

# FAQs | Condominium Conversion in San Francisco

January 15, 2015 Edition,  
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*This article is provided as a resource for understanding the changes which are taking place in San Francisco's condominium conversion rules, and summarizes those changes as they are understood on the publication date. Updated versions of this article may appear on the firm's website at [www.g3mb.com](http://www.g3mb.com).*

**Breaking News** In 2013, the San Francisco Board of Supervisors replaced the old condominium conversion lottery scheme with an entirely new “**Expedited Conversion Program**” to eliminate the enormous backlog of TIC properties waiting for their condo conversions. While advantageous for many existing TIC groups, the new law also seeks to **eliminate future condominium conversions**.

**No effect on 2-Unit “Bypass” Conversions.** The Expedited Conversion Program did **not** make any changes in rules which allow **2-unit** properties to convert 12 months after each unit has been occupied by separate individuals who each own at least a 25% interest in the property during the entire occupancy period.

**Lifetime Leases must be offered to All Tenants.** Every tenant in occupancy during a condo conversion must be offered a **lifetime, rent-controlled lease**, for his/her unit; previously, this was required only for elderly or disabled tenants.

**New “No-Fault” Eviction Rules.** The rules governing how many and what kind of evictions disqualify a property from condo conversion have been tightened.

**TIC Buildings still eligible to convert.** Starting in April of 2015, TIC buildings which had a **signed TIC agreement in place as of 5/1/13**, and which meet new six-year owner-occupancy requirements, will, over time, be eligible to convert to condominiums; a \$20K per Unit fee will apply. But buildings **without** a signed TIC agreement in place as of 5/1/13 may never qualify for condo conversion.

## What is a Condominium?

A condominium consists of an individually owned “Unit”, including the space within the walls, floors and ceilings of a dwelling, plus shared ownership of the remainder of the property, known as “Common Areas”. Owners pay monthly dues to their Homeowners’ Association to cover common repair and insurance expenses, but pay separately their individual mortgages, property taxes and utilities. The relationship between owners is governed by state laws and other rules set forth in a document called the “Covenants, Conditions and Restrictions,” or “CC&Rs”.

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## Why Should I Convert My Property to Condominiums?

Most real estate professionals agree that conversion generally increases a property's value. Conversion allows co-owners of multi-unit buildings to eliminate many of the risks of TIC co-ownership, and facilitates re-sale of individual units. Most condominium units are also exempt from local limits on annual rent increases.

## Is My Property Eligible for Conversion?

San Francisco still limits **all** condo conversions to buildings of **no more than 6 residential** units. A mixed-use building may include any number of commercial units, but the number of residential units cannot be greater than 6. A 2-6 unit building will qualify to convert **only** when it (1) meets owner-occupancy requirements; (2) meets 2-unit "Bypass" criteria or 2-6 unit "Expedited Conversion" criteria; and, for "Expedited" conversions only, (3) satisfies Tenant's Rights rules and (4) does not violate new rules governing "no fault" evictions.

## Does the Expedited Conversion Program affect my 2-Unit "Bypass" Conversion?

No. The Expedited Conversion Program does **not** make **any** changes in the current rules which allow **2-unit** properties to convert if **each unit** has been **separately occupied** for the past 12 months by **separate individuals** who have each owned at least a 25% interest in the property during the entire occupancy period. Owners who evicted a protected tenant **after** May 1, 2005, are subject to the "no fault" eviction rules discussed below.

## What happened to the City's Condominium Conversion Lottery?

Gone. The City has **suspended** the old annual lottery system awarding condo conversion rights for **at least the next nine years**, and replaced it with the new "Expedited Conversion Program." Should the lottery ever return, owner-occupancy and evictions rules will be tighter, and the maximum allowable number of residential units will be reduced from **six** to **four** for most buildings.

## What new Fees will be charged for my Expedited Conversion?

**\$20,000 per Unit.** The new "Expedited Conversion Fee" is **in addition** to the current fees charged by the City for processing the conversion (\$9,938 as of 7/1/14). Conversion Fees collected will be allocated 25% to the Mayor's Office of Housing and 75% to the Citywide Affordable Housing Fund. **The new fee is not charged to "Bypass" conversions of 2-unit, owner-occupied properties.**

## Are any Reductions offered for the New Conversion Fees?

Yes. If your building participated in the now-suspended Condo Lottery, the **\$20,000 per Unit** fee may be reduced based upon the building's number of prior lottery losses - 20% for two prior lottery losses; 40% for three; 60% for four; 80% for five or more prior lottery losses. Also, the new fee is partially refunded to owners who must offer **Lifetime Leases**. Payment is due immediately following application for conversion, but owner-occupants who meet **low-income** requirements (less than 120% of median income, as determined by the Mayor's Office of Housing) may **defer** payment of the new fee until their application is approved by the City.

## How do the City's "No Fault" Eviction & Buy-out Rules Affect Conversions?

The rules governing how many and what kind of evictions **disqualify** a property from condo conversion have been tightened. Added to the existing ban on conversions of buildings with an eviction after May 1, 2005, of **one** "protected" tenant (age 60+ and living in the property for at least 10 years; disabled; or catastrophically ill) tenant, or eviction of any tenants from **two or more** units in the building, a **new** restriction now disqualifies any building from converting if **any** "no-fault" evictions have taken place after March 31, 2013. **In 2014, the City added a new provision which taints paid tenant "buy-outs" with the same disqualifying status as actual evictions.** Evictions based on tenant fault (e.g., non-payment of rent,

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nuisance) do not disqualify condo conversions. There are a few exceptions to the disqualifying rules which will benefit a handful of buildings.

### My TIC Building was in the Lottery – when can I Convert?

TIC buildings which lost the condo lottery in 2012 or 2013, have been applying under the new rules since July 29, 2013; they may continue to apply as long as they maintain the minimum owner-occupancy requirements for “Additionally Qualified Buildings” (see below)

### My TIC Building was never in the Lottery – can I Convert?

Yes. Starting in April of 2015, TIC properties which did *not* participate in the 2012 or 2013 lotteries but which had a **signed TIC agreement in place as of 4/15/13** (“Additionally Qualified Buildings”), will, over time, become eligible to convert to condominiums; \$20K per Unit fees and new “no fault” eviction rules will apply. The owner-occupancy time periods and starting dates for Additionally Qualified Building conversions are:

- 2-4 Unit buildings occupied by at least 1 owner, and 5-6 Unit buildings occupied by at least 3 owners, continuously from 4/15/09 - 4/15/15 may apply for conversion starting April 15, **2015**.
- 2-4 Unit buildings occupied by at least 1 owner, and 5-6 Unit buildings occupied by at least 3 owners, continuously from 4/15/10 - 4/15/16 may apply for conversion starting April 15, **2016**.
- 2-4 Unit buildings occupied by at least 1 owner, and 5-6 Unit buildings occupied by at least 3 owners, continuously from 4/15/11 - 4/15/17 may apply for conversion starting April 15, **2017**.
- 2-4 Unit buildings occupied by at least 1 owner, and 5-6 Unit buildings occupied by at least 3 owners, continuously from 4/15/12 - 4/15/18 may apply for conversion starting April 15, **2018**.
- 2-4 Unit buildings occupied by at least 1 owner, and 5-6 Unit buildings occupied by at least 3 owners, continuously from 4/15/13 - 4/15/19 may apply for conversion starting April 15, **2019**.
- Also, 5-6 Unit buildings continuously occupied by at least 3 owners, from 1/24/14 - 1/24/20 may apply for conversion, even *without* a signed TIC agreement in place as of 4/15/13, **if 50% or more of the units were in escrow for sale on 4/15/13**.

### What is “Owner-Occupancy?;” What are the new Owner-Occupancy Rules of “Additionally Qualified Buildings”

“Owner-Occupancy” means an owner *on title* to the property who *continuously* occupies the property as that owner’s *principal residence*. 2-4 unit buildings must have *one* unit owner-occupied for the required time period; 5-6 unit buildings must have *three* units owner-occupied during that time period. A new “One Time Only” rule allows an owner of a TIC building which did not participate in the 2012 or 2013 lotteries to *transfer* – once – continuous occupancy of a unit to a *new* owner, and authorizes up to a three month vacancy during the transition. (The availability of the “One Time Only” rule to an owner of a TIC building which *did* participate in the 2012 or 2013 lotteries is uncertain).

### What are the “Tenants Rights” Rules?

Renters occupying a building undergoing condo conversion must be given the right to buy their unit. Owners can set the price, but if the tenant doesn’t buy, the tenant may demand, and the Owners must sign, a *lifetime, rent-controlled lease*. Both the *offer* of a lifetime lease, and the *lease* itself, must be *recorded against title* to the property, together with a *separate binding agreement* between the City and the property owners.

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### Who will qualify for a Lifetime Lease when there are Multiple Tenants, Subtenants or Roommates?

Uncertain; the new law doesn't discuss this problem. Probably, *all* occupants living in a rental unit on the date the conversion finishes, perhaps excluding occupants who have been tagged as "Unauthorized Subtenants" under §6.14 of the San Francisco Rent Ordinance.

### Who prepares the Lifetime Lease?

The City provides a model Lifetime Lease form which is not landlord-friendly, but which must be attached to the Offer given to all tenants. The Lifetime Lease itself can, however, be modified before it is signed, to improve the landlord's position. Skillful crafting by experienced counsel of Lifetime Leases is critical, with particular attention given to subleasing restrictions, including provisions terminating the tenancy if the life tenant ceases to occupy the unit, or attempts to collect more rent for the unit than he/she is paying the landlord.

### How will Lifetime Leases affect Title to my Property?

Anything recorded against title to real property can "cloud" its title, potentially interfering with later financing and sales. An Offer of Lifetime Lease, and the Lease itself, can cloud title to your property, but the City requires the recording of both, together with a separate Agreement with the City. The City's documentary requirements are burdensome and exceptionally complex. Each owner must sign a separate copy of the Offer for each tenant; the notary and recording fees can add up quickly. Offers of Lifetime Leases must be made and recorded even if a tenant vacates before the conversion is completed. At some point, it may be necessary to try to clear title to the property by asking the City to issue a "Notice of Termination of Lifetime Lease" (however, it is title companies, and not the City, which determine whether or not title is "clean"). The procedures for doing this are a work in progress.

### What are the "Tenant Intent" Requirements?

Applicants (except in 2-unit "Bypass" buildings) must submit "Tenant Intent to Purchase" or "Tenant Intent to Accept Lifetime Lease" forms signed by residents of at least **40%** of the units. These forms express an intention to buy or claim a Lifetime Lease for the unit as a condominium. Because signers may be **either renters or owner-occupants**, only 3-4 unit buildings with a **single** owner-occupied unit require renter cooperation to satisfy this particular rule.

### What Building Code Work will I Need to do to Convert?

Your building need **not** be upgraded to meet current building codes, be seismically retrofitted, or even have parking. However, the City does require a building inspection as part of the conversion process, which involves: (i) an inspection request form and fee, (ii) a site visit by City building, plumbing and electrical inspectors, (iii) issuance of a written inspection report, (iv) permits for corrective work, (v) completion of all required work, (vi) re-inspection; and (vii) issuance of a Certificate of Final Completion and Occupancy. Inspection reports typically cover three types of problems: (i) work done without required permits (including everything from decks to in-law units), (ii) conditions which present safety hazards (like poor fire egress or dangerous electrical wiring), and (iii) energy and water conservation violations. Once you request a City inspection, you must perform the cited work whether or not you complete the conversion. In some cases, pre-inspection by a **private** consultant familiar with conversion requirements may be beneficial. A consultant can provide advance warning of likely inspection issues, recommend advance steps to minimize remediation requirements, establish the legality of preexisting improvements, and help you obtain building permits. We can provide a list of knowledgeable inspectors to our clients when needed.

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## What other new Obstacles can Prevent my Condo Conversion?

The City publishes the addresses of all condo conversion applications on a public website; “interested parties” are encouraged to file written objections. Upon request, the City will hold a public hearing on the application and may, at its own discretion, deny the conversion application. ***No standards for denial, nor any limitations on City’s discretion to deny an application, are provided under the Expedited Conversion law.*** However, no such hearings have been held so far.

## How do Qualifying Properties Begin Conversion?

Owners of qualifying 2-unit “Bypass” properties or 2-6 unit “Expedited Conversion” properties, must submit the latest version of the City’s application package. The major components of the City’s package are:

**Inspection:** Before submitting a conversion application, you must request a City inspection and pay the required fee. The receipt for the inspection fee is part of the conversion application, and while you ***need not have had your inspection*** in order to submit your conversion application, an ***early inspection*** (and rapid completion of the work) can substantially ***accelerate completion of your conversion.***

**Survey:** Conversion requires a survey or “map” prepared by a licensed surveyor which establishes the boundaries of the property and the condominium units. Counsel on the choice of a qualified surveyor is essential. We monitor the performance of local surveyors, and can help you select an affordable surveyor who is both knowledgeable of the City’s ever-changing requirements, and easy to work with.

**History:** Your application must include a detailed five-year occupancy history of each unit in the building to allow the City to monitor compliance with its latest “no fault” eviction rules.

**Occupancy:** Owners needing to prove occupancy must submit a sworn statement of the dates of their occupancy, along with proof that homeowner’s property tax exemptions have been recorded for ***all*** owner-occupants.

**Tenant Notifications:** Owners with tenant-occupied units will need to provide written notices to their tenants describing special tenant purchase and lifetime lease rights; the City does ***not*** offer forms for these notices, but we have created them for our clients.

**Photos:** The City continues to tighten its requirements for submission of site photos (to help identify sidewalk encroachments requiring a special permit). We can provide you with examples showing exactly where you must stand when you take photos of your property.

The application package also includes many other items which we can help you compile. ***An incomplete or improperly organized package will be rejected by the City; a service charge of \$250 is assessed for resubmission.*** Because the City gives priority to applicants who follow its complex (and often unpublished) rules, getting it right the first time can avoid unnecessary delays and expense.

## Are there any State Requirements for Condo Conversion?

***Some 5–6 unit properties*** are still required to obtain a “Public Report” from the California Bureau of Real Estate (“BRE”) by submitting a ***separate application***, with additional fees and expenses. This requirement currently applies ***only*** to properties where the TIC ***seller/developer still owns one or more of the units.***



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### How Long does the Conversion Process Take? Will the new rules Slow Down or Speed Up Conversions?

During the past several years, the City has successfully reduced the typical conversion time from years to a matter of months. The City building inspection process, completion of which is required before a conversion can be completed, is now the primary determinant of how long the conversion takes. Based on current experience, we estimate that processing of 2-4 unit properties will take 6-12 months if the initial application package is correct and complete. Processing of 5-6 unit properties, which require additional City (and sometimes State) approvals, may take 4+ additional months. ***Completion of the building inspection process for 2-unit "Bypass" properties during their 12-month holding period can shorten their conversion time to as little as 2½ months.***

### What Other Documentation is Needed?

All condominiums must have Covenants, Conditions & Restrictions ("CC&Rs") describing the rights and duties of the owners. CC&Rs must be prepared by an experienced attorney, and typically include:

- Unit Diagrams prepared by a licensed land surveyor
- Rules for group decision making
- Allocation of financial responsibilities
- Maintenance, repair and alteration rules
- Dues and maintenance reserve requirements
- Usage policies governing noise, pets, parking, rentals, etc.
- Requirements for management and record keeping systems

A ***self-prepared*** preliminary Operating Budget & Reserve Study is recommended for smaller properties; we can teach you how to prepare yours.

### Does My Lender have to Approve My Conversion?

Following final approval by the City, the survey map is copied onto plastic "mylar" sheets, to be signed by all record owners. If your building has 5-6 units, your current mortgage lender(s) also must sign the mylar map, indicating consent to the conversion. For smaller properties, the City allows recording of the mylar map ***without*** lender signatures. Nevertheless, lenders are entitled by law to be offered a Consent Agreement, which the lender may choose to sign, or not. Some lenders sign willingly, charging a small fee. If a lender refuses to sign, or demands an excessive fee, we can offer effective alternative strategies.

### What is the City's Property Tax Pre-Payment Rule?

The City requires payment of ***all outstanding property taxes*** at the time of completion of a condominium conversion. This includes taxes due for the ***current fiscal year*** (July 1 - June 30) for owners who record their maps between July 1 and January 1, plus, for owners who record their maps between January 1 and July 1, ***an estimated tax bill for the next fiscal year***. As an alternative to pre-paying the entire next year's property tax bill, the City will accept a bond to guaranty future payment, an unattractive option, as bonding companies typically charge a premium of 2-3% of the bonded amount, and insist upon a rigorous qualification process, requiring verification of income and liquid assets high enough to justify the bonding company's risk of covering future tax payments.

### When is Conversion Complete?

After all owners have signed the mylar survey map, it is returned to the City with a certificate of completion of the building inspection work, and a Tax Certificate showing property taxes have been paid. The building officially becomes condominiums when the survey map is recorded. Notices to tenants in possession are given at this time, setting forth the tenants' special purchase and lease rights.

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## Must I Refinance After Conversion?

Final recordation does not alter the ownership or financing of the property. All of the condominiums in the building remain owned by the same individual or group, and all remain subject to the same mortgage. Thus, if three owners each own 1/3 of a 3-unit building before conversion, they will each own 1/3 *of all three condominium units* after conversion. Refinancing is a necessary step to separate ownership of the individual units, so that particular owners can acquire title to particular units, and involves replacing the existing loan(s) on the entire building with separate loans on individual condominium units. This is true even if the existing loans are “fractional” TIC mortgages.

## Can I Sell Before Conversion is Complete?

For properties converting through the Expedited Conversion Program, a sale of an interest in the property may be permissible, although we recommend that the conversion application be filed prior to any title transfers. For 2-unit, owner-occupied “Bypass” properties, the City insists that the original owners continue to own and occupy the property until the conversion has been completed.

## Will Conversion Increase My Property Taxes and Insurance Premiums?

Conversion will not increase the assessed value of your property. The current assessed value will be allocated among the condominium units, and each unit will get a separate tax bill based on the allocation. Property taxes may increase, however, if the City levies any “parcel taxes”, as each new unit will be considered a separate “parcel.” Conversion often increases insurance costs, particularly in 3-6 unit buildings, and you may be obligated to switch insurance companies. Consulting your insurance agent early in the conversion process will help eliminate unpleasant surprises once the conversion is complete.

## Will My Unit Remain Subject to Rent Control After Conversion?

The State’s Costa-Hawkins law exempts many single-family residences from local restrictions on annual rent increases, such as those found under the San Francisco Residential Rent Stabilization and Arbitration Ordinance. The landlord of a single-family residence which is subject to Costa Hawkins can increase rent annually *without restriction*; however, other eviction limitations continue to apply. Condominiums are considered single-family residences, and Costa-Hawkins privileges will apply to a newly converted unit, but only *after* the unit has been sold to a bona fide purchaser for value, or in the case of a building where all of the converted units but one have been sold, to the remaining unsold unit after the owner has resided there for one year. Note that tenants who moved into their units *before January 1, 1996*, are exempt from the Costa-Hawkins law, and retain all of their Rent Control rights; the same is true for tenants who acquire *lifetime leases*.

## What is the “Poison Pill”, and Can it Stop my Conversion? What Happens if the Courts Strike Down Provisions of the New Law?

The Expedited Conversion Program includes a so-called “Poison Pill”, designed to freeze condo conversions if anyone files suit against the City disputing the Program’s statutory requirements, including mandatory Lifetime Leases to tenants. If a Court strikes down either the *lottery suspension* or the tenant *Lifetime Lease* provisions, the Expedited Conversion Program will *terminate*, the lottery will not resume until January 1, 2024, and generally, only those buildings which are well-advanced in the conversion process will be allowed to finish their conversions. Also, if *any* part of the new law is struck down by the Courts, the Board of Supervisors is required to convene to try to find a way to re-write the law to get around the Court’s objections.

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## What Will My Conversion Cost?

**City Fees:** San Francisco charges building inspection fees starting at \$2,346, an application fee of \$9,938, and recording fees of about \$12. The new Expedited Conversion Fees is \$20,000 per unit, with reductions allowed for prior condo lottery losses.

**State Fees:** A State application is required only for *some* 5–6 unit buildings; the fee is about \$1,700. For these buildings, California also requires a formal Budget & Reserve Study which should be prepared by a professional service at a cost of about \$3,500.

**Surveyor:** Survey maps start at about \$3,500, and increase with building size and complexity.

**Attorney:** Goldstein, Gellman, Melbostad, Harris & McSparran, LLP (“G3MH”) offers a complete, flat-fee package, including: preparation of the City Application; counsel on building inspection issues; assistance in selection of surveyor and title company; advice on space assignment; status reports, monitoring and troubleshooting; drafting Lifetime Leases; and CC&R preparation. Our fees vary depending on property size, and are competitively priced; please call for details.

**Repairs:** Building permit fees and repair costs will vary, depending on the results of your building’s physical inspection.

**Title:** A subdivision specialist at a title company is an essential member of your conversion team. Title companies charge from \$200–\$800 to write a Subdivision Guarantee title policy to the City, which will be required at the end of your conversion.

**Lender:** Most lenders typically charge from \$200–\$1,200 to approve conversions.

## Are any of these Fees Refundable if my Conversion is Suspended?

Partially. Should the Expedited Conversion Program be suspended because of a legal challenge, you may apply for a refund of the \$9,938 you paid. All of the City departments reviewing your conversion (Planning, Rent Board, Human Rights, DPW, etc.) are invited to deduct their “time and material” costs from your refund. If your application is simply *rejected*, or your conversion *disapproved*, the new \$20K per-unit Expedited Conversion Fee is fully refundable.

## Are there any Buildings which can No Longer Convert?

Yes. Single-owner buildings which did *not* participate in either the 2012 or 2013 lottery, and 2–4 unit TIC groups which formed *after* April 15, 2013, are *not* eligible for the Expedited Conversion Program; they must wait and hope the lottery returns more than a decade from now. A 5–6 unit building may be allowed to participate in a future lottery only if *there have been no evictions since 4/15/2013*, and the building has been continuously occupied by at least 3 owners for *10 years*.

## I Want to Start my Conversion Right Away – What do I do Next?

- Confirm that your building qualifies under the Expedited Conversion Program, or as a 2-unit, owner-occupied “bypass” property.
- Understand that if you have tenants, you must offer them lifetime leases.
- Make an appointment ASAP with attorney Boyd McSparran or David Gellman at G3MH to review your building’s eligibility and get your conversion application started for submission to the City.



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## How do I Choose a Lawyer to Assist Me in My Conversion?

### *A Law Firm Specializing in Condominium Conversions Should Offer You:*

- A choice of experienced attorneys knowledgeable in all aspects of the conversion process;
- A long history of successfully completing conversions in San Francisco;
- Ongoing guidance to help prevent you from making 1st timers' mistakes;
- ***Expertise in landlord/tenant issues, and the ability to draft Lifetime Leases which are landlord-friendly;***
- Concise, customized application materials, tailored to your specific property;
- Counsel in all stages of the conversion process, including building inspection, selection of a competent surveyor, and lender issues;
- Representation before the City Planning Commission when required;
- A single point of contact with City agencies;
- Outstanding experience in mortgage lender consent requirements;
- Knowledge of the City's rules and procedures – those on the books, as well as the unwritten rules learned only through experience.

## What Sets Goldstein, Gellman, Melbostad, Harris & McSparran, LLP (“G3MH”) Apart in Condo Conversions?

### **EXPERIENCE:**

G3MH has been a respected member of San Francisco's real estate community for over thirty years. Our team initiated its first condominium conversion in 1998. Since then, we have successfully completed the majority of all San Francisco conversions, including most prior lottery winners – over 3,000 condominium conversions. Our daily contacts with the City staffers who process conversions keep us current on the “unwritten rules” – the little tweaks essential to submitting a perfect application that the City doesn't divulge in its published materials. ***G3MH is the only condominium conversion law firm drafting landlord-friendly Lifetime Leases for its conversion clients. G3MH is also the only condominium conversion law firm providing dispute resolution services to condominium owners and associations, giving us unique insights into steps that can be taken at the conversion stage to minimize future conflicts.***

### **SPEED:**

The G3MH team's excellent and long-standing reputation with City officials helps insure that your conversion application receives attention in a timely fashion. The City has come to expect that every G3MH application will be complete and correct the first time it is submitted. ***Whereas it once took several years to complete a condominium conversion, G3MH now completes conversions for most clients within 12 months – in some instances within 2 months.*** Our attorneys will meet with you personally multiple times throughout the conversion process, and we will offer important alerts and reminders, to keep your conversion from falling behind.

### **ECONOMY:**

G3MH provides its condominium conversion services throughout the entire process on a flat-fee basis. We think you will find our fees both affordable and appropriate to the services you will receive. The scope of our work is clearly explained up front, and the costs laid out for you, so that there will be no surprises down the road. Any additional hourly services are incurred only at your specific request.

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**SERVICE:**

At G3MH, you will find *attorneys* (not just paralegals) ready and willing to meet with you face-to-face whenever needed. G3MH is a full-service law firm, which means that we can offer additional guidance in landlord/tenant issues, title transfer and vesting, trust and estate matters, easements, tenancies-in-common, property taxes, and other matters related to the conversion process. We will keep you apprised of changes in law or local procedures affecting your application. No other firm in San Francisco offers the staffing and resources to meet your needs in every aspect of condominium conversion, and beyond.

*About the Authors and the G3MH Condo Conversion Team:*

**David R. Gellman**, managing partner of G3MH, has extensive experience in condominium subdivisions, tenancy-in-common (TIC) formation, landlord/tenant (rent control), real estate litigation, commercial leasing, like-kind exchanges, and estate planning. His companion article, “Small Condominium Dispute Resolution” can be found on the firm’s website at [www.g3mh.com](http://www.g3mh.com). Mr. Gellman is an accredited instructor with the California Department of Real Estate, and frequently conducts co-ownership workshops for attorneys, real estate agents, and prospective home buyers. Mr. Gellman can be contacted via email at [DGellman@g3mh.com](mailto:DGellman@g3mh.com), or by phone at 415/673-5600 ext.229.

**R. Boyd McSparran** is a partner of G3MH. His practice areas include condominium conversion, tenancies-in-common, commercial and residential real property transactions, leases, and landlord-tenant disputes. He can be contacted via email at [BMcSparran@g3mh.com](mailto:BMcSparran@g3mh.com), or by phone at 415/673-5600 ext.257.

**Brian Hession de los Santos** is a paralegal at G3MH. He has prepared over a thousand successful conversion application packages. Brian is responsible for maintaining contact with the City departments and staff who process conversion applications, and is an invaluable resource for the latest twists and turns in the City’s application requirements.

*This article is for informational purposes only, and should not be relied on as legal advice about specific situations. Readers should consult an attorney if they need help with legal matters. We invite readers seeking legal assistance to contact one of our attorneys to discuss their needs.*

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## Notes

# Condominium Conversion Process

