

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**  
**1660 Mission Street, 6<sup>th</sup> 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 (415) 558-6288 during regular business hours.**