

Letter Requirements for Condo/Co-Op Buildings

- Date within 30 calendar days
- Typed letter with HOA Name / Letterhead
- Addressed to the Department of Building Inspection or Records Management Division
- DOP Request Property Address
- Name and Title of person authorized to sign on behalf of the HOA, any member of the Board preferably the President. If the Applicant is the President, then the Affidavit and letter needs to be signed by a Board Member other than the President.
- Wet Signature / Original

See next page for sample letter

SAMPLE LETTER FORMAT

HOA NAME

Current Date – Within 30 Calendar Days

Department of Building Inspection

49 South Van Ness Avenue, Suite 400

San Francisco, CA 94103

RE: [Enter the Requested Property Address Here]

I John Smith verify that I am the President of the San Francisco Home Owners Association and as such, I am fully authorized to sign the Affidavit of Owner on behalf of the San Francisco Home Owners Association submitted to the Department of Building Inspection requesting duplication of plans for the above mentioned property.

Wet Signature

John Smith

President

San Francisco Home Owners Association