

NOTICE OF INTENTION (COMMON INTEREST)

RE 624 Part II (Rev. 3/22)

INTRODUCTION

The Part II Index/Quantitative Deficiency Notice is designed to allow DRE staff to quickly determine whether your application is “substantially complete,” without having to review the entire Part III Questionnaire. Please read the Instructions in Part I thoroughly. By properly completing Part II you will enable the Department to send out a Quantitative Deficiency Notice within 10 days.

The Part II Index/Quantitative Deficiency Notice is a list of the documents required for a “substantially complete application” (SCA) only. ***It is not a list of all the documents needed for issuance of the final public report.*** The additional documents needed for issuance of the final report will be listed in deficiency notices prepared by a Real Estate Specialist after your application is substantially complete.

USE OF MASTER FILE DOCUMENTS

If you are submitting the first phase or map of a phased or multiple-map project, you may elect to designate this application as a “Master File” for the subsequent applications (see item 1M, page 2 of Part III). By this means you may use documentation contained in the Master File to serve in subsequent applications without having to re-submit the same item.

When submitting subsequent phases (or maps) indicate which documents are to be referenced in the Master File by entering “MF” in column #5 of the Part II Index/Quantitative Deficiency Notice.

Subsequent phase filings must be submitted on RE 624.

INSTRUCTIONS

- Step 1.** Complete Part III. Answer *all* questions.
- Step 2.** Complete Part II. For each item number shown in column #1 of Part II, consult Part III and transfer your answer to column #2. Enter YES, NO, or NA.
- Note:* If you leave any blanks, your application is incomplete and therefore does not meet “minimum filing package” (MFP) requirements.
- Step 3.** Compare your transferred answer in column #2 to the “Qualifying Answer” in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4 in order to compile a substantially complete application. Part III of the Notice of Intention provides further information on the specific document required.
- Step 4.** Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves more than one document requirement, affix tabs with each of the pertinent item numbers to that document.
- Step 5.** In column #5, indicate with a check mark which items you are submitting with your initial filing.

After review of your file, DRE staff will check column #6 to indicate which additional documents, if any, are required to qualify for SCA. A copy of Part II will be sent to you as a Quantitative Deficiency Notice. ***Submit all deficiency-response documents together in one package under the original Quantitative Deficiency Notice.***

EXAMPLE (From Part III)

7. * LEASES AFFECTING TITLE

Are there now any leases which affect title or are there

any leases proposed? ☐ NO ☒ YES

If YES, submit a copy of all leases affecting title.

EXAMPLE (From Part II)

| Column #1 | Column #2 | Column #3 | Column #4 | Column #5 | Column #6 |
|-------------------------|------------------------------|----------------------|---|-----------------------|---------------------|
| Part III Item Number | Your answer from Part III | Qualifying Answer | Document Required (If columns #2 & #3 Match) | Document Submitted | Required for SCA |
| 7 | YES | YES | * Leases Affecting Title | ✓ | |

- ✓ Answers in columns #2 and #3 match; document in column #4 must be submitted.
- ✓ Enter a check mark in column #5, if document is being submitted with application.
- ✓ Every applicable item that is asterisked (*) must be submitted upon initial filing in order to meet “minimum filing package” (MFP) requirements. If MFP requirements are not met, the application will be returned.

NOTICE OF INTENTION (COMMON INTEREST)

RE 624 Part II (Rev. 3/22)

INDEX/QUANTITATIVE DEFICIENCY NOTICE (SCA)

- Note:*
- Additional items not listed below may be required for issuance of a final public report.
 - * Indicates “minimum filing package” documents.
 - ♦ Indicates exhibit may serve as *Master File Item*.
 - Do not write in column #6 – it is for DRE use only.

| TRACT NAME/NUMBER | | | | FILE NUMBER (TO BE ENTERED BY DRE) | |
|--------------------------------------|---|-----------------------------------|--|------------------------------------|----------------------------------|
| Column #1 Part III Item Number | Column #2 Your answer from Part III | Column #3 Qualifying Answer | Column #4 Document Required (If columns #2 and #3 match) | Column #5 Document Submitted | Column #6 Required for SCA |
| Does not apply | Always | Submit | *RE 624 | | |
| Does not apply | Always | Submit | Copy of pages 1 & 2 of part III | | |
| 1H | Always | Submit as applicable | *Filing fee | | |
| | | | *Lot fee | | |
| | | Submit | *Address labels for SRP & subdivider | | |
| 1N(5) | | Yes | Copy of estimate(s) | | |
| ♦2A | | No | *Out-of-state subdivider/RE608 | | |
| ♦2B | | Yes | *Certificate of status | | |
| 4A | | Yes | Conditional public report statement | | |
| 4C | | Yes | RE 612A | | |
| | | | RE 612 | | |
| | | | Typed preliminary public report (short pink) | | |
| 5A(1-7) | | Yes | Details of advertising and promotion | | |
| 5A(3)(a) | | No | RE 609 | | |
| 5A(8) | | Yes | RE 624E | | |
| 5A(9)(b) | | Yes | RE 624A | | |
| 5A(9)(b)(1) | | Yes | RE 611A | | |
| 5A(9)(b)(2) | | Yes | Escrow Instructions / RE 621 | | |
| 5A(9)(b)(3) | | Yes | Alternative plan (set-aside letter, letter of credit, or other) | | |
| | | | RE 611A | | |
| 5A(9)(c) | | Yes | Conveyance Instrument | | |
| 6A | Always | Submit | *Preliminary title report | | |
| 6B | | No | *Evidence of future vesting | | |
| 6D | | No | Protection arrangements | | |
| 6F | | Yes | Transfer fee document | | |
| ♦7 | | Yes | *Leases affecting title | | |

| Column #1 Part III Item Number | Column #2 Your answer from Part III | Column #3 Qualifying Answer | Column #4 Document Required (If columns #2 and #3 match) | Column #5 Document Submitted | Column #6 Required for SCA |
|--------------------------------------|---|-----------------------------------|---|------------------------------------|----------------------------------|
| ◆8 | | Yes | Coastal zone permit or exemption | | |
| ◆10A/B | | No | Fire protection service letter | | |
| ◆10C | | Yes | Fire will serve - state responsibility area | | |
| 11B | | Yes | Financial arrangements for sewer system or verification of installation [11B(2)(3)] | | |
| ◆11D | | Yes | Health authority letter re: individual septic/sewer systems | | |
| ◆14B(2)(a) | | Yes | Permit to issue shares or RE 699B | | NA |
| ◆14B(2)(a) | | No | RE 699B | | NA |
| ◆14B(3)(a) | | No | P.U.C. letter | | NA |
| ◆14C(1)(a) | | No | Water supplier/evidence of financial arrangements | | |
| ◆14C(1)(b) | | No | Water supplier letter | | |
| ◆14D | | Yes | Water supplier letter | | |
| ◆14E(1) | | Yes | Well driller's estimate Health authority letter re: wells | | |
| ◆14E(2) | | Yes | Geologist's report | | |
| ◆14E(3) | | Yes | Special conditions statement | | |
| ◆14F | | Yes | Available water supply verification | | |
| ◆15B(1) | | Yes | Evidence of financial arrangements | | |
| ◆15B(2) | | Yes | Evidence of financial arrangements for electricity | | |
| ◆15B(3) | | Yes | Evidence of financial arrangements for telephone | | |
| ◆15C(1) | | Yes | Gas company estimates | | |
| ◆15C(2) | | Yes | Electricity company estimates | | |
| ◆15C(3) | | Yes | Telephone company estimates | | |
| ◆15D(1) | | Yes | School district letters | | |
| ◆15D(2) | | No | Subdivider statement and request letter | | |
| ◆16B(1) | | Yes | Evidence of financial arrangements | | |
| ◆16B(2) | | No | Evidence of financial arrangements | | |
| ◆17A | | No | Flood agency report | | |
| ◆17B | | Yes | Reclamation board coverage | | |
| ◆18B(4) | | Yes | RE 624C | | |
| ◆18C | | Yes | RE 624C | | |
| ◆18D2 | | Yes | RE 624C | | |
| ◆19D | | Yes | Street construction & maintenance letter from engineer | | |

| Column #1 Part III Item Number | Column #2 Your answer from Part III | Column #3 Qualifying Answer | Column #4 Document Required (If columns #2 and #3 match) | Column #5 Document Submitted | Column #6 Required for SCA |
|--------------------------------------|---|-----------------------------------|--|------------------------------------|----------------------------------|
| ◆19E(1) | | No | Evidence of financial arrangements | | |
| ◆19E(2) | | Yes | Evidence of financial arrangements | | |
| 20B(2) | | Yes | *Security instrument | | |
| 20B(2)(b)(2) | | No | *Explanation of other arrangement | | |
| ◆21 | | Yes | *Sample real property sales contracts | | |
| 23 | Always | Submit | *Sample deposit receipt/agreement to purchase | | |
| ◆24A | | Yes | Sample trust deed & sample note | | |
| ◆24B | | Yes | Financing details and documents | | |
| ◆24C | | Yes | Arranger of Credit Disclosure Statement | | |
| 25 | | No | *Sample grant deed | | |
| ◆26B | | Yes | *All leases | | |
| ◆27A | Always | Submit | *Tentative map (including approval or evidence submitted for approval), map, or waiver | | |
| 27B | | Yes | Map documents | | |
| 27D | | Yes | Sample agreement/construction contract | | |
| 28 | | Yes | *Condominium plan with definition page | | |
| ◆29 | Always | Submit | *Plot Plan and Landscape Plan | | |
| ◆30 | Always | Submit | Vicinity map | | |
| 31A | Always | Submit | Completed RE 624A(s) | | |
| 31B | | Yes | Facilities use statement | | |
| 32A | | Yes | Evidence of financial arrangements | | |
| 32B(1) | | Yes | Notice of completion | | |
| 32B(2)(a) | | Yes | RE 611A | | |
| 32B(2)(b) | | Yes | Escrow instructions/RE 621 | | |
| 32B(2)(c) | | Yes | Evidence of lien insurance | | |
| | | | Title company statement | | |
| 32B(2)(d) | | Yes | Alternative plan (set-aside letter, letter of credit, or other) | | |
| | | | RE 611A | | |
| 33A | | Yes | Sample existing subdivision interest disclosure statement | | |
| 33B | | Yes | RE 639 | | |
| | | | Inspection Report, pursuant to Health and Safety Code 17973 (m), if applicable. | | |

| Column #1 Part III Item Number | Column #2 Your answer from Part III | Column #3 Qualifying Answer | Column #4 Document Required (If columns #2 and #3 match) | Column #5 Document Submitted | Column #6 Required for SCA |
|--------------------------------------|---|-----------------------------------|--|------------------------------------|----------------------------------|
| 33B (1) | | | Financial Statements | | |
| | | | HOA's adopted budget | | |
| | | | Reserve Study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | No | Reserve Study | | |
| | | | Utility Bills | | |
| | | | Income and Expense Statements | | |
| 33C (1) | | Yes | Financial Statements | | |
| | | | HOA's adopted budget | | |
| | | | Reserve Study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | No | Reserve Study | | |
| | | | Utility Bills | | |
| | | | Income and Expense Statements | | |
| ◆34 | | Yes | Subsidy/maintenance agreement and supporting documents | | |
| ◆35 | | Yes | Contract(s) obligating HOA | | |
| ◆36 | | Yes | Sales program agreement with HOA | | |
| 37A | Always | Submit | RE 623 | | |
| 37B | | Yes | Capital contribution | | |
| ◆38A | | Yes | RE 623(s); future phases | | |
| ◆38B | | No | Map of future phases | | |
| 38C(1)(a) | | Yes | Assessment Delinquency Report | | |
| 38C(2) | | Yes | Proposed HOA budgets, RE 623(s) | | |
| 38C(3) | | Yes | Financial statements | | |
| | | | HOA's adopted budget | | |
| | | | Assessment Delinquency Report | | |
| | | | Reserve study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | | RE 660C | | |
| 38C(5) | | Submit | If available, copy of the most recent RE 660C | | |

| Column #1 Part III Item Number | Column #2 Your answer from Part III | Column #3 Qualifying Answer | Column #4 Document Required (If columns #2 and #3 match) | Column #5 Document Submitted | Column #6 Required for SCA |
|--------------------------------------|---|-----------------------------------|--|------------------------------------|----------------------------------|
| 39A | Always | Submit | *Escrow instructions | | |
| 40B | | Yes | Conveyance instrument | | |
| 41C | | Yes | Alternative plan | | |
| ◆42A(1) | | No | *RE 648 | | |
| ◆42A(2) | | Yes | *RE 616B | | |
| | | | *RE 616C | | |
| 42B(1) | | No | *RE 648 | | |
| 42B(2) | | Yes | *RE 610B | | |
| | | | *RE 610A | | |
| 43B(1) | | Yes | Submit amended pages | | |
| ◆44A | | Yes | *Articles of incorporation | | |
| ◆44B | | Yes | *Articles of association | | |
| ◆45 | | Yes | *Bylaws | | |
| ◆46 | | Yes | *Existing CC&Rs | | |
| ◆47 | Always | Submit | *Proposed CC&Rs | | |
| 48A | | Yes | Subordination | | |
| 48B | | Yes | Subordination | | |
| 49 | | Yes | *Declaration of annexation | | |
| 51 | Always | Submit | Duplicate budget package and copy of RE 681 or RE 684A | | |
| ◆52 | | As applicable | Authorization to sign | | |
| | | | Agent's authorization | | |

DUPLICATE BUDGET PACKAGE INFORMATION (DBP)

The documents required in the DBP will vary depending on your project's set-up. In order to determine whether your DBP is complete, transcribe your answers from Part III to column #2 below. If your answer matches the preprinted qualifying answer in column #3, the DBP must include the documents shown in column #4.

When all the required documents are collected, submit them at one time in a separate folder as described in Part I, item XIV and as shown in Figure B.

All items required for DBP must be submitted at one time. If the DBP is not complete the entire folder will be returned.

If this is a subsequent phase filing (or a subsequent map filing) **and** if the budget for this phase was accepted within the last twenty-four (24) months, **and** if there is absolutely no change in the offering, you may submit RE 684A in lieu of a DBP. See Instructions, Part I, item XIV.

- ① May be deleted from subsequent phase or subsequent map filings, as per Instructions, Part I, item XIV.

| Column #1 | Column #2 | Column #3 | Column #4 | Column #5 | Column #6 |
|-------------------------|------------------------------|----------------------|--|-----------------------|---------------------|
| Part III Item Number | Your answer from Part III | Qualifying Answer | Document Required (If columns #2 and #3 match) | Document Submitted | Required for SCA |
| NA | Always | Submit | RE 681 | | |
| NA | Always | Submit | Address Labels - 5 for SRP and 5 for Subdivider | | |
| NA | Always | Submit | Part III Questionnaire | | |
| 1M3 | | YES | Phasing schedule | | |
| 1M(5) | | Yes | Copy of estimate(s) | | |
| 5A(9)(b) | | Yes | RE 624A | | |
| 5A(9)(b)(1) | | Yes | RE 611A | | |
| 5A(9)(b)(3) | | Yes | Alternative plan (set-aside letter, letter of credit, or other) | | |
| | | | RE 611A | | |
| 19E(1) | | NO | Evidence of financial arrangements | | |
| 19E(2) | | Yes | Evidence of financial arrangements | | |
| 27A | Always | Submit | Tentative map (including approval, or evidence submitted for approval), map, or waiver ① | | |
| 28 | | YES | Condominium plan with definition page | | |
| 29 | Always | Submit | Plot Plan and Landscape Plan | | |
| 30 | Always | Submit | Vicinity Map | | |
| 31A | Always | Submit | Completed RE 624A(s) | | |
| 32B(2)(a) | | YES | RE 611A | | |
| 33B | | Yes | RE 639 | | |
| | | | Inspection Report, pursuant to Health and Safety Code 17973 (m), if applicable. | | |

| Column #1 | Column #2 | Column #3 | Column #4 | Column #5 | Column #6 |
|-----------|-----------|-----------|---|-----------|-----------|
| 33B (1) | | | Financial Statements | | |
| | | | HOA's adopted budget | | |
| | | | Reserve Study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | No | Reserve Study | | |
| | | | Utility Bills | | |
| | | | Income and Expense Statements | | |
| 33C (1) | | Yes | Financial Statements | | |
| | | | HOA's adopted budget | | |
| | | | Reserve Study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | No | Reserve Study | | |
| | | | Utility Bills | | |
| | | | Income and Expense Statements | | |
| 34 | | YES | Subsidy/Maintenance Agreement and Supporting Documents | | |
| 35 | | YES | Contract(s) Obligating HOA | | |
| 37A | Always | Submit | RE 623 | | |
| 38A | | YES | RE 623(s); Future Phases | | |
| 38B | | NO | Map of Future Phases | | |
| 38C(1)(a) | | YES | Assessment Delinquency Report | | |
| 38C(2) | | YES | Proposed HOA budgets, RE 623(s) | | |
| 38C(3) | | Yes | Financial Statements | | |
| | | | HOA's adopted budget | | |
| | | | Assessment Delinquency Report | | |
| | | | Reserve Study | | |
| | | | Assessment & Reserve Funding Disclosure Summary per CC 5570 | | |
| | | | HOA's operating and reserve bank statements | | |
| | | | RE 660C | | |
| 38C(5) | | Submit | If available, copy of the most recent RE 660C | | |
| 45 | | YES | Bylaws ① | | |
| 47 | Always | Submit | Proposed CC&Rs ① | | |
| 49 | | YES | Declaration of Annexation | | |
| 51 | Always | Submit | Duplicate budget package and copy of RE 681 or RE 684A | | |