

**Required Notices  
For Condominium Conversions**

<b>Notice</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Code Sections</b>
60 Day Notice of Intent to Convert to Condominium	Each tenant must receive written notice of intention to file for a condominium conversion at least 60 days prior to the filing of the tentative map or map waiver with the Hearing Officer or Planning Commission for a public hearing. The form of the notice is defined by state law. The notice must state that each tenant will be notified of all public hearings and has a right to appear and speak at the hearings. The Municipal Code requires the notice must state that should the condominium conversion project be approved, tenants may be required to vacate the premises.	Applicant	SDMC 125.0431 CGC 66427.1(a) CGC 66452.8 CGC 66452.9
Notice of Application	Each tenant will be mailed a Notice of Application no later than 10 business days after the original application for the condominium conversion has been deemed complete by the Development Services Department;	City	SDMC 125.0431 SDMC 112.0301
180 Day Notice prior to Termination of Tenancy	Each tenant must receive written notice of the intention to convert to condominiums at least 180 days prior to the termination of tenancy. The notice must also state that should the condominium conversion project be approved, tenants may be required to vacate the premises. This notice is only a warning of a possible conversion and not a notice to vacate the premises	Applicant	SDMC 125.0431 CGC66427.1(c)
Notice of Public Hearing	Each tenant will be mailed a a Notice of Public hearing at least 10 business days prior to the date of a public hearing for a decision on a condominium conversion;	City	SDMC 125.0431 SDMC 112.0301
Copy of Staff Report	Each tenant shall receive a copy of the staff report to a decision maker no later than 3 days prior to the public hearing.	Applicant	CGC 66452.3
10 Day Notice of Approval of Final Map	Each tenant must receive written notice within 10 days of approval of a parcel map, final map, or certificate of compliance for the proposed conversion	Applicant	SDMC 125.0431 CGC 66427.1(b)
10 Day Notice of Application for Public Report	Each tenant must receive 10 days written notification that an application for a public report has, or will be submitted to the Department of Real Estate, and that such report will be available on request. There is no requirement for a public report when 4 or fewer units are being converted.	Applicant	SDMC 125.0431 CGC 66427.1(a)
Notice of Right to Purchase	Each tenant must be provided notice of an exclusive right to contract for the purchase of	Applicant	SDMC 125.0431 CGC 66427.1(d)

**Required Notices  
For Condominium Conversions**

<b>Notice</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Code Sections</b>
	their unit upon the same terms and conditions that such unit will be initially offered to the general public, or terms more favorable to the tenant.		CGC 66459
90 Day Notice of Intent to Sell	Each tenant must receive 90 days written notice of the intention to sell and the beginning of their 90 day right to purchase period.	Applicant	SDMC 125.0431 CGC 66427.1(d) CGC 66459
Summary of Tenant Benefits	Each tenant must receive a summary of the tenant relocation benefits provided pursuant to the City's Municipal Code Section 144.0503. The Code does not specify when this will occur.	Applicant	SDMC 125.0431
Notice of Termination of Tenancy	Tenants are also entitled to a written notice to vacate the property. Tenants shall receive this notice at least 30 days prior to vacating the property.	Applicant	CCC 1946.1

The applicant must submit certification for any of these noticing requirements that have been satisfied prior to the Public Hearing or approval of the Final Map/Parcel Map/Certificate of Compliance.