

DEPARTMENT OF BUILDING INSPECTION (Draft 2 9/28/2009)
ONE & TWO FAMILY RENTAL DWELLINGS, & APARTMENT/HOTEL FEE
REQUEST FORM FOR RECORD CORRECTION, EXEMPTION, AND/ OR REFUND
(SPECIAL ASSESSMENT CODES 79, 92 OR 93)

This form is to be completed (below, and the reverse side) by the property owner who wishes to request a record correction, exemption and/or refund associated with the special assessment fees placed on the property tax bill referenced above and described below. For further information see the attached Frequently Asked Questions (FAQ's). Note that no request can be processed without (1) written proof that the Tax Bill has been paid in full along with (2) the original completed and signed Request Form, (3) full contact information and (4) the stated documentation required as proof. Please allow 6 weeks for processing once a complete request is received. Note that all refunds shall be paid to the party that paid the tax bill unless a third party waiver is received.

REQUEST FORM FOR RECORD CORRECTION, EXEMPTION, AND/ OR REFUND

(Please complete the shaded area, print legibly, submit a separate request for each property/lot of record)

Requesting: Record Correction Exemption Refund (You may check more than 1 box as appropriate)

Apartment House or Hotel License Fee One & Two Family Rental Unit Fee

PROPERTY OWNER NAME _____

NAME OF PARTY THAT PAID TAX BILL IF OTHER THAN ABOVE _____

PROPERTY ADDRESS _____

BLOCK _____ LOT _____ TOTAL NO. OF UNITS _____

REFUND AMOUNT REQUESTED \$ _____

DAY PHONE (____) _____

ADDRESS WHERE TO SEND REFUND: _____

GENERAL INFORMATION ABOUT THESE FEES

**SPECIAL ASSESSMENT CODE NOS. 92 or 93 - APARTMENT HOUSES/HOTELS
CONTINUING ANNUAL FEE**

Ordinance No. 107-09 increased the Apartment House and Hotel ANNUAL License fee, which includes residential condominiums of 3 or more dwellings in a building. The Apartment and Hotel fees apply to buildings that are condominium/time-share owned, occupied, owner occupied, vacant, damaged, owned by a nonprofit, or have undergone Ellis Act proceedings. This fee is used to defray the cost of periodic health and safety inspections required by state and local housing / building standards and regulations. Please note that a Code No. 79 fee may also be assessed if you have a one or two family dwelling on this same Assessor's parcel. **Ordinance No. 107-09 was passed by the Board of Supervisors on June 23, 2009 and became effective July 30, 2009.**

**SPECIAL ASSESSMENT CODE NO. 79 - ONE & TWO FAMILY RENTAL UNITS- (Dw Code Enf Fee)
NEW ANNUAL FEE**

Ordinance No. 105-09 authorizes the Tax Collector's Office to ANNUALLY bill the One & Two Family Dwelling Code Enforcement Fee for Rental Units in the amount of \$52.00 per unit as a special assessment on the property tax bill. Pursuant to Ordinance No. 105-09, the Department of Building Inspection is entitled to collect \$52.00 for each dwelling unit subject to the Ordinance, whether it is vacant or not. Please note that when an owner of record resides in one unit (of a two unit building) the owner occupied unit is exempt. However the other unit will be assessed the \$52.00 fee if not owner occupied. This fee is used to defray the cost of complaint- driven inspections required by state and local housing / building standards and regulations.

Owners may seek recovery of this fee from the tenant only through approval of a Rent Board petition for increased operating and maintenance expenses under Rent Board Rules and Regulations Section 6.10. Please note that a Code No. 92 or 93 fee may also be assessed if you have an apartment building or hotel on this same Assessor's parcel. **Ordinance No. 105-09 was passed by the Board of Supervisors on June 16, 2009 and became effective July 27, 2009.**

REQUEST FORM SUBMITTAL INSTRUCTIONS

TO PROCESS YOUR REQUEST FOR RECORD CORRECTION, EXEMPTION, AND/OR REFUND

- (1) Complete the information requested on page one (shaded area).
- (2) Check the appropriate Special Assessment Code boxes below (in the shaded area)
- (3) Provide the required proof as noted after each category.
 - a. You will be contacted if further documentation is necessary.
- (4) Provide a copy of your Tax bill.
- (5) Provide written proof that your tax bill has been paid in full.
- (6) **Submit this completed request form with original signature and attachments:** (transmitting your request package to DBI via email (scanned request forms), or faxes will not be accepted):
 - a. **In Person:** during business hours, Monday through Friday, except City holidays, or
 - b. **Mail or Return to:** **San Francisco Department of Building Inspection**
Attention: Housing Inspection Services/Fee Review Requested
49 South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

FOR SPECIAL ASSESSMENT CODE NOS. 92 or 93 ONLY - APARTMENT HOUSES & HOTELS CONTINUING ANNUAL FEE

The Apartment House or Hotel License Fee has been imposed in error on my Apartment Building Hotel
 Condominium I have been assessed the wrong fee. I should not have been assessed any fee.
 Other, please explain _____

FOR SPECIAL ASSESSMENT CODE NO. 79 ONLY - ONE & TWO FAMILY RENTAL UNITS NEW ANNUAL FEE

AN ON-SITE INSPECTION MAY BE NECESSARY TO CLARIFY/VERIFY THE PROPERTY OWNER'S OFFER OF PROOF

- My (check one)** single family dwelling, two family dwelling condominium, co-op, or
 apartment unit

Has one unit occupied by an owner of record, not rented at any time. In the case of a two-family dwelling specify the address of the unit that is owner occupied. VACANT UNITS or units solely occupied by children or relatives (not on title as a property owner) **DO NOT** qualify for exemption. (**PROOF:** Provide home owner exemption, voter registration, utility bill documents, etc).

- The rent for the unit(s) claimed to be exempt is controlled or regulated by a government unit, agency or authority (other than the San Francisco Rent Board). RAP and Section 8 units **ARE NOT** exempt. (**PROOF REQUIRED**)
- The unit(s) is in a building that was built as new construction and has a Certificate of Final Completion (CFC) stating "ERECT or CONSTRUCT NEW BUILDING" that was first issued by the Department of Building Inspection (DBI) after June 13, 1979, or has undergone substantial rehabilitation approved by the Rent Board under Rules and Regulations Section 8.10-8.17. (**A CFC or 3-R Report is REQUIRED AS PROOF**).
- The unit(s) is a housing accommodation in a (check one) hospital, convent, monastery,
 extended care facility, state licensed home for the elderly, or a dormitory owned and operated by an institution of higher education, a high school or an elementary school. A Medi-Cal Certificate, a Department of Social Services Certificate or other verifying documentation is enclosed. (**PROOF REQUIRED**)

FOR RECORD(S) UPDATE

- I own a rental single family dwelling, two family dwelling that was not assessed the Code 79 \$52.00 per unit annual fee on the current tax bill. To avoid being assessed additional fees next year please include this fee(s) in your data base records.
- My building has been completely vacant for 30 days or more, does not have a valid permit for repair, rehabilitation or construction, and is not actively being offered for sale, lease, or rent.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

PRINT NAME _____

SIGNED _____ DATE _____

Please call (415) 558-6352 to listen to a recorded informational message explaining how to submit this request. For remaining questions contact the Housing Inspection Services Division at (628) 652-3700 during regular business hours.



**FREQUENTLY ASKED QUESTIONS (FAQ)
ONE AND TWO FAMILY DWELLING CODE ENFORCEMENT FEES
APARTMENT HOUSE AND HOTEL LICENSE FEES**

1. Q: Why are these fees necessary?

A: These fees are necessary to recover the costs of the current code enforcement services provided by the Housing Inspection Services Division to one and two family dwellings, apartment houses (3 or more dwelling units, and hotels (6 or more guest rooms). This code enforcement inspection program is comprised of: (1) education/outreach to neighborhoods, property owners, and building occupants regarding San Francisco Housing Code requirements for building maintenance, (2) record keeping, data entry & update regarding code requirements and complaints, (3) response to public complaints and agency referrals alleging Housing Code violations, (4) the performance of site inspections and re-inspections to address Housing Code violations, and (5) the performance of additional code enforcement actions, i.e. permit history research, the scheduling of administrative hearings, etc. when necessary to abate San Francisco Housing Code Violations thereby preserving safe, functional, and sanitary housing in San Francisco neighborhoods.

2. Q: How are these fees calculated?

A: Ordinance No. 105-09, which became effective July 27, 2009 imposes a \$52.00 code enforcement fee on each rental one and two family dwelling. Ordinance No. 107-09, which became effective July 30, 2009, increased the continuing annual Apartment House and Hotel License fees. These fees are based upon the number of dwelling units and guest rooms in the Apartment House or Hotel. Please see Section 110A, Table 1A-P of the San Francisco Building Code for the complete fee schedule at the DBI website referenced below.

3. Q: What do I do if I believe that my building is exempt, that one of these fees was imposed in error, or that I am entitled to a refund?

A: You must obtain in person or from the DBI Website www.sfgov.org/site/sfdhr the "Request Form For Record Correction, Exemption, and/or Refund" (complete this, and submit it per the instructions indicated in #4 below. Please use a separate request form for each fee imposed on individual properties. Allow 6 weeks for processing. On-site inspection may be necessary to verify information. Refunds can not be issued without written proof that the entire tax bill has been paid.

4. Q: What should I include with my completed Request Form For Record Correction, Exemption, and/or Refund form?

A: Please include (1) a copy of your tax bill, (2) written proof your tax bill has been paid in full, (3) proof as specified on the Request Form, and (4) the completed Request Form with and original signature submitted per # 5 below.

5. Q: Where do I submit my completed Request Form For Record Correction, Exemption, and/or Refund, and who do I contact if I have questions?

A: Submit your completed form with proof as required, in person, to the Department of Building Inspection at **49 South Van Ness Ave, 4th Floor** Housing Counter or by mail addressed to:

Department of Building Inspection
49 South Van Ness Ave, 4th Floor
Attention: Housing Inspection Services, (Fee Review Request)
San Francisco, CA 94103

For remaining questions contact the Housing Services Division at **(628)652-3700**

6. Q: How long do I have to wait for a response to my request, and will these fees increase in the future?

A: Once DBI receives a complete request form and required proof please allow 6 weeks for processing. Note that all department fees are reviewed through periodic fees studies to ensure they provide adequate cost recovery for the services rendered as described in # 1 above.