



San Francisco Residential Rent Stabilization and Arbitration Board

INSTRUCTIONS

- (1) The owner must provide all of the requested information and file this Declaration at the Rent Board before submitting an application to construct an ADU under Planning Code Section 207(c)(4).
- (2) A copy of the *Notification to Tenants* required by Planning Code Section 207(c)(4)(J) must be attached to this Declaration.

Rent Board Date Stamp

OWNER'S DECLARATION - ADU CONSTRUCTION [Pursuant to Planning Code §207(c)(4)]

↓ Property Address ↓

The address of the property where the owner intends to seek approval for the construction of one or more Accessory Dwelling Units (ADU) under Planning Code Section 207(c)(4):

San Francisco, CA 941

Street Number Street Name Unit Number City State Zip Code Assessor's Parcel No. (lot and block)

↓ Owner Information ↓

Owner's Name

Business Address: Street Number Street Name Unit Number City State Zip Code

Business Phone Number Business Email Address

↓ Owner's Statement – Part 1 ↓

A copy of the Notification to Tenants pursuant to Planning Code Section 207(c)(4)(J) describing the proposed ADU project was posted in an accessible common area of the building and mailed or delivered to each unit (including unauthorized units) at the subject property. (A copy of the Notification must be attached to this Declaration at the time of filing at the Rent Board)

☐ ***If the above statement is true, please check the box.***

The Notification was posted in the common area of the building on: _____
(date)

The Notification was mailed/delivered to each unit on: _____
(date)



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↓ Owner's Statement – Part 2↓

Rent Ordinance Section 37.2(r) requires owners to have a “just cause” reason* under Ordinance Section 37.9(a) in order to remove or substantially reduce any of the following **“housing services”** from a tenancy - garage facilities, parking facilities, driveways, storage spaces, laundry rooms, decks, patios, or gardens on the same lot, or kitchen facilities or lobbies in single room occupancy hotels.

Provide a description of any housing services supplied in connection with the use or occupancy of any units on the subject property that are located in the area (floor) of the property or building where the ADU(s) will be constructed:

↓ Owner's Statement – Part 3↓

The proposed ADU project at the property that is described in the attached Notification to Tenants will comply with the requirements of 37.2(r) as follows (one box must be checked):

- ☐ a. I declare that NO tenant housing services will be removed or substantially reduced as a result of the proposed ADU project.
- ☐ b. I declare that the following tenant housing service(s) will be removed or substantially reduced as a result of the proposed ADU project (please provide a detailed explanation and attach additional pages if necessary):

The housing service(s) that will be removed or substantially reduced will affect the following rental units:



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↓ Owner's Statement – Part 3, continued ↓

If any tenant housing services will be removed or substantially reduced, state (a) whether or not any of the "just cause" reasons* under Ordinance Section 37.9(a) will apply, AND/OR (b) whether any of the affected tenants have given their express written consent for the removal or substantial reduction:

☐ (a) The following "just cause" reason* under Section 37.9(a) applies:

☐ (b) The following tenants have given their express written consent for the removal or substantial reduction (copy of the tenants' written consent must be attached):

***WARNING TO OWNER** - The issuance of a permit for construction of an Accessory Dwelling Unit does not, on its own, constitute a just cause for the purpose of removing or substantially reducing a housing service. If the landlord wrongfully endeavors to remove or substantially reduce a housing service supplied in connection with the use or occupancy of a rental unit, the landlord may be found guilty of a misdemeanor, and the tenant, or the Rent Board, may bring a civil action (lawsuit) for an injunction or treble damages (money), or both, and attorney fees.

↓ Owner's Declaration ↓

I declare under penalty of perjury under the laws of the State of California that every statement in this Declaration and every attached document is true and correct to the best of my knowledge and belief.

Print Owner's Name

Owner's Signature

Date

OFFICE USE ONLY

Date of 207(c)(4)(J) Notice _____

Tenant Objection Deadline _____

Objection Timely Filed: ☐ Yes ☐ No

Date Provided to Planning Dept. _____

Rent Board Staff Signature: _____