

# PUBLIC REPORT EXPEDITED AMENDMENT/RENEWAL APPLICATION

RE 635A (Rev. 3/19)

## GENERAL INFORMATION

- ✓ Refer to page 4 for RE 635A usage restrictions.
- ✓ Submit original RE 635A and one photocopy of page one; attach fee to the copy of this page.

QUESTIONNAIRE	FOR OFFICE USE ONLY	DATE RECEIVED																
<p><b>1. THIS APPLICATION IS FOR A:</b> <i>[check box(es)]</i></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>AMENDMENT OF:</b>  <input type="checkbox"/> FINAL PUBLIC REPORT  <input type="checkbox"/> CONDITIONAL PUBLIC REPORT                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> <b>RENEWAL OF:</b>  <input type="checkbox"/> CONDITIONAL PUBLIC REPORT                 </td> </tr> </table>	<input type="checkbox"/> <b>AMENDMENT OF:</b> <input type="checkbox"/> FINAL PUBLIC REPORT <input type="checkbox"/> CONDITIONAL PUBLIC REPORT	<input type="checkbox"/> <b>RENEWAL OF:</b> <input type="checkbox"/> CONDITIONAL PUBLIC REPORT	<p>FILE NUMBER</p> <hr/> <p>AMOUNT REQUIRED</p> <p>\$</p> <hr/> <p>AMOUNT RECEIVED</p> <p>\$</p> <hr/> <p>REFUND AMOUNT</p> <p>\$</p>	<p> </p>														
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<p><b>3. SUBDIVISION IDENTIFICATION AND LOCATION</b></p> <p>DRE FILE NUMBER</p> <p>_____</p> <p>PREVIOUS REAL ESTATE SPECIALIST ASSIGNED FILE</p> <p>_____</p> <p>LIST MASTER FILE NO. (IF APPLICABLE)</p> <p>_____</p> <p>NAME OF SUBDIVISION</p> <p>_____</p> <p>TRACT NUMBER</p> <p>_____</p> <p>NAME TO BE USED IN ADVERTISING</p> <p>_____</p> <p>STREET ADDRESS (OR NEAREST CROSS STREETS)</p> <p>_____</p> <p>CITY</p> <p>_____</p> <p>COUNTY</p> <p>_____</p> <p>IF SUBDIVISION IS LOCATED WITHIN CITY LIMITS, LIST NAME OF CITY.</p> <p>_____</p> <p>IF RURAL SUBDIVISION, LIST NAME OF NEAREST TOWN/CITY.</p> <p>_____</p> <p>LIST THE MILES/DIRECTION FROM NEAREST TOWN/CITY.</p> <p>_____</p> <p>IF STOCK COOPERATIVE CONVERSION OR LEHC, IDENTIFY UNIT NUMBERS.</p> <p>_____</p>	<p><b>5. SINGLE RESPONSIBLE PARTY (SRP)</b></p> <p>NAME</p> <p>_____</p> <p>ATTENTION</p> <p>_____</p> <p>BUSINESS ADDRESS</p> <p>_____</p> <p>CITY</p> <p>_____</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">STATE</td> <td>ZIP CODE</td> </tr> <tr> <td>TELEPHONE NUMBER (INCLUDE A/C)</td> <td>FAX NUMBER</td> </tr> </table> <p>EMAIL ADDRESS</p> <p>_____</p>		STATE	ZIP CODE	TELEPHONE NUMBER (INCLUDE A/C)	FAX NUMBER												
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<p>CHECK APPROPRIATE BOX(ES)</p> <p><input type="checkbox"/> All residential lots/units to be sold vacant</p> <p><input type="checkbox"/> All residential lots/units to be sold with completed residential structures.</p> <p><input type="checkbox"/> Residential lots/units to be sold both vacant and improved with residential structures.</p> <p><input type="checkbox"/> All lots/units to be sold with age restrictions.</p> <p><input type="checkbox"/> All lots/units to be sold as raw land.</p> <p><input type="checkbox"/> All lots/units to be leased.</p>	<p><b>WHEN PUBLIC REPORT IS READY:</b></p> <p><input type="checkbox"/> EMAIL TO SRP    EMAIL ADDRESS: _____</p> <p><input type="checkbox"/> MAIL TO SRP</p> <p><input type="checkbox"/> CALL SRP FOR PICK UP</p>																	

- 6. Is this application for the Renewal of a Conditional Public Report with no changes to the offering?.....  Yes  No

If YES, please indicate which conditions under B&P Code Section 11018.12 have been satisfied and submit a revised conditional public report addendum. *If none, so state:*

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Satisfaction of the conditions that fall under B&P Code Section 11018.12 (e.g. recordation of the final map, CC&Rs, etc.) and/or budget acceptance are not considered changes to the offering. (Please use RE 635 if adding conditions under B&P Code Section 11018.12.)

*Note:* If Yes to item 6, please answer N/A to items 7-10 and proceed to item 11.

- 7. If the sole reason for requesting an amendment is to correct an error in the public report, include a brief explanation concerning the origin of the error(s) being corrected.

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- 8. This amended public report will cover the following interests:

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- 9. I am familiar with the contents of DRE Subdivision File No. \_\_\_\_\_. The offering to be made under authority of this amended public report includes only the following changes in the terms and provisions of the offering from the subdivision file and/or the most recently issued subdivision public report. (Enumerate, describe and append documents, as necessary, to explain/show the changes in the offering. See Regulation 2800 for a listing of material changes.)

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10. I have examined the final or conditional subdivision public report which has an original issuance date of \_\_\_\_\_ and the last amendment dated \_\_\_\_\_. The following changes to the subdivision public report (or to the amendment, if any) are necessary to reflect the true terms, conditions and provisions of the offering for which an amended public report is requested:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

11. Submit a current preliminary title report (issued within 90 days of submittal of this application).

12. Submit two typewritten amended or conditional public reports. Also, submit a copy of the new public report with the changes highlighted, and a copy of the most recently issued public report. (Refer to RE 635 Part I for more information regarding the typewritten public report.)

CERTIFICATION

I hereby certify under penalty of perjury, that there are no changes in the subdivision offering other than those enumerated and described in items 9 and 10, including any attachments pertinent to items 9 and 10, and that the information set forth in this application and in the documents appended hereto is true and complete to the best of my knowledge and belief.

- Certification signed outside the State of California must be acknowledged by a notary public.
• Prior to signing, review all answers submitted. Errors or omissions must be corrected and initialed by the subdivider(s).
• If the subdivider is a corporation, limited liability company (LLC), partnership, etc., the individual(s) signing the certification must stipulate the capacity (e.g., president, manager, general partner, etc.) of the signer and an authorization to sign (e.g., a corporate resolution, LLC statement, partnership statement, etc.) must be submitted.
• If an agent will be submitting documents to Department of Real Estate on behalf of the subdivider, the subdivider must provide written authorization to that effect.

SIGNATURE OF SUBDIVIDER DATE
PRINTED NAME OF SUBDIVIDER CAPACITY
NAME OF CORPORATION, LLC, PARTNERSHIP, ETC.

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BUSINESS ADDRESS
CITY COUNTY STATE

**RE 635A USAGE RESTRICTIONS**

RE 635 must be used if any of the following applies:

- Applicant is a person/entity other than the person/entity to whom the original (or a previously amended) public report was issued. (*See note to the right regarding "Change of Ownership" exception.*)
- A material change in homeowners' association budget or financial condition or involving a budget review.
- Budget was last accepted more than 24 months ago.
- A proposed amendment to the governing instruments for common interest subdivisions for which the consent of the Real Estate Commissioner to permit a vote of owners is required under Section 11018.7 of the Business and Professions Code.
- Renewal applications for final public reports and applications pertinent to any public report originally issued prior to May 5, 1962.
- A subdivision offering that is, or is to be, registered with the HUD Office of Consumer and Regulatory Affairs (HUD-OCRA) Interstate Land Sales RESPA Division.
- Raw land subdivision amendments.
- Offering that involves use of real property sales contracts, all inclusive deeds of trust, balloon payments, subsidized interest and loan payments, "creative financing" plans, equity sharing plans, "affordable housing" financing, or other similar financing provisions.
- Changes in phasing of a common interest development.
- Adding or revising security to be posted for guaranteeing lien free completion of homeowner association common area.
- Material modification or the addition of a maintenance or subsidy program with the homeowners association.
- Applications to add vacant lots/units to be sold under an agreement obligating buyer to enter into construction with seller or seller controlled entity.
- Applications for Amendment/Renewal of a Conditional Public Report, if adding conditions under B&P Code Section 11018.12.
- Changes of ownership/vesting as a result of bankruptcy or foreclosure.

**CHANGE OF OWNERSHIP**

A Public Report Expedited Amendment Application (RE 635A) may be used for ***change of ownership*** provided the following exhibits are submitted:

- a. A current title report which shows title vested in the new owner.
- b. An exemplar deposit receipt/agreement to purchase signed by new owner, using approved master form.
- c. An exemplar grant deed signed by the new owner.
- d. Exemplar escrow instructions signed by new owner and escrow holder, using approved master form.
- e. And a completed RE 600C, Purchase Money Handling (Supplemental Questionnaire).
- f. If the new subdivider is not a resident of the State of California, submit an irrevocable consent (original and one copy of the RE 608-Consent to Service of Process reflecting the subdivider's new name), that if any action is commenced against the subdivider in the State of California and personal service of process upon the entity or individual cannot be made in this State, a valid service may be made by delivering the RE 608-Consent to Service of Process to the Department of Real Estate.
- g. Evidence of compliance with Regulation 2792.9 (common interest only).
- h. Arrangements for conveyance of common area(s), if applicable (common interest only).
- i. Arrangements for completion of common area(s) and facilities, if applicable (common interest only), if not changing the amount from the originally approved RE 611A.
- j. Arrangements for §2792.10 if continuing previously approved subsidy program.

*Note: Any documents that can show changes plainly noted against the previously submitted documents would be helpful for review.*