

FORM
DS-3241
August 2025

City of San Diego
Development Services Department
Attn: Deposit Accounts
550 West C St.
MS DSD-2A
San Diego, CA 92101

Change of Financially
Responsible Party

Note: Notary acknowledgments (for all signatures) must be attached in accordance with Civil Code Section 1180 et seq. The original documents must be mailed to the address listed above.

Customer Account		
Name:		
Address:		
City:	State:	Zip Code:
I/We _____ agree to transfer all funds, and/or liabilities in the above-named customer account, including any Lot Stakes and Monument Surety (if applicable). The entire amount of funds, and/or liability is to be transferred to the below-named New Responsible Party.		
For Lot Stakes and Monument only in the amount of \$ _____.		
* <i>Subject to Subdivisions Approval</i>		
_____	_____	_____
Print Name	Signature	Date

New Responsible Party		
Person or Firm Name (Choose One):		
Address:		
City:	State:	Zip Code:
Telephone:	Fax:	Email:
I/We _____ agree to accept all funds and/or liabilities, of the above customer account and the obligation to deposit additional funds when requested by the City of San Diego. I/We agree to obtain a new agreement and surety (or new permit(s) and surety, if applicable) in my/our name to replace one issued to the above-named current responsible party in connection with this account.		
_____	_____	_____
Print Name	Signature	Date