entitled to any relocation benefits by virtue of having received this notice.

By: _____ Date: _____

I, _____, the tenant occupying unit _____, received this notice on _____, and by my signature understand that this building may be converted to condominiums at some future date.

66427.1 (c) – SUBDIVISION MAP ACT, GOVERNMENT CODE
20.32.040.H - LONG BEACH SUBDIVISION REGULATION

180-DAY TERMINATION OF TENANCY

TO OCCUPANTS OF _____

You are hereby given 180-day notice of **termination of tenancy** due to the conversion of this building.

During this 180-day period the following will occur:

1. No eviction will occur as a result off this conversion.
2. A “First Right of Refusal” notice will be delivered that offers you the right for 90 days to decide if you wish to purchase your unit on the same terms and conditions that are offered to the general public.
3. If you decide not to purchase your unit you must vacate on or before _____, 20_____.

Note: If the property owner does not offer the units for sale to the tenants within 2 years approval of the Final Map, which occurred on _____, 20_____, the minimum 180 day notice prior to the eviction, including a ninety (90) day exclusive option to purchase period shall be provided to each tenant prior to eviction, when the owner decides to offer the units for sale.

By: _____ Date: _____
(Subdivider’s signature)

By: _____ Date: _____ Unit No.: _____
(Tenant’s signature)

I do not wish to receive the above-referenced report.

By: _____ Date: _____ Unit No.: _____

NOTICE 9

66427.1 (a) – SUBDIVISION MAP ACT, GOVERNMENT CODE
20.32.040.G - LONG BEACH SUBDIVISION REGULATION

**ISSUANCE OF THE FINAL PUBLIC REPORT
BY DEPARTMENT OF REAL ESTATE (DRE)
*For Projects with 5 or More Units***

TO OCCUPANTS OF _____

The undersigned is aware that the Subdivider must furnish a copy of the *Final Public Report* issued by the DRE if requested.

I, the undersigned

Do wish to receive the above-referenced report.

By: _____ Unit No.: _____

Date: _____

Do not wish to receive the above-referenced report.

By: _____ Unit No.: _____

Date: _____

(To be delivered to each tenant within ten (10) days of issuance of Public Report)

TENANT RIGHTS DURING CONVERSION

Pursuant to Chapter 20.32 of the Municipal Code, tenants have the following rights during condominium, community apartment project and stock cooperative conversions:

***Tenant Right* to know the estimated length of time before the conversion would result in the tenant's eviction. In this case, the estimated time prior to eviction is _____.**

***Tenant Right* to noticing. According to Section 20.32.040 of the Long Beach Municipal Code, each tenant and each prospective tenant shall receive all applicable notice and documents. These notices are to occur as listed below.**

Each tenant shall be given written notice of the intent to seek a conversion a minimum of sixty days prior to the filing of a tentative (or waived parcel map) for the subject rental property.

Each tenant shall be given written notice of the public hearing at least ten days prior to the public hearing on the tentative (or waived parcel) map before the Planning Commission.

A copy of the written staff report to the Planning Commission on the proposed conversion shall be delivered to each tenant of the subject property at least three days prior to the hearing date.

Each tenant shall receive written notification within ten days of approval of a tentative map for the proposed conversion.

Each tenant shall receive written notification at least ten days prior to consideration of final map approval for the subject conversion by the City Council or Director of Public Works.

For projects with five or more units, each tenant shall receive written notice within ten days of the issuance of the final subdivision public report by the State Department of Real Estate, if desired.

Notice of Termination of Tenancy no less than one hundred and eighty days prior to eviction.

Anyone not a tenant at the time of the issuance of the 60-day notice labeled "Notice of Intent to Convert t- 60 Day Notice to Existing Tenant(s) to Convert," who did not receive written notice of the proposed conversion prior to entering into a rental or lease agreement, may be entitled to certain rights and benefits, pursuant to State of California Subdivision Map Acts Section 66452.8 (c)

During the one hundred and eighty days (180) following approval the *Tenant* has a *Right* to be offered a "First Right of Refusal."

Qualifying *Tenants* may have a *Right* to relocation benefits. Those benefits may include actual moving expenses incurred when moving from the subject property, but not to exceed five hundred dollars (\$500.00*). Those benefits may include the first month's rent on the tenant's new rental unit, if any, immediately after moving from the subject property, but not to exceed five hundred dollars (\$500.00*). Very low and low income households displaced shall be entitled to thirty-one hundred and ninety-five dollars (\$3,307.00*) in relocation costs. Very low and low income households with a handicapped member displaced shall be entitled to a replacement of structural modification that the household previously paid for at the vacated premises up to a maximum value of an additional thirty-one hundred and ninety-five dollars (\$3,307.00*).

*** The total amounts of benefits shall be adjusted based on the Consumer Price Index between January 1, 1991, and the January 1st of the year in which the City approves the application for Final Tract Map. This figure represents benefits in year 2003.**

GROUNDS FOR DENIAL

The intent of Chapter 20.32 of the Subdivision Regulations that govern conversions is to provide increased opportunities for ownership for all segments of the population. Therefore, such conversions shall be permitted, provided that they shall comply with the action and minimum standards set forth in this Section for the class of conversion proposed. Those minimum standards represent the grounds upon which the Planning Commission could deny the conversion request and include the following:

Section 20.32.180 – Minimum Size. No conversion shall be permitted if more than 15% of the total number of units in the conversion have a unit size less than 450 square feet.

Section 20.32.170 – Consistency with the General Plan. The conversion of all projects for which building permits were issued after August 4, 1978, shall be consistent with the General Plan. The Planning Commission or City Council on appeal, may waive consistency with the General Plan if it finds that adequate provisions are made for a long-term maintenance of the building.

Section 20.32.160 – Energy Conservation Requirements. Certain minimum energy conservation standards shall be met or exceeded for all conversions prior to approval of the final map.

Section 20.32.150 – Building Security. Certain minimum building security provisions shall be provided for each unit.

Section(s) 20.32.130 & 20.32.140 – Parking. No less than one independently accessible parking space shall be permanently available to each dwelling unit. Where units are 2 or more bedrooms that parking requirement is 1.25 spaces per unit.

Section 20.32.120 – Combustion detection equipment. Combustion detection equipment must be provided each unit.

Section 20.32.110 - Sound Attenuation. Minimum standards of sound attenuation must be met.

Section 20.32.100 - Major System Correction. Any corrections or repairs reasonably necessary, to the major systems, within the next five years shall be provided for prior to approval of final map.

Section 20.32.090 – Code Compliance. Any building or safety violations relating to plumbing, fire, housing, electrical, earthquake, and property maintenance codes which may cause health or safety hazards shall be corrected prior to approval of the final map.

Section 20.32.085 – Harassment. Any action by the landlord which is intended to cause the tenant to quit the premises prior to the 180 day notice, including unreasonable rent increases, shall be considered harassment and shall be grounds for denial of the final map.

Section(s) 20.32.040 & 20.32.060 – Tenant Noticing. Any failure to comply with the requirements for tenant noticing could result in denial of the final map.

Section 20.32.050 – Tenant Option to Purchase. Failure to provide each tenant an exclusive right to contract for the purchase of an occupied unit, or other available units upon the same terms and conditions that such units will be initially offered to the general public for 90 days or more could result in the denial of the final map.

Other than the above, neither the Planning Commission nor the City Council have discretionary grounds to deny a request for Conversion, if the building complies with all physical requirements.

HOUSING SERVICES BUREAU CLEARANCE INFORMATION

The Housing Services Bureau of the Department of Community Development administers the City's tenant relocation program. All condominium conversion projects must satisfy the requirements of the Housing Services Bureau before the Planning Bureau will accept an application for condo conversion.

Pursuant to Chapter 21.60 (Relocation Assistance for, and Meeting Housing Needs of, Persons of very low and low income households) and Chapter 21.61 (Maintenance of low-income housing in the Coastal Zone) of the Municipal Code, the applicant shall provide all necessary information to the satisfaction of the Housing Services Bureau (located at 110 Pine Avenue, Suite 1200, (562) 570-6840), and provide a **Clearance or commitment for relocation benefits and/or replacement affordable housing** from the Housing Services Bureau relative to compliance with these provisions.

PLANNING REQUIREMENTS

The applicant must provide a letter or printed copy of an email from the Housing Services Bureau confirming that the requirements of the Housing Services Bureau have been met.

CITY OF LONG BEACH TENANT RELOCATION ASSISTANCE PROGRAM

The Tenant Relocation Assistance Program is intended to assist very low- and low-income renter households permanently displaced from their housing due to demolition, **condominium conversion**, or rehabilitation required by code enforcement. This Program is governed by Chapter 21.60 of the Long Beach Municipal Code and is funded from monies collected by the City from the property owner.

You may qualify for relocation benefits if your gross annual household income does not exceed the income levels specified in the chart below. The income limits are effective as of March 20, 2007 and may change annually.

Household Size	Low-Income
1 person	\$41,450
2 person	\$47,350
3 person	\$53,300
4 person	\$59,200
5 person	\$63,950
6 person	\$68,650
7 person	\$73,400
8 person	\$78,150

If your income falls within the guidelines above, complete the attached application form, provide the required evidence of income documentation and submit all documents to:

NOTE: You are **not eligible** for relocation benefits if your gross annual household income exceeds the figures above, or if you were notified of the pending condo conversion when you moved into your unit.

Tenant Relocation Program Application

Tenant/Applicant's Name _____ Date _____

Tenant/Applicant's Current Address _____

City/State/Zip _____ Phone Number _____

Condo Address (if different from Current Address) _____

City/State/Zip _____

Owner's Name _____ Owner's Phone Number _____

Owner's Address _____

City/State/Zip _____

How many bedrooms in your unit? _____

How many people live in your unit? _____

List each person, giving name, age, and current address:

	Name	Age	Current Address
1			
2			
3			
4			

(Continue on the back of this page if you need additional space to write)

WHEN did you move into the unit? (Month/day/year) _____

Have you vacated the unit? ____ If so, WHEN? (Month/day/year) _____

Show the **RENT** you paid for each of the 12 months preceding the current month.
(Please provide verification of your rent with this application):

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Example	\$500	\$500	\$500	\$500	\$500	\$550	\$550	\$550	\$550	Not in unit	Not in unit	Not in unit
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2006												
2007												

Show your **TOTAL GROSS HOUSEHOLD INCOME** for each of the 12 months preceding the current month. This includes income from **all** sources. **Please provide verification of income for every working household member 18 years of age or older with this application.** The following documents **must** be included with your application: **Last year's State or Federal Income tax forms and two-months of current payroll stubs.** Other documents may include proof of social security pensions, AFDC, SSI, GR, Veterans benefits, educational assistance, checking and savings account balances, stocks, bonds and other assets.

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2006												
2007												

All information provided herein is true and correct to the best of my knowledge. I understand that I may be subject to prosecution for perjury if any information is fraudulently provided or misrepresented.

Applicant's Signature

Date

APLICACIÓN PARA EL PROGRAMA DE REUBICACIÓN DEL INQUILINO

Nombre del candidato/inquilino _____ Fecha _____

Domicilio Actual _____

Ciudad/Estado/Código Postal _____ Teléfono _____

Otro Domicilio (si es diferente del domicilio actual) _____

Ciudad/Estado/Código Postal _____

Nombre del Dueño _____ Teléfono del Dueño _____

Domicilio del Dueño _____

Ciudad/Estado/Código Postal _____

¿Cuántos dormitorios hay en su apartamento? _____

¿Cuántas personas viven con usted en su apartamento? _____

Incluya los nombres, edades, y la dirección actual:

	Nombre	Edad	Dirección Actual
1			
2			
3			
4			
5			

(si necesita más espacio, continúe en la parte posterior de esta página)

¿Cuándo se mudó usted en el apartamento? (Mes/Fecha/Año) _____

¿Ha desocupado el apartamento? ____ ¿Si es así, cuando? (Mes/Fecha/Año) _____

Indique el **ALQUILER** mensual que usted ha pagado los últimos 12 meses. Incluya copia de su pago de alquiler:

	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiembre	Octubre	Noviembre	Diciembre
<i>Ejemplo</i>	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	No en unidad	No en unidad	No en unidad

	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiembre	Octubre	Noviembre	Diciembre
2006												
2007												

Indique los ingresos totales familiares mensuales por los últimos 12 meses. Reporte **todas** las fuentes de ingresos de **todas** las personas adultas que viven con usted (mayoría de edad de 18 años). Necesita incluir (a) la Declaraciones de Impuestos sobre Ingresos (Federal y Estatal) del año 2005 y (b) los talones de pago de los últimos dos meses. Otros documentos adicionales que debe incluir son las copias de estados de pensión del seguro social, estados de beneficios del AFDC, SSI, Veteranos, estados de asistencia educativa, estados de cuenta bancaria de chequera o ahorros, acciones, bonos, valores y otros activos.

	Enero	Febrero	Marzo	Abril	Mayo	Junio	Julio	Agosto	Septiembre	Octubre	Noviembre	Diciembre
2006												
2007												

DECLARACIÓN

Yo declaro que toda la información que he proporcionado aquí es verdadera y correcta de acuerdo a mi mejor conocimiento. Entiendo que puedo ser enjuiciado por perjurio si la información es fraudulenta o falsificada.

Firma del Candidato/Inquilino (Cabeza de Familia)



Building Bureau

Condo. Conversion Inspector Checklist

General Information:

This checklist pertains to condominium conversions, which are residential-to-residential conversions. The list is for the sole purpose of aiding the inspector in inspecting a condominium conversion. The net result is the subdividing of the ownership of an existing building into individual condominium unit(s) and the ownership thereof.

This section recognizes that a conversion is different from a new construction in that the owners of a unit in a conversion take responsibility for a structure built under standards that may be less stringent. Therefore, such conversions are permitted, provided that they comply with the minimum standards set forth in Chapter 20.32 of the Long Beach Municipal Ordinance.

This list will then help the field inspector to report code compliance and other regulatory issues. Such report shall list all violations relating to the applicable building, plumbing, fire, mechanical, housing, electrical,

earthquake and property maintenance codes which may cause health or safety hazards.

MAJOR SYSTEM CORRECTIONS (SEC.20.32.100)

- An inspection report(s) from state licensed contractors for the heating and plumbing systems, as well as inspection reports for termites and the status of the roof, must be submitted. All such inspections shall have been conducted within three months prior to the submittal of the tentative map.
- Sound attenuation in all wall and floor-to-ceiling assemblies abutting any other dwelling unit, or hallway(s) shall be a minimum sound transmission class of 49.
- Smoke Detectors shall be provided for each residential unit. The location of the smoke detectors within dwelling units shall comply with the current Uniform Building Code. All required detectors shall receive their primary power from the building's wiring and each detector shall have battery backup.

BUILDING SECURITY (SEC.20.32.150)

- All exterior doorjamb shall be installed with solid backing behind the deadbolt strike. No voids may exist between the strike side of the jamb and the frame for a vertical distance of six inches above and below the door strikes (deadbolt and entry strikes).
- Doorstops on wooden jambs, for exterior swinging doors, shall be of one-piece construction.
- All units shall have deadbolt locks on all exterior doors. The bolts shall have a minimum projection of one inch. The deadbolt shall have an embedment of at least three-fourths inch into the strike receiving the projecting bolt. Exit doors shall be operable from the inside without the use of a key or any special knowledge.
- Deadbolt lock strike plates must be secured to the jamb by a minimum of two screws that must penetrate a minimum of two inches into solid backing.

- Except for vehicular access doors, all exterior swinging doors of any residential building and attached garages, including the door leading from the garage area into the dwelling unit, shall be a minimum of one and three-fourths inch solid wood core construction or similar. Any panels in the door must not be less than nine-sixteenths inch thick. Any door leading from the garage into a dwelling unit shall be equipped with a self-closing mechanism.
- Glazing in exterior doors or within forty inches of any locking mechanism shall be fully tempered or rated burglary resistant.
- Except where clear vision panels are installed, all front exterior doors are required to have a one-hundred-eighty degree wide-angle door viewer.
- Any exterior out-swinging doors shall be equipped with tamper proof non-removable hinge pin type of hinges.
- Windows and sliding glass doors less than twelve feet vertically or six feet horizontally from an accessible surface or an adjoining roof, balcony, landing, stair tread, platform or similar structure shall have a locking device that will withstand eight-hundred pounds of vertical load and two hundred pounds of horizontal load.
- All louvered windows in such locations shall be replaced with another type of window.
- Street numbers shall be in a prominent location and shall be easily visible from the street frontage. The numbers are to be a minimum of four inches in height and of contrasting color to the background. In addition, each individual unit within the complex shall display a prominent identification number, not less than four inches in height, which is easily visible to approaching vehicular and/or pedestrian traffic.
- Multiple family building complexes of two or more separate buildings shall have illuminated diagrammatic representation of the complex. Where the diagrammatic representation is required to be added, obtain applicable approvals, permits and inspection approvals.
- Exit illumination, except within individual dwelling units, shall be illuminated at anytime the building is occupied with light having intensity of not less than one foot candle evenly distributed at the floor level.

- Where the exit illumination system serves an occupant load of 100 or more, a backup power supply system must be provided. Power for the exit illumination must be supplied by the building wiring system. In the event of a power failure, illumination shall have battery backup or the system or an on-site generator.
- Open parking lots and carport shall be provided with a maintained minimum of one foot-candle of light on the parking surface during the hours of darkness. Weather and vandalism resistant covers shall protect lighting devices.
 - Permits are required for light installations and/or tests.
- Pool/spa security fencing is required.

ENERGY CONSERVATION (SEC. 20.32.160)

- Insulation in ceiling and attics exposed to the exterior of the building shall be such that the resistive value of the ceilings and attics shall be of a minimum R-19 value.
- Operable doors and windows opening to the exterior or to unconditioned areas such as garages shall be fully weather-stripped, gasketed or otherwise treated to limit temperature infiltration.
- Hot water piping insulation in unconditioned spaces shall be insulated with a minimum R-3 value.
- Water heater insulation of storage type systems shall be wrapped with an insulation blanket with a minimum R-12 value, unless the manufacturer specifies another approval.
- Energy compliant tested and approved cover(s) shall be installed on existing swimming pool(s) and/or spa(s).
- All units shall be converted to separate utility meters except when common water heating systems are provided or when the type of common meter system is such that it is not reasonable feasible to convert to a separate meter system.

PARKING REQUIREMENTS (SEC.20.32.240)

- Minimum off-street parking shall be provided as follows:
 - A. One bedroom or less: one parking space
 - B. Two bedrooms or more: one and one-quarter parking spaces.

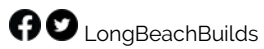


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