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**SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION  
HOUSING INSPECTION SERVICES**

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**HOTEL CONVERSION ORDINANCE**  
CHAPTER 41 OF THE SAN FRANCISCO ADMINISTRATIVE CODE

**FREQUENTLY ASKED QUESTIONS**  
(SECTIONS A & B)  
ANNUAL UNIT USAGE REPORT AND RECORDS OF USE REQUIREMENTS

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**SECTION A**  
**ANNUAL UNIT USAGE REPORT (AUUR)**  
**AUUR MUST BE FILED ON NOVEMBER 1<sup>ST</sup> OF EACH CALENDAR YEAR**

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- A1. *What is the Annual Unit Usage Report (AUUR) and why must it be filed?***  
Chapter 41 of the San Francisco Administrative Code known as the Residential Hotel Unit Conversion and Demolition Ordinance (commonly referred to as the Hotel Conversion Ordinance or HCO) requires that all Apartment Houses or Hotels with certified residential guest rooms per said Ordinance, file an AUUR. Apartment Houses or Hotels with certified residential guest rooms operated by an organization which is classified as a Nonprofit per Title 26 Section 501(c)(3) of the United States Code only need to file an AUUR in the event that the status of the units in the hotel changes from the initial designation. Housing Inspection Services Division will email a pdf of the AUUR form to the property owner, at the email address we have on file, in September of each year.
- A2. *Who is supposed to file the AUUR and when must it be filed?***  
The building owner is responsible for filing the AUUR. An AUUR form is emailed to the owner/operator at the email address we have on file. The AUUR form can also be downloaded from the AUUR website (<https://sfdbi.org/annual-unit-usage-report>). The deadline for filing the AUUR is November 1st.
- A3. *What do I have to do to complete and file the AUUR?***  
You must complete the AUUR form by filling out each required field on the pdf, attach copies of the 12 required Daily Logs and the required graphic floor plan. Then email the completed AUUR form and attachments to [DBI.AUURSubmissions@sfgov.org](mailto:DBI.AUURSubmissions@sfgov.org). Additionally, you will need to pay the required filing fee by mailing a check or money order to Housing Inspection Services.
- A4. *Can I have additional time to file the AUUR?***  
The AUUR is due on November 1st every year. If you need additional time, please email Housing Inspector Timothy Wu at [timothy.wu@sfgov.org](mailto:timothy.wu@sfgov.org) explaining the reason for the extension (which cannot exceed 30 days). If you have any questions or concerns regarding an extension, please call (628)652-3384.
- A5. *What if I fail to file the AUUR or provide an insufficient filing?***  
The penalty for failing to file the AUUR is \$1,000 per month; AND ineligibility for the temporary tourist conversions as provided in Section 41.19 for twelve months. The penalty for an insufficient AUUR filing is \$500 per day; AND ineligibility for the temporary tourist conversions as provided in Section 41.19 for twelve months. An AUUR will be deemed insufficient if it is missing or has conflicting information. A written request for the missing information or needed clarification will be sent to the owner, which must be provided within 15 calendar days. If the missing information or clarification is not received within 15 days after the written request is sent, the \$500 per day penalty will begin to accrue.

## Frequently Asked Questions - Annual Unit Usage Report & Records of Use Requirements

- A6. *What kind of Notice do I post on my building when I complete the AUUR and submit it to the Department of Building Inspection?***  
You may use a copy of your filed AUUR as your posted notification, or you may post your own notice specifying that a copy of the filed AUUR is available upon request. This Notice must stay posted for 30 days following your submittal.
- A7. *How do I know how many certified guest rooms are in my building?***  
Your "Certificate of Use" contains the number of residential and tourist guest rooms in your building. If you do not have a copy of the Certificate of Use, please email Timothy Wu at [timothy.wu@sfgov.org](mailto:timothy.wu@sfgov.org).
- A8. *What is the difference between a residential guest room, tourist guest room, and an apartment unit?***  
A guest room is a legal sleeping room typically without approved cooking facilities. Private bathrooms may exist but are not a requirement. An apartment is a dwelling unit which must have provisions for sleeping, cooking, and a private bathroom. Residential guest rooms must be rented for a period not less than 7 consecutive days to a permanent resident. A tourist guest room can be rented to a tourist on a nightly basis. For temporary changes of use review Section 41.19 of the HCO.
- A9. *Do I have to file the AUUR if I consider my building to be an Apartment House, a Bed and Breakfast, Boarding House, or another residential use?***  
Yes, you must file an AUUR if you have residential guest rooms certified by Chapter 41 of the Administrative Code. Please note that buildings considered Residential Hotels for purposes of this Ordinance may contain legal apartments (dwelling units) in addition to guest rooms.
- A10. *Do I have to file the AUUR if my building is vacant, damaged, partially occupied, or has long term residents?***  
Yes, you must file the AUUR with the filing fee and indicate the nature of the building's vacancy or partial occupancy.
- A11. *Do I have to file the AUUR if my Residential Hotel is being operated by a Nonprofit Organization or Lessee?***  
You do not have to file the AUUR so long as you submit written proof to Housing Inspection Services that the Hotel is being operated by a Nonprofit Organization per Title 26 Section 501(c)(3) of the United States Code. When a hotel stops being operated by a nonprofit organization it is required to file the AUUR.
- A12. *Do I have to file Daily Logs with the AUUR if I only have monthly or long term rentals?*** Yes, you must file the required Daily Logs. Daily Logs are required to report the status and occupant of every guest room every day. For each guest room the Daily Log must indicate whether it is designated as Residential or Tourist and whether it is vacant or occupied. For each occupied guest room, the first and last names of each adult occupant must be provided.
- A13. *Do I have to use the City's Daily Log Form or can I use my own?***  
You may use the City's form which is provided for your convenience or a form you create, so long as you report all of the required information. Daily Logs are required to list the status and occupant of every guest room every day. For each guest room the Daily Log must indicate whether it is designated as Residential or Tourist and whether it is vacant or occupied. For each occupied guest room, the first and last names of each adult occupant must be provided. Additionally, you must maintain corresponding receipts for both residential and tourist guest room rentals. Rent rolls, tenant rolls or housekeeping logs do not satisfy the requirements of Chapter 41 and will not be accepted as Daily Logs.

## Frequently Asked Questions - Annual Unit Usage Report & Records of Use Requirements

**A14. *If my Guest Room designations are different from what is indicated on the AUUR what should I do?***

Contact Housing Inspector Timothy Wu at [timothy.wu@sfgov.org](mailto:timothy.wu@sfgov.org) by the next business day to report any changes in room designation.

**A15. *What if I have received the AUUR (to be filled out) and I have recently sold the property to another party?***

Contact Housing Inspector Timothy Wu as soon as possible to let him know of the change in ownership. The new owner will need to complete the AUUR so please ensure that you provide them with all required records of use. Remember that you or your lessee were required to keep all records of use for two years pursuant to Section 41.9. A Residential Hotel Status Report (RHRSR) is also required for the change of ownership. Please refer to the RHRSR webpage at <https://sfdbi.org/residential-hotel-status-report> for additional information. If a time extension is required, please refer to item #A4.

**A16. *I am the Operator of a Residential Hotel and the property owner has not sent me the blank AUUR form to be filled out. How can I get the form so I may complete the AUUR and submit it?***

We are no longer sending out hard copies of the blank report form to owners. Instead, we will email, to the email address we have on file, a pdf of the report form. If you have not received our email with a pdf of the AUUR form, visit the AUUR webpage at [www.sfdbi.org/annual-unit-usage-report](http://www.sfdbi.org/annual-unit-usage-report) to download a copy.

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## SECTION B

### RECORDS OF USE REQUIREMENTS

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- B1. What Records of Use am I required to keep at the hotel?**
- The Certificate of Use and Weekly Report must be posted in the hotel lobby.
  - Daily Logs and rent receipts must be maintained and made available for review at the hotel.
  - These Records of Use must be kept and maintained at the subject hotel for no less than 24 months.
- B2. What should the Daily Log contain?**
- Daily Logs must contain the address of the hotel and the date. (These logs are to be maintained on a daily basis--not weekly, monthly, or when rent payments are received.)
  - Daily Logs must include and account for all guest rooms on a daily basis (the first column of the Daily Log should indicate the room # or letter).
  - Daily Logs must indicate whether each guestroom was used for tourist use, residential use or vacant on a daily basis (by checking the appropriate column).
  - Daily Logs must provide each occupant's complete name for each occupied guest room on a daily basis.
  - Only include legal guest rooms. Do not include legal dwelling units in your Daily Log account.
  - Rent rolls, tenant rolls or housekeeping logs do not satisfy the requirements of Chapter 41 and will not be accepted as Daily Logs.
- B3. What should the Weekly Report contain?**
- Weekly Reports must be completed and posted in the lobby of the subject hotel before noon on Monday with information for the previous week.
  - Weekly Reports must contain the address of the hotel and the dates of the previous week (each week is from Monday to Sunday).
  - Weekly Reports must indicate how many guest rooms were rented for less than 30 days (tourist guest rooms) on each day of the previous week, Monday to Sunday
  - The hotel owner/operator must sign & indicate the date the Weekly Report is posted.
- B4. What should the Rent Receipts contain?**
- Rent Receipts must indicate the address of the hotel.
  - Rent Receipts must provide the date the receipt is issued and the name of the person who has issued the receipt.
  - The complete name and room number of the occupant must be stated on the Rent Receipt.
  - The Rent Receipt must state the dollar amount and the duration of stay paid for.
  - Rent Receipts must be maintained for all rent payments. Maintaining Rent Receipts only on request or for cash payments is not sufficient.
- B5. Who needs to file a graphic floor plan and what should the floor plan contain?**
- A graphic floor plan is now required to be included in the Annual Unit Usage Report submittal to DBI annually. Submittal of an updated graphic floor plan is also required if room designations change during the year.
  - Graphic floor plans should be prepared as follows:
    1. Minimum scale 1/32" per foot
    2. Show each floor
    3. Label each guest room with room number and room type
    4. Indicate whether or not each guest room contains a kitchen and/or bathroom