



SUBDIVISION INDUSTRY BULLETIN

Gray Davis, Governor
Maria Contreras-Sweet, Secretary, Business, Transportation, & Housing Agency
Paula Reddish Zinnemann, Real Estate Commissioner

Spring 2003
Department of Real Estate

Mixed Use Subdivisions

Mixed use subdivisions, combining commercial and residential land uses in one common interest development, are gaining in popularity in urban areas. Mitigating potential discord between commercial and residential mixed use owners requires proper planning and design and an effective homeowners' association.

A subdivider must apply for a subdivision public report for every common interest subdivision of five or more units in which at least one unit is residential. The Department reviews the application and the management documents for legal requirements and fairness.

Since there are different development standards for commercial and residential uses, the design and planning of the subdivision begins with the local government entitlement process. At that time, the local government will determine which commercial uses are appropriate for that development. Local jurisdictions often prefer a retail use rather than a restaurant use because noise and

parking problems can be more easily mitigated.

Parking issues are resolved during the review process. The amount of required commercial parking will be determined by the type of commercial use. Local governments use a parking space formula based on the type of commercial use and the square footage of commercial space to be occupied. Residential parking

The design and planning of the subdivision begins with the local government entitlement process.

After design, planning and other local entitlement issues (such as the hours of operation of the commercial use) are resolved, the CC&Rs and other governing documents for the subdivision can be crafted based on the decisions made during the local review process. Properly designed homeowners' associations help facilitate the differing interests and goals of both residential and commercial owners. The method selected for structuring the mixed use governing documents should compliment the design of

the development. Properly prepared governing documents should allocate voting powers fairly between commercial and residential owners. To avoid domination by one form of land use over the other, the documents should guarantee that the minority interest has a minimum level of control on the Board of Directors.

Continued on page 3

Changes to Laws & Regulations

The following is a brief summary of changes made in 2002 to laws and regulations affecting the subdivision industry. You are advised to consult the actual statutes or regulations to obtain a more complete understanding of these changes, and to determine if there is any action you should take. This is not a complete list of all changes. The 2003 Real Estate Law available at www.dre.ca.gov and also for purchase from the Department, contains laws and regulations in effect as of January 1, 2003.

Filing fees

California Code of Regulations Section 2790.1 was amended to address inequities by reducing fees relating to recurring and non-substantive changes for public report amendments.

Substantially complete application — standard subdivision

California Code of Regulations Section 2792(a)(3) was amended to allow an application to still be considered "substantially complete" if processing delays have held up the tentative map approval process.

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Subdivision Industry Bulletin Last issue distributed by mail

To increase operating efficiencies and take advantage of today's technology, this will be the last issue of the *Subdivision Industry Bulletin* that will be distributed by U.S. mail. We will continue to publish the Subdivision Industry Bulletin in June and November of each year, however, future issues will be available only on the Department of Real Estate's Web site www.dre.ca.gov under Publications and Subdivisions.. Thank you for your understanding and please continue to read the Bulletin. ❖

Common Interest Subdivisions Expedited Amendment Application



The expedited amendment procedure gives the subdivider the ability to obtain an amended subdivision public report in approximately 7 to 10 days. To qualify for the procedure, the subdivider should follow the guidelines listed in the RE 635A (Expedited Amendment Application) or the RE 635 (Amendment/Renewal Application). This information can also be found in the Subdivision Public Report Application Guide (SPRAG). An Expedited Amendment Application for common interest filings cannot be obtained, if any of the following applies:

- The applicant is a person or entity other than the person or entity for which the original public report was issued.
- There is a material change in the homeowners' association budget thus creating the need for a budget review.
- An amendment to the governing documents of the common interest subdivision is proposed for which the consent of the Real Estate Commissioner is required under Section 11018.7 of the Business and Professions Code.
- The public report has expired or the public report was issued prior to May 5, 1962.
- The subdivision offering currently is or will be registered with the Department of Housing and Urban Development, Interstate Land Sales Registration Division.
- The amendment is for a raw land subdivision.
- Real property sales contracts, an all-inclusive deed of trust, balloon payments, subsidized interest and loan payments, "creative financing" plans, "affordable housing" plans, equity sharing, or other unusual financing provisions/programs are part of the offering.

If none of the categories listed above is applicable, submit a completed and signed RE 635A including copies of the documents requested in the form.

Be sure to submit **two original** typewritten amended public reports and **two photocopies**. On page 1 of the RE 618G, enter the number of the proposed amendment. The number of the amendment should include an "A##" rather than an "F##" and the **typed date** on page 1. *Unless you are instructed by the DRE to use an earlier or later date the typed date on page 1, should be no earlier than ten (10) business days after delivery, whether mailed or hand delivered.*

Also, submit a copy of the new amended public report with the changes underlined in red and a copy of the most recently issued public report.

Assuming all of the documents are submitted and no deficiencies are found during the Deputy's initial review, the subdivider can use the amended public report ten days after the date the Department receives the application. ❖

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Changes to law governing construction defects

SB 800, which became effective January 1, 2003, made revisions to the substance and process of the law governing litigation including defective new residential construction. Beginning in January 2003, SB 800 will:

Provide that any action against a builder, subcontractor, individual product manufacturer, or design professional, seeking recovery of damages arising out of, or related to deficiencies in, residential construction, design, specifications, surveying, planning, supervision, testing, or observation of construction shall be governed by detailed standards set forth in the bill relating to the various functions and components of the building.

Provide for a ten-year statute of limitations for construction defect actions, with certain limited exceptions.

Require builders to provide homeowners with a minimum one-year express warranty covering the fit and finish of certain building components. The bill also allows builders to provide homeowners with express warranties that offer greater protections than the standards set forth in the bill.

Establish a mandatory procedure prior to the filing of a construction defect lawsuit. This procedure would provide the builder with a right to attempt a repair of the defect prior to litigation, inspections and exchanges of documentation under certain circumstances, and mediation at various points, all pursuant to various time frames set forth in the bill. The bill also provides that if the builder fails to follow any of the procedures, the homeowner is entitled to proceed with the filing of an action.

Set forth statutory affirmative defenses, under the principles of comparative fault, for:

- Unforeseen acts of nature in excess of the design criteria expressed by the applicable build-

ing codes,

- A homeowner's unreasonable failure to minimize or prevent damages,
- A homeowner's, or his/her agent or employee, failure to follow recommended or commonly accepted maintenance obligations,
- Defects caused by the alterations, ordinary wear and tear, misuse, abuse, or neglect,
- Defects barred by the statute of limitations,
- Defects subject to a valid release, and
- The extent that a builder's repair was successful in correcting the defect.

Existing final subdivision public reports will not have to be amended because of the passage of SB 800 and the Department will not include any disclosure relative to SB 800 in the subdivision public reports.

Documentation

(which may include CC&Rs, purchase agreements, deeds, various notices, etc.) indicating compliance with SB 800 should be submitted for each project affected. One set of documents only needs to be submitted for a multi-phased development for each developer in the project. This may be submitted on the most recent phase of the project and does not have to be submitted for all of the developer's subsequent phases in the project.

In lieu of submitting these documents for each of a builder's separate projects, one generic set of documents may be submitted to the Department to cover all projects statewide.

Further information about the changes made by SB 800 is available at www.dre.ca.gov under **Subdivisions, Governor Davis Signs Construction Defect Bill.** ❖



Mixed use subdivisions

Continued from page 1

There are two methods generally used for structuring governing documents to fairly deal with shared space issues between residential and commercial owners. Under the first method, governing documents establish one association with CC&Rs for joint and separate ownership of commercial and residential property. Under the other method, governing documents provide for separate associations, linked by shared use agreements detailing policies and procedures for management and operation of the commercial and residential interests. Issues concerning maintenance, repairs and replacement of common facilities and for the use of shared spaces would be controlled either by a single set of CC&Rs or by shared use agreements.

Generally, one association is more appropriate for the management of a single structure mixed use development. Increased interaction between residential and commercial owners in a single structure mixed use subdivision renders a greater need for increased control over those type of developments.

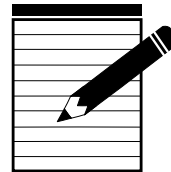
A carefully crafted homeowners' association can establish workable rules governing the conduct of owners and their guests, including members of the public who visit the retail or commercial facilities, and operation of the association. This will help avoid many of the problems which could otherwise occur. Properly created mixed use developments will enable housing consumers to enjoy affordable and convenient dwelling alternatives. ❖

Deed in lieu of foreclosure Notice of Intention Exemption Procedure

Section 11010.5 of the Business and Professions (B&P) Code provides a procedure for exempting the filing of a subsequent Notice of Intention. When a final subdivision public report has been issued and a lending institution (bank, life insurance company, industrial loan company, credit union, or savings and loan) obtains title through a foreclosure action or accepts a deed in lieu of foreclosure on improved and unimproved interests from the original subdivider.

To comply with Section 11010.5 of the B&P Code, the applicant must submit the following information:

1. A legible copy of the deed, deed in lieu of foreclosure or trustee deed in which the lending institution acquired title. The Department must be notified within 30 days of acquisition of the property.
2. A statement verifying that the lending institution will use the same purchase/sales agreement, escrow instructions and escrow holder as used in the original application for the subdivision public report. If a different purchase/sales agreement and escrow holder will be used, an exemplar copy of the purchase/sales agreement and escrow instructions properly executed by the applicant and certified by the escrow officer or his designee will be required.
3. A statement from the applicant that the sales of the subdivision interest will be offered to the public in conformance with the previously issued public report.
4. Evidence that the public report has not expired.
5. Evidence of the lender's compliance with Regulation 2792.9. The lender must use the identical method of compliance used by the previous subdivider. Compliance can be achieved by posting a new surety bond and executed RE 643 (Assessment Security Agreement and Instructions to Escrow Depository) or submitting a certified assignment letter from the surety company adding the lending institution as obligor to the existing bond.
6. Verification from the homeowners' association that the previous subdivider was current in the payment of his or her assessments for the unsold interests until the time the lending institution acquired title and that the lending institution has paid their assessments since acquiring title. This requirement is waived if no subdivision interest has closed escrow and the original report has not expired.
7. A statement indicating that there have been no other material changes, just a change in ownership.



Personnel Changes

Sacramento

On December 31, 2002, **Mitch Brown** retired. After 28 years of valuable state service, 22 years as a Deputy Commissioner in the Sacramento Subdivision Section, Mitch has traded in her SPRAG manual for an RV manual and plans on spending time with her family and traveling. She will be missed by all.

Jeannette Jourdan transferred from the Sacramento Subdivision Section to the Sacramento Enforcement Section on March 24, 2003. Jeannette was promoted from Office Services Supervisor to Deputy Commissioner.

Denise White was promoted to Office Technician on April 1, 2003.

Denise will perform the job duties formerly handled by Shannon Boyd in the Sacramento Technical Unit. This includes processing all time-share applications and out-of-state registrations.

Los Angeles

On April 1, 2003, **Nancy Turanzas Tiller** transferred from the Office of Emergency Services to the Department's Subdivision Section as a Deputy Commissioner.

John Cortes transferred from the Subdivision Section to the Enforcement Section on April 1, 2003. John was promoted from Office Assistant to Office Technician. ❖

Remember, submitting complete information will help ensure timely processing. Thank you. ❖



Changes to Laws & Regs.

Continued from page 1

Applicants must make a showing that the map will be approved within a reasonable period of time. The evidence may include submittal of documentation such as a conditional use permit, building permit, or other documents which demonstrate the applicant's involvement in the entitlement process.

"Certified" HOA managers

AB 555 set forth specific requirements for managers of homeowners' associations who wish to promote themselves as being "certified," and makes it illegal for a manager of a homeowners' association to claim to be "certified" without first meeting specific certification requirements. Managers are required to disclose to the association, whether or not the manager is "certified." (Refer to Business & Professions Code Sections 10153.2 and 10170.5 and Civil Code Sections 1363.5 and 1365.)

Registration of HOA's

AB 643 created a requirement that homeowners' associations register with the California Secretary of State, to allow the creation of a registry of homeowners' associations within the state. It is also required that owners of lots or units provide a statement to prospective purchasers, from an authorized representative of the homeowners' association, indicating whether or not the association is incorporated. (Refer to Civil Code Sections 1363.6 and 1368 and Government Code Sections 12191 and 12176.)

Procedures for handling delinquent assessments and fees

AB 2289 changed the procedures a homeowners' association must follow when dealing with homeowners who are delinquent in the payment of assessments and other fees. Specific mandatory disclosures and notices must be given to delinquent homeowners relating to meetings and other association business. Designated time frames and notification procedures must be followed. (Refer to Civil Code Sections 1351, 1361.5,

Interim Subdivision Public Report

The interim subdivision public report is similar to a preliminary subdivision public report in that it permits the subdivider to take reservations prior to issuance of an amended or renewed subdivision public report. However, unlike the preliminary subdivision report, the interim subdivision report can be used only after a final subdivision public report has been issued.

RE 612 & 612A

Under the interim subdivision report process, reservation funds must be impounded in a neutral escrow depository pursuant to RE 612 (Reservation Instrument) and RE 612A (Reservation Deposit Handling Agreement). As is the case with preliminary subdivision public reports, forms RE 612 and RE 612A do not constitute binding contracts. The forms have been modified for use with either a preliminary or an interim subdivision public report.

Interim request

The request for an interim subdivision public report is made on RE 635 (Amendment/Renewal Application) in conjunction with a request for an amended or renewed subdivision public report. The filing fee for an interim subdivision public report must be submitted in addition to the normal amendment or renewal filing fee at the time the application is filed.

Pink interim issued for one year

The interim subdivision public report will consist of one page (RE 618J) on pink paper, which is to be attached to the front of the last public subdivision report for the project. This last final subdivision public report would remain on white paper.

The interim subdivision public report will show an expiration date of one year from the date of issuance. The interim subdivision public report will be prepared by the Subdivision Section's Central Control Unit. The interim subdivision public report is valid for up to one year, but expires upon issuance of the amended or renewed subdivision public report. ❖

1363.05, 1365.1, 1366, 1366.3, 1367, 1367.1, and 1368.)

Prohibition of restrictions on marketing and sales of an interest in a CID

AB 2546 established limits on a homeowners' association's ability to place restrictions on how an individual owner may market his or her interest in a common interest subdivision, and nullifies any rule or regulation of an association that unreasonably interferes with an owner's ability to market his or her

interest. Associations are prohibited from adopting, enforcing, or otherwise implementing any rule or regulation that imposes an assessment or a fee in excess of the association's direct costs, or establishes an exclusive relationship with a broker, in connection with the sale of an owner's interest in the subdivision. There is an exception from these requirements for the sale or marketing of separate interests owned by the association or to common areas owned by the association. (Refer to Civil Code Section 1368.1.) ❖

SUBDIVISION FILING FEES

RE 605 (Rev. 10/02)

FILING FEES

	Basic Fees:
\$ 550	• Standard subdivision
\$ 1650	• Common interest subdivision
\$ 1650	• Time-share filings (in- and out-of-state)
\$ 100	• Out-of-state registrations
	Preliminary/Interim Public Report Fees:
\$ 500	• Original/amended
\$ 450	• Renewal
	Conditional Public Report/Permit Fee
\$ 500	• Original/amended
\$ 450	• Renewal
	Amendment Fees:
\$ 400	• Standard
\$ 400	• Common interest subdivision
\$ 400	• Time-share filings (in- and out-of-state)
\$ 100	• Out-of-state registrations
\$ 125	• Subdivider name change or other non-substantive and recurring changes (<i>Additional applications submitted concurrently — \$60 each</i>)
	Renewal Fees:
\$ 550	• Standard
\$ 550	• Common interest subdivision
\$ 550	• Time-share filings (in- and out-of-state)
\$ 100	• Out-of-state registrations
\$ 150	Filing fee for Notice of Intention without a completed subdivision questionnaire. [Business and Professions Code §11011(b)(1)]
\$ 20	Filing fee for Application to Amend Documents. [Business and Professions Code §11018.7]
\$ 10	Interest Fees (per lot, unit or interest; does not apply to out-of-state registrations)

Maximum Fees

- Standard Subdivision — **\$4,100** is the maximum fee for a final subdivision public report.
- Common Interest Subdivision or In-State Time-Share Filing — **\$7,600** is the maximum fee for a final subdivision public report.
- Out-of-State Time-Share Filing — **\$7,500** is the maximum fee for an out-of-state permit.

Multiple Map/Phased Project

If you are applying for an overall preliminary public report for a multiple map or phased project, all interest fees (lots/units) must be included with the (initial) basic filing fee. (Not applicable to time-share or out-of-state.)

You will only be required to pay the *basic filing fee* as you submit subsequent phases.

Payment Methods

Submit a cashier's check, money order or check payable to Department of Real Estate. Do not send cash.

Refer to Credit Card Payment (RE 909) for credit card payment information.

Attach and submit the filing fee or RE 909 with a photocopy of page 1 of the application.

HOW TO CALCULATE INITIAL FILING FEES**STANDARD SUBDIVISION**

\$ 550	Final public report basic fee PLUS
\$ 10	Per interest
\$ 500	Additional fee for preliminary public report

Example: Standard subdivision with 120 lots

\$ 550	Basic fee
+ \$ 1200	\$10 per interest fee
= \$ 1750	Total <i>without</i> a preliminary public report
+ \$ 500	Preliminary public report fee
= \$ 2250	Total <i>with</i> a preliminary public report

COMMON INTEREST SUBDIVISION OR TIME-SHARE SINGLE-SITE FILING

\$ 1650	Final public report basic fee PLUS
\$ 10	Per interest (time-share fees based on max allowable intervals per unit, i.e., biennial sales)
\$ 500	Additional fee for preliminary public report (not available for out-of-state filings)

Example: Common interest subdivision with 60 units

\$ 1650	Basic fee
+ \$ 600	\$10 per interest fee
= \$ 2250	Total <i>without</i> a preliminary public report
+ \$ 500	Preliminary public report fee
= \$ 2750	Total <i>with</i> a preliminary public report

OUT-OF-STATE TIME-SHARE MULTI-SITE FILING FEES — Based on 7101 Fees

\$1,650	Basic fee per <i>each</i> location plus \$10 per interval. Interval fee based on maximum allowable intervals per unit, e.g. biennial sales.
\$ 550	Renewal fee
\$ 400	Amendment fee
\$ 10	Per interval when adding units to existing locations.

Maximum Fees

\$7500 *per location* per each original, amendment, or renewal application. The \$400 amendment (or \$550 renewal fee, as applicable) will be waived in the amount excess of the maximum fee.

Only one amendment/renewal fee is necessary when adding units to multiple, previously approved locations.

HOW TO CALCULATE MULTI-SITE FILING FEES — Based on 7101 Fees

Note: Examples are based on sales of 51 weeks per year per unit.

EXAMPLE 1**Time-share filing with 3 locations**Location 1 Calculation

\$ 1,650	Basic fee
\$ 6,120	612 intervals (12 units)
<u>\$ 7,770</u>	<i>over maximum; use \$7500</i>
\$ 7,500	<i>Maximum fee</i>

Location 2 Calculation

\$ 1,650	Basic fee
\$ 1,530	153 intervals (3 units)
<u>\$ 3,180</u>	Total for location 2

Location 3 Calculation

\$ 1,650	Basic fee
\$ 5,100	510 intervals (10 units)
<u>\$ 6,750</u>	Total for location 3

Final Calculations

\$ 7,500	For location 1
\$ 3,180	For location 2
\$ 6,750	For location 3
<u>\$17,430</u>	Total fee

EXAMPLE 2**Amendment adding units to 3 existing locations and adding 1 new location.**Fees for Existing Locations

\$ 510	Addition of 51 intervals (1 unit) to location 1
\$ 3570	Addition of 357 intervals (7 units) to location 2
\$ 7,140	Addition of 714 intervals (14 units) to location 3
\$ 400	Amendment fee

Fees for New Location

\$ 1,650	Basic fee for new location
\$ 6,120	612 intervals (12 units)
<u>\$ 7,770</u>	<i>over maximum; use \$7500</i>
\$ 7,500	<i>Maximum fee</i>

Final Calculations

\$ 510	For existing location 1
\$ 3,570	For existing location 2
\$ 7,140	For existing location 3
\$ 400	Amendment fee
\$ 7,500	Maximum fee for new location
<u>\$19,120</u>	Total fee

EXAMPLE 3**Amendment adding units to 2 existing locations.**Fees for Existing Locations

\$ 7,140	Addition of 714 intervals (14 units) to location 1
\$ 8,160	Addition of 816 intervals (16 units) to location 2; <i>over maximum fee, use \$7500</i>
\$ 7,500	<i>Maximum fee for loc. 2</i>
\$ 400	<i>Amendment fee</i>

Final Calculations

\$ 7,140	For existing location 1
\$ 7,500	For existing location 2
\$ 400	Amendment fee
<u>\$15,040</u>	Total fee

Conditions of sale

- Prices are subject to change.
- Orders received with incorrect payments will be returned.
- *All sales are final – no refunds.*
- Do not send stamps or C.O.D. orders.
- *Please allow 4 to 6 weeks for delivery.* An order for more than one item may be shipped in separate packages and delivered to you on different days.

California sales tax

Use 7.25%, unless the purchase location or delivery address is in the following counties:

Alameda	8.25%
Fresno	7.875%
Los Angeles	8.25%
Sacramento	7.75%
San Diego	7.75%

Requests and fees will be returned if the appropriate sales tax is not included.

Discounts

A 20% discount is available on the Real Estate Law, Reference Book, and Subdivision Guides; 25 or more of a single title must be purchased at one time to qualify for the discount.

Submitting licensing forms & publication request

If you submit an order for a publication at the same time that you apply for an original license or a license renewal, please send separate checks or money orders for the license fee and publication(s) ordered.

PUBLICATION INFORMATION

#2 Real Estate Law

Contains the Real Estate Law and Subdivided Lands, the Regulations of the Real Estate Commissioner, the Administrative Procedure Act and pertinent excerpts from the California Codes related to the practice of real estate.

The Department revises the Real Estate Law *annually*, making every effort to have it available in January. In this regard, please do not send orders for the revised book until after January 1.

The Real Estate Law is sold as a book and CD set. It is also available on the DRE Web site www.dre.ca.gov free of charge.

8 Operating Cost Manual for HOAs

A manual designed to aid a budget preparer in the development of a budget for a common interest subdivision.

#9 Subdivision Public Report Application Guide

A guide designed specifically to assist an applicant for a subdivision public report in the completion and submission of a Notice of Intention (Common Interest) [RE 624] or Notice of Intention (Standard) [RE 628]. This guide provides item-by-item instruction and explanation.

#25 Reserve Study Guidelines for HOA Budgets

Guidelines designed to assist with preparation of a budget reserve study for a common interest subdivision. RE 25 will help homeowner association officers and members understand how reserves fit into the overall financial plan for the subdivision. Proper attention to the reserve portion of the budget should assist in the allocation of sufficient funds for future replacement of common area components, including major items such as roofs and exterior paint.

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Department of Real Estate
Attn: Publications Deputy
P.O. Box 187000
Sacramento, CA 95818-7000

COMMONLY USED DRE FORMS

✓ = forms revised between 5/02 and 3/03

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
350	1/03	✓	Publications Request	608D	1/97		Consent to Service of Process (Public Report, Permit or Registration – LLC)
600	2/99		Surety Bond [§11013.2/.4]	609	12/87		Instructions to Escrow (Promotional Gifts)
600A	2/99		Blanket Surety Bond [§11013.2/.4]	610	5/01		Management Document Approval Request (B&P §11010.10)
600B	3/99		Purchase Money (§11010.4)	610B	10/00		Certification of Approved Management Documents
600C	7/98		Purchase Money Handling (Supplemental Questionnaire)	611	2/99		Bond (Completion of Common Facilities)
600G	3/99		Purchase Money Security Information	611A	7/00		Planned Construction Statement
600H	3/99		Purchase Money Security Declaration & Instructions to Security Depository – §11013.2	611B	3/89		Notice To Escrow Depository (Reg. 2792.4)
600I	3/99		Set-Aside Letter (B&P §11013.2 and/or .4)	611C	7/00		Subdivider Statement [Common Area Completion §11018.5(a)]
600J	3/99		Irrevocable Standby Letter of Credit	611D	1/97		Irrevocable Standby Letter of Credit [B&P §11018.5(a)(2)]
601	3/99		Preliminary Public Report Application Instructions (Mobilehome Park Resident Ownership Program)	612	10/95		Reservation Instrument
601A	1/97		Preliminary Public Report Application Submittal (Mobilehome Park Resident Ownership Program)	612A	10/95		Reservation Deposit Handling Agreement
601B	9/99		Preliminary Public Report Application (Mobilehome Park Resident Ownership Program)	613	5/98		Common Area Completion Security Agreement and Instructions to Escrow Depository [§11018.5(a)(2)]
603	3/99		Preliminary Public Report – Application Instructions	615	2/99		Rescission Rights (Time Share)
603A	7/96		Preliminary Public Report – Application Submittal	615B	2/99		Rescission Rights (Undivided Interest Subdivision)
603B	9/99		Preliminary Public Report Application	616	7/98		Master Management Document Information
603C	10/02	✓	Preliminary Public Report Common Interest Subdivision	616A	5/97		Master Management Document Application
603D	10/02	✓	Preliminary Public Report Standard Subdivision	616B	7/98		Declaration of Approved MMD's Final Subdivision Public Report – Amendment [<i>industry prepared</i>]
605	10/02	✓	Subdivision Filing Fees	618G	12/99		Natural Hazards (Supplemental Questionnaire)
608	2/96		Consent to Service of Process (Public Report, Permit or Registration – Individual)	619	2/00		Escrow Instructions [§11018.5(a)]
608A	2/96		Consent to Service of Process (Public Report, Permit or Registration – Partnership)	621	1/97		Supplemental Instructions [§11018.5(a)]
608B	2/96		Consent to Service of Process (Public Report, Permit or Registration – Corporation)	621A	1/97		Completion Arrangement Information
608C	2/99		Consent to Service of Process (Out-of-State Trustee)	621B	7/00		Budget Worksheet
				623	2/00		Notice of Intention (Common Interest)
				624	11/00		HOA Common Facilities
				624A	10/97		Special District and Special Assessment District
				624C	3/89		

<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>	<i>Form No.</i>	<i>Current Date</i>	<i>Recently Revised</i>	<i>Title of Subdivision Form</i>
624E	6/87		Master Planned Community Information	643L	1/97		Irrevocable Standby Letter of Credit (Reg. 2792.10)
625	1/97		Change in Escrow Depository	643M	2/97		Unconditional Release Covenant
626C	1/97		Out-of-State Subdivision Registration Information	643N	2/00		Surety Bond (Regulation 2812.3)
626D	6/89		Trustee/Escrow Depository Agreement (Out-of-State)	643O	2/00		Irrevocable Standby Letter of Credit (Regulation 2812.3)
627	6/99		Notice of Intention [§11010(c)]	643P	2/00		Surety Bond (Regulation 2812.4)
627A	6/99		Community Apt. & Stock Co-op Conversion Guidelines	643Q	2/00		Irrevocable Standby Letter of Credit (Reg. 2812.4)
628	11/00		Notice of Intention (Standard)	646	1/97		Common Interest Subdivision General Information
629	1/97		Sample of Set-Aside Letter [§11018.5(a)(2)]	646A	3/90		General Information (Time Share Subdivision)
631	11/98		Guidelines for Subdivision Advertising	648	10/02	✓	Regulation Check Sheet [RE 624 & 658 Filings]
631A	2/96		Gift Inventory Statement	648A	10/02	✓	Regulation Check Sheet (Time-Share)
633	1/97		Application to Amend Documents [§11018.7]	656A	10/93		Out-of-State Subdivision Agreement
635	11/00		Amendment/Renewal Application	658	9/99		Notice of Intention (Stock Co-op/ LEHC)
635A	9/99		Expedited Amendment Application	662	1/93		Exemption Request [§11003.4(b)]
635B	8/00		Amendment Application [Reg. 2790.2(c)]	668	3/01		Time-Share Application
635C	3/01		Amendment/Renewal Application (Time-Share)	668A	3/01		Notice of Intention (Time-Share)
637	3/99		Exemption Request (§11010.5)	676	3/03	✓	Notice of Intention (Undivided Interest)
639	7/95		Supplemental Questionnaire (Common Interest Subdivision Conversions)	679	5/72		Declaration of Prospective Undivided Interest Owner
643	5/98		Assessment Security Agreement and Instructions to Escrow Depository [Reg. 2792.9]	680	6/89		Exemption Request [§11000.1(b)(2)]
643B	12/90		Instructions to Escrow Depository (Start-up Funds)	681	9/99		Budget Review Request
643C	2/00		Assessment Security Agreement & Instructions to Escrow Depository - Reg. 2812.3	684A	4/95		Certification (Approved Budget)
643D	2/00		Subsidy Security Agreement & Instructions to Escrow Depository [Reg. 2812.4]	688	5/98		Set-Aside Letter [Reg. 2792.10]
643E	5/98		Subsidy Security Agreement and Instructions to Escrow Depository [Reg. 2792.10]	688A	5/98		Set-Aside Letter [Reg. 2792.9]
643F	6/88		Sample Letter of Credit (VA Start-Up)	695C	7/99		Subdivision Forms Request
643G	6/87		Agreement and Escrow Instructions (Letter of Credit – VA Start-Up)	699	5/95		Certification (Subsequent Phases of a Phased Project)
643I	1/97		Irrevocable Standby Letter of Credit	699A	3/99		Certification (Totally Complete Filing – Standard)
643J	1/97		Surety Bond (Regulation 2792.9)	699B	9/00		Certification (Mutual Water Co.)
643K	1/97		Surety Bond (Regulation 2792.10)	699C	3/99		Certification (Totally Complete Filing – Common Interest)

SUBDIVISION FORMS REQUEST

RE 695C (Rev. 7/99)

INSTRUCTIONS

To order subdivision forms, complete and return this form to one of the addresses listed below.

Mail to:

Department of Real Estate
Subdivisions – North
P.O. Box 187005
Sacramento, CA 95818-7005

Department of Real Estate
Subdivisions – South
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105

Note:

- *Please enclose a preprinted address label with your request.*
- You will receive one copy of each requested form by mail. You may reproduce additional copies on paper of comparable quality and similar color provided you do not alter the forms in any way.

Subdivision Packets <i>(Check one or more)</i>	Individual Subdivision Forms <i>(one each)</i>			
<input type="checkbox"/> Preliminary	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Standard	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Common Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Amendment/Renewal	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Stock Cooperative/Limited Equity Housing Cooperative	RE _____	RE _____	RE _____	RE _____
	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Time Share - Amendment/Renewal (in-state and out-of-state)	RE _____	RE _____	RE _____	RE _____
	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Undivided Interest	RE _____	RE _____	RE _____	RE _____
<input type="checkbox"/> Out-of-state Registration (covers all except time-shares)	RE _____	RE _____	RE _____	RE _____
	RE _____	RE _____	RE _____	RE _____

REQUESTOR'S STATEMENT

I understand that I may reproduce additional copies on paper of comparable quality and similar color so long as the forms are not altered in any way.

SIGNATURE OF REQUESTOR »		DATE
NAME OF REQUESTOR (PRINT OR TYPE)		TITLE OF REQUESTOR
COMPANY NAME	TELEPHONE NUMBER (INCLUDE AREA CODE)	
MAILING ADDRESS (STREET ADDRESS OR P.O. BOX, CITY, STATE, AND ZIP CODE)		

Commonly Used Form Packets

Preliminary Public Report Packet

Includes: 603, 603A, 603B, 603C, 603D, 605, 612, 612A, 695C, 909

Common Interest Packet

Includes: 350, 603, 603A, 603B, 603C, 605, 611, 611A, 611B, 612, 612A, 619, 623, 624, 624A, 639, 643, 648, 681, 684A, 695C, 699, 699C, 909

Standard Packet

Includes: 350, 603, 603A, 603B, 603D, 605, 612, 612A, 619, 628, 695C, 699A, 909

In-State Amendment/Renewal Packet

(non time-share)

Includes: 350, 600C, 605, 619, 635, 635A, 643, 695C, 909

Out-of-State Registration Packet *(in- and out-of-state)*

Includes: 608, 608A, 608B, 608C, 608D, 626C

Completion of Common Facilities Packet

Includes: 611, 611A, 611B, 611C, 611D

Completion Arrangements Packet *(in-state)*

Includes: 621, 621A, 621B

Time-Share Packet *(in- & out-of-state)*

Includes: 350, 605, 608, 608A, 608B, 608C, 608D, 609, 611, 611A, 611B, 611C, 611D, 613, 619, 623, 624A, 626D, 629, 631, 639, 643C, 648A, 656A, 668, 668A, 681, 695C, 909



Department of Real Estate
Subdivisions
P.O. Box 187005
Sacramento, California 95818-7005