

## MASTER MANAGEMENT DOCUMENT INFORMATION

RE 616 (Rev. 7/15)

SUBDIVISIONS

### **Packet contents**

- RE 616A Master Management Document Application  
RE 616B Declaration of Approved MMD's  
(for a specific subdivision)

### **Who may apply?**

Attorneys who intend to use the same basic set of management documents for more than one common interest subdivision project may request pre-approval of a master set of documents. The approved master management documents (MMDs) can then be used in subsequent subdivision public report filings without the need for extensive Department of Real Estate (DRE) review.

- Do not submit the proposed documents with the subdivision filing until your application has been approved by DRE.
- Only members of the California State Bar are eligible to receive MMD certification.

### **Exclusions**

MMDs cannot be used for multi-phase condominium conversions, single lot phased condominiums, or master planned communities.

### **How to apply**

Complete RE 616A and submit it with a completed RE 648 (Regulation Check Sheet) and the proposed management documents, in generic form, to:

*Mailing/delivery address:*  
Department of Real Estate  
Subdivisions Technical Unit  
1651 Exposition Blvd., Sacramento, CA 95815  
P.O. Box 137005  
Sacramento, CA 95813-7005

*Telephone number:*  
(916) 263-8929

### **MMD Approval**

After determining that the documents supplied with your application comply with Department regulations and applicable statutes, the reviewer will approve the application, assign an MMD identification number, and forward a copy to you. The MMD identification number must be placed on all applicable future application filings relative to this approval.

### **Expiration of MMDs**

MMDs will expire as laws and regulations change and DRE feels it is necessary for the documents to be updated. DRE will advise you when the renewal is appropriate.

### **How to use approved MMDs**

When MMDs are used in conjunction with future filings, please ensure that the documents apply to that project type.

All changes, from the approved MMDs must be clearly identified via deletions or revisions appropriately marked (red-lined).

### **Submit:**

- A completed RE 616B
- A copy of Master Management Document Approval (RE 616C)
- Red-lined MMDs

*Assemble documents according to SPRAG and mail or deliver with the completed subdivision application to the appropriate office.*