

SUPPLEMENTAL QUESTIONNAIRE
(Common Interest Subdivision Conversion)

RE 639 (Rev. 6/21)

SUBDIVISIONS

GENERAL INFORMATION

DRE FILE NUMBER (IF KNOWN)

TRACT NUMBER

TRACT NAME

ADDRESS

QUESTIONNAIRE

1. HISTORY OF IMPROVEMENTS

- A. Completion Date (Submit copy of recorded Notice of Completion.)..... _____
- B. Date of Subsequent Additions (Submit copy of recorded Notice of Completion.) _____
- C. Prior to conversion, what was this project used as?
 Hotel Motel
 Apartment

2. CONDITION OF COMMON AREA IMPROVEMENTS

- A. Has any local (city or county) governmental agency, by ordinance or as a condition of approval of the conversion, required, or will they require a building inspection report? Yes No

Note: Physical elements include, but are not limited to: structures, foundations, roofs, electrical, plumbing, utilities, walls, ceilings and windows, recreational facilities, sound transmission of each building, mechanical equipment, parking facilities, appliances, structural pest control, etc.)

If YES, please furnish a copy of the entire report.

- B. In lieu of the foregoing, will the city or county provide a statement that the building conforms to current building codes?..... Yes No

If YES, please furnish a copy of the statement.

- C. Has local governmental agency required you to comply with local building codes as a condition to approval of your conversion under the Subdivision Map Act and local ordinance? Yes No

If YES, please submit evidence of compliance with such local building codes and ordinances.

- D. 1) When did the applicant start operating the building subject to this conversion?..... _____

- 2) Are there any defects of the structural components of the building (i.e., foundations, frame, roof structure) or of the plumbing, heating, air conditioning, or other mechanical features such as elevators, exhaust systems, etc.?..... Yes No

If YES, list defects and attach proposals to cure defects.

Four horizontal lines for listing defects and proposals.

E. Submit inspection reports by a qualified engineer or contractor or other qualified person on the following items:

- 1) Foundation
- 2) Structural
- 3) Plumbing
- 4) Electrical
- 5) Mechanical components
- 6) Roof
- 7) Structural pest control inspection report
- 8) Paving
- 9) Swimming pools

Note: Reports should state the condition of those components, give an estimate of their remaining useful life, and give an estimate of the cost of any recommended repairs.

If subdivider decides not to furnish the inspection reports and cost estimates, the Department of Real Estate will insert a special note in the Subdivision Public Report dealing with the seriousness of such lack of material information.

3. RENOVATION OF COMMON AREA IMPROVEMENTS

A. Does the conversion program provide for any renovation or replacement of common area improvements or will any additions to the project be constructed? Yes No

If YES, submit a statement indicating all renovation work completed to date, including work to be completed in the future and financial arrangements to complete same. Provide a copy of the plot plan detailing new additions.

B. Will all renovation work be completed prior to recording of the condominium (or cooperative) plan and issuance of the Final Public Report? Yes No

If NO, the subdivider must provide financial guarantees to the homeowner association and specify a date for completion [B&P Code Section 11018.5(a)(2)]. Submit Planned Construction Statement (RE 611A) for approval, if necessary. Designate which alternative under B&P Code Section 11018.5(a)(2) will be utilized to guarantee completion.

If YES, submit copy of recorded Notice(s) of Completion when available.

C. Will the subdivider furnish owners association with copies of contracts, guarantees and warranties for construction work and/or new fixtures that will inure to the benefit of the association? Yes No

If NO, a special note will be placed in the final subdivision public report dealing with the materiality of such information.

4. CONVERSION PROCEDURES

- A. Civil Code Section 1134 requires the owner or subdivider, or his agent, of a unit in a condominium project which was converted from an existing dwelling, to deliver to the prospective buyer, either a written statement listing all substantial defects or malfunctions in the major system, as defined, in the unit and common areas, or a written statement disclaiming knowledge thereof. Submit copies of the written statement of defects or written disclaimer proposed for review.

- B. Business and Professions Code Section 11010.9 requires the subdivider of a mobilehome park or floating home marina that is proposed to be converted to resident ownership, prior to filing a notice of intention pursuant to Section 11010, to provide a written disclosure notice to the homeowners and residents of the mobilehome park or floating home marina disclosing the tentative price of the subdivided interests proposed to be sold or leased. Submit a copy of the written disclosure notice that has been provided to the homeowners and residents for review.

5. OPERATING STATEMENTS

- A. Submit income and expense statements applicable to the project for the last (2) years.

CERTIFICATION

I hereby certify under penalty of perjury that the foregoing is true and correct.

NAME OF OWNER (IF CORPORATION, PARTNERSHIP, ETC., SO STATE.)

SIGNATURE

DATE



TITLE

Note: Authority of agents must be verified. Verification made outside the State of California must be certified to by a Notary Public.