

2-4 Unit Condo Conversion Summary

APPLICATION ASSEMBLY:

- Owner:** -Applies for building inspection
-Retains Surveyor, Lawyer & Title Company
-Provides Lawyer with requested documents
-Notifies Tenants (if present)
- Surveyor:** -Prepares maps & sends to Lawyer
- Lawyer:** -Assists Owner in gathering docs, checks all docs, assembles conversion application packet, submits to DPW
- Title Company:** -Prepares title report

DBI Process

1. Inspection
2. 6 week wait to receive report
3. Fix violations, pulling permits as necessary
4. Finish all work & close all permits, w/ inspections as needed. Plumbing & electrical inspected first. Inspection of general building work done last, also includes complete reinspection of all corrected citations from report. (inspectors come out within 2-3 days)
5. Final DBI sign off called CFCO (certificate of final completion & occupancy) awarded.
6. Scan & email a copy of the CFCO to Lawyer

DPW Phase 1: City Approval

1. Application checked, logged on website
2. Application sent to relevant city departments for approval
 - Human Rights Commission
 - Rent board
 - Department of City Planning
 - DPW Sidewalk permitting
3. Approvals sent back to DPW
4. DPW sends Owner & Surveyor letters awarding Tentative Approval

CFCO needed from DBI to begin DPW phase 2.

Projects with CFCO can move straight to phase 2, but some projects take several months to even years to finish the DBI work & so are on hold here all that time.

CC&Rs Drafted by Lawyer

1. Owner reviews unit diagrams from Surveyor & TIC agreement (if one exists)
2. Lawyer drafts CC&Rs & sends to Owner
3. Owner reviews docs & has meeting with Lawyer to discuss docs & request any changes

DPW Phase 2: Map Review

1. City & Surveyor send check prints back & forth to formalize the format & content of the subdivision map.
2. City asks for Surveyor to print fully approved map on Mylar plastic

Recordation

- Maps:** Owner signs & notarizes Mylar maps, pays \$11 recordation fee, obtains tax certificate by prepaying 1-3 property tax installments (depending on the time of year). Mylars sent to city & recorded within a few days. This completes the city process. Tenants notified if present.
- CC&Rs:** Owner sends final CC&Rs to Title Company, who records CC&Rs along with attachments: unit diagrams from Surveyor, notary sheets, legal description, Owner consent & lender consent. Most groups obtain lender consent by refinancing into condo loans. Once CC&Rs recorded, individual deeds prepared for each condo. Conversion fully complete.

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