

# Tenants Rights and Notices for Condominium Conversion Within the City of San Diego

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You are being notified because you are a tenant in a rental apartment located at \_\_\_\_\_ . An application has been submitted to the City of San Diego requesting that your apartment, along with all others in your complex, be converted into a condominium (for sale residential unit). This notice provides a summary of your rights, the property owner's obligations, the notices and documents you must receive, and the earliest time frame that you may be required to vacate your apartment if the conversion is approved. A public hearing will be held where the request to convert the apartments to condominiums may be approved or denied. You will receive another notice giving you the time, date, and location of that hearing. For additional information please call \_\_\_\_\_, the City of San Diego Development Project Manager at \_\_\_\_\_. Please contact the San Diego Housing Commission for questions regarding relocation and affordable housing at (619) 544-9193.

### **Your Rights as a Tenant Include:**

- **Notification** - You have a right to receive required notices/documents throughout the process of converting to condominiums, including notification of public hearings.
- **Public Hearing** - You have a right to attend and speak at the public hearing that will be held to approve or deny the request to convert to condominium.
- **Right to Appeal** - You have the right to appeal a decision to approve or deny a conversion to condominium.
- **First Right of Refusal** - You have the first right to buy your unit or other available unit in the building at the same terms and conditions, or better, that will be offered to the general public.
- **Relocation Assistance** - You are entitled to payment equal to three months rent if you move because of the conversion. You will **forfeit your relocation payment** if you move before you receive the Notice of Termination of Tenancy.

### **Property Owner Obligations Include:**

- **Maintenance** - The property and the building shall continue to be maintained in good condition throughout the process.
- **Notices** - The property owner shall provide notices to all tenants as identified in the notices section of this Summary of Tenant Benefits.
- **Offer to Purchase** - See First Right of Refusal above. You must be provided a 90 day period in which you may contract to purchase a unit in the building.

### **Notices/Documents:**

A number of notices/documents will be provided to you throughout the process. A summary of each is provided on the reverse side of this notice.

### **Time Frame:**

As a tenant of an apartment proposed to be converted to a condominium you can anticipate a **minimum** of 180 days before being asked to relocate if the condominium conversion is approved.

Este aviso esta disponible en español en la biblioteca y en la pagina de internet de la ciudad de San Diego [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services) bajo Avisos en español.

**Summary of  
Written Notices and Documents that Must be Provided to Each Tenant**

Notice or Document	Explanation*	Responsible to Provide
60 Day Notice of Intent to Convert to Condominium	Provided at least 60 days before the City makes a decision on the property owner's request to convert to condominium.	Property Owner**
Notice of Application	Mailed no later than 10 business days after the city has determined that the application submitted to convert to condominiums includes all of the required information.	City
Notice of Tenants Rights and Notices	Provided within 10 days of receipt of Notice of Application for existing tenants or prior to signing a rental agreement with a new tenant.	Property Owner
180 Notice Prior to Termination of Tenancy	Provided at least 180 days before you could be asked to vacate. <i>This is only a forewarning of a potential conversion to a condominium and <b>not</b> a notice to vacate.</i>	Property Owner
Notice of Public Hearing	Mailed 10 business days before the date of the public hearing for a decision on the proposed condominium conversion.	City
Copy of Staff Report	Provided no later than 3 days before the public hearing. The report will describe the project and include the staff recommendation to the decision maker.	Applicant
10 Day Notice of Approval of Final Map	Provided no later than 10 days after approval of the final map, parcel map or certificate of compliance for the proposed conversion.	Property Owner
10 Day Notice of Application for Public Report	For project proposing to convert five or more apartments. Provided at least 10 days before or after an application for a public report is or has been submitted to the California Department of Real Estate. The report is available to tenants that request it from the property owner.	Property Owner
Notice of 90 Day Period of First Right of Refusal to Purchase	Provided within 5 working days of either issuance of Subdivision Public Report or 5 within 5 working days of final City approval if not report is required. Tenants have exclusive right to contract to purchase their unit prior to offering purchase to general public.	Property Owner
90 Day Notice of Intent to Sell	Provided no later than 90 days before the units are offered for sale to the general public. Begins the 90 day right to purchase period.	Property Owner
Building Conditions Report	Provided to those tenants that purchase a condominium unit prior to the opening of an escrow account.	Property Owner
Notice of Termination of Tenancy	Provided to tenants 60 days prior to being required to vacate the property.	Property Owner

\* More detailed information is provided in each notice and document.

\*\* Property owner or agent of the property owner.