



SUBDIVISION INDUSTRY BULLETIN

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

Summer 2002
Department of Real Estate

Money paid for optional extras subject to impound laws

Optional extras are frequently ordered by subdivision homebuyers. Sometimes the specially-installed items may cost thousands of dollars and once installed, cannot be removed without additional expense.

A problem arises when a buyer fails to complete the transaction and the property, improved to their specifications, cannot be sold to another buyer for a sufficient amount to recapture the subdivider's additional costs.

In an attempt to forestall problems of this type, some developers extract the full cost for *optional extras* from the purchaser and use that money to install the requested improvements. Also, the monies paid by the purchaser for the *optional extras* are frequently deposited in an account, other than the designated purchase money impound account. Subdividers who use purchase money in this fashion act in violation of the Subdivided Lands Law.

Under the Subdivided Lands Law, all monies received from a purchaser towards the purchase or a long term lease of subdivided property is *purchase money*. Subdividers are precluded from using purchase money for any purpose until the purchaser receives title to the property, or whatever other interest for which he/she contracted. This means that the subdivider-builder must usually install all such *extras* with his/her own funds and if there is a default by a purchaser, the subdivider may then lay claim to funds expended for *extras* under the *liquidated damages* provisions of the contract. The procedures for making a claim against purchase money must be in accordance with Section 2791 of the

Regulations of the Real Estate Commissioner.

Instead of using his/her own money to install the *extras* the subdivider can use *purchase money* by furnishing a bond to the Department of Real Estate under the provisions of Section 11013.2(c) or 11013.4(b) of the Business and Professions Code. The bond could be for the total amount intended to be used for these special installations or for all the purchase monies the subdivider believes he may expend for any reason. If such a bond (RE 600 or

600A) is furnished the subdivider may still be liable to the purchaser for purchase monies expended if a court or arbitrator determines that the subdivider is not entitled to the liquidated damages he is claiming.

If purchasers contract separately with contractors or suppliers who are in no way associated with a subdivider and these contractors are paid separately by the purchaser for *extras*, the amounts paid are not considered to be monies paid for the purchase or lease of a subdivision interest and

Continued on page 4

New pet rules

Effective January 1, 2001, AB 860 amended Civil Code Section 798.33 (Mobilehome Residency Law) and added Civil Code Section 1360.5 (Davis-Stirling).

The Mobilehome Residency Law regulates the management of mobilehome parks, in terms of the rules and regulations imposed on the residents of such projects, including rules set forth relating to the keeping of pets. The amendment to Civil Code Section 798.33 provides that no mobilehome park lease agreement entered into, modified, or renewed on or after January 1, 2001, shall prohibit an owner from keeping at least one pet (subject to reasonable rules and regulations of the project).

The Davis-Stirling Common Interest Development Act contains certain requirements relating to the governing documents for common interest developments. Civil Code Section 1360.5 was added to provide that no governing documents entered into, amended, or otherwise modified on or after January 1, 2001, shall prohibit an owner of a separate interest within a common interest development from keeping at least one pet.

The new statutes identify which pets can be kept, but do not include language pertaining to the size or weight of a pet. The governing documents may impose reasonable restrictions on the size or weight of a pet.

Any person filing an application with the Department of Real Estate for a common interest subdivision should be aware that all governing documents (including bylaws), and all mobilehome park lease agreements filed with the project must now comply with these requirements.



In Memoriam
Joyce Bloomer

Our dear friend and colleague Joyce Bloomer passed away Saturday, January 26, 2002. Joyce began her career at the Department of Real Estate in 1980 in the Appraisal Section as an Assistant Property Appraiser. She was promoted in 1984 to Associate Property Appraiser. At the journeyman level, Joyce excelled at appraising properties within and outside of California and completing the most complex filings. Joyce was promoted to Senior Deputy Commissioner in August 2001. She will be missed.

New water supply requirements

Effective January 1, 2002, SB 221 amended Section 11010 of the Business and Professions Code and Section 65867.5 of the Government Code. It also added Sections 66455.3 and 66473.7 to the Government Code. The Government Code sections became a part of the Subdivision Map Act.

The Subdivision Map Act requires the legislative body of a city or county to deny approval of a tentative map, if such legislative body makes a finding that the map is not in conformance with the general and specific plans of the city or county. The availability of a sufficient water supply is one of the factors used in making this finding.

Sections 66473.7 and 65867.5 respectively, prohibit the approval of a tentative map or development agreement for a subdivision of 500 or more units, unless the tentative map or agreement complies with added Government Code Section 66473.7.

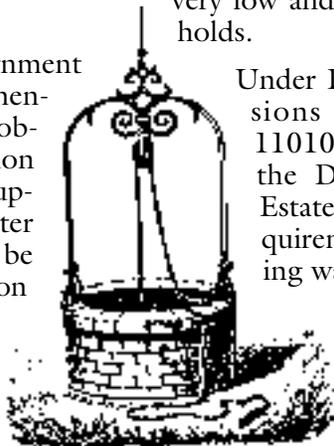
Compliance with Government Code Section 66473.7 mentioned above, includes obtaining written verification from the applicable water supplier that an adequate water supply is available, or will be available prior to completion of the project.

Section 11010 of the Business and Professions Code requires persons

intending to offer non-exempt subdivided lands in the State of California to file an application with the Department of Real Estate, and to provide a true statement of any provisions that have been made for the supply of water to the subdivision. As amended, Section 11010 requires subdividers (in subdivisions containing more than 500 dwelling units) by submitting written verification of such availability obtained pursuant to Government Code Section 66473.7.

Section 66473.7(i) indicates that the new requirement does not apply to any residential project proposed for a site that is within an urbanized area and has been previously developed for urban uses; or where the immediate contiguous properties surrounding the residential project site are, or previously have been, developed for urban uses; or housing projects that are exclusively for very low and low-income households.

Under Business and Professions Code Sections 11010(b)(6) and 11018(f), the Department of Real Estate already has the requirement of demonstrating water availability prior to obtaining a public report. The amendments discussed here provide an additional way for



SUBDIVISION INDUSTRY BULLETIN

*Official Publication of the
California Department of Real Estate*

Vol. 23, Issue 1 Summer 2002

STATE OF CALIFORNIA
GRAY DAVIS, *Governor*

Business, Transportation & Housing Agency
MARIA CONTRERAS-SWEET, *Secretary*

Department of Real Estate
PAULA REDDISH ZINNEBANN, *Commissioner*

Who's Who in Subdivisions

PRINCIPAL OFFICE

2201 Broadway, Sacramento, CA 95818-2500
Sam Perrotti
Assistant Commissioner, Subdivisions

SUBDIVISIONS OFFICE—NORTH

Chris Neri
Managing Deputy Commissioner III
P.O. Box 187005, Sacramento, CA 95818-7005
2201 Broadway, Sacramento, CA 95818-2500
Telephone: (916) 227-0813

SUBDIVISIONS OFFICE—SOUTH

Robert D. Gilmore
Managing Deputy Commissioner III
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105
Telephone: (213) 576-6983

SUBDIVISIONS, TECHNICAL UNIT

(Time-shares & Advertising Review)
P.O. Box 187005, Sacramento, CA 95818-7005
2201 Broadway, Sacramento, CA 95818-2500
Telephone: (916) 227-0810
Gil Hatfield *Sr. Deputy Commissioner*
Chris Neely *Sr. Deputy Commissioner*

BUDGET REVIEW SECTION

Lou Hauger *Managing Deputy Comm. III*
320 W. 4th Street, Suite 350
Los Angeles, CA 90013-1105
Telephone: (213) 576-6980



this requirement to be met. It should be noted that these changes only address the availability of water for subdivisions of 500 or more units, and have nothing to do with financial arrangements for the water delivery system, such as installation of water lines.

Subdivisions North

Industry typed public reports

The following are guidelines for processing and preparing a pre-typed subdivision public report:

- You will need compatible equipment to create an IBM formatted diskette that can be used by the Deputy to make corrections, changes or deletions and also be transferred to one of our diskettes creating a record to be used in the future. Your diskette will be returned once data has been transferred into our database. The Department prepares public reports on personal computers with Microsoft® Word. Our standard font is: 12-point Arial. If you have any questions about formatting, please contact our word processing technician, Denise White, in Sacramento.
- Submit the pre-typed subdivision public report as early in the process as possible. This can help avoid time consuming changes at the final document stage.
- Contact the Deputy to determine their processing procedures. This may include the use of their worksheet.
- Keep current worksheets on hand. In cases of subsequent phases, you may want to use the subdivision public report for the prior phase as a worksheet. Submit a copy of the pro forma report highlighted so the Deputy can easily identify all the changes. Use the same procedure for amendments.
- Remember the more you become familiar with the format for typing the reports, the easier

this task becomes. The subdivision public report is still the responsibility of the Deputy and the Deputy can make any changes he/she deems necessary.

- If the SRP requests that the subdivision public report be delivered in a manner other than the regular mail service, please provide instructions. If you will be using a delivery service such as, FedEx®, DHL Worldwide Express®, etc., please include a self-addressed envelope with the appropriate account number.

The cooperation of industry and DRE staff, will help reduce time and stress and ensure reports are issued within reasonable time frames.

Senior housing

Senate Bill 2011, signed into law in September 2000, became operative July 1, 2001. The legislation amended Section 11010.05 of the Business and Professions Code and Sections 51.2, 51.3, 51.4, 51.11 and 51.12 of the Civil Code. The legislation revised the definition for a "senior citizen housing development" and created new requirements affecting the public report process as follows:

- ✓ In all counties except the County of Riverside*, "senior citizen housing development" means a residential development developed, substantially rehabilitated, or renovated, for senior citizens that has at least 35 dwelling lots/units. *In Riverside County, a "senior citizen housing development" has 20 lots/units or more.
- ✓ Any person proposing a "senior citizen housing development" must include in an application for a public report a complete statement of restrictions on occupancy to be applicable in the development.
- ✓ Any public report issued for a "senior citizen housing development" must contain a statement of restrictions on occupancy to be applicable in the development.

The DRE expects any effect on the public report process resulting from the new requirements to be minimal. Typically, a statement of restrictions on occupancy applicable to a development is derived from language contained in the development's CC&Rs. The DRE will utilize the statement provided by the applicant and will possibly reference language in the CC&Rs when preparing special notes for the public report. Depending on the statement provided by the subdivider, the new special note may resemble the existing note for age restricted projects in the Worksheet-Additional Special Notes (RE 622C).

Personnel changes

Sacramento Office

Ron Southard transferred from the Los Angeles Subdivision Section to the Sacramento Subdivision Section in August 2001. Ron is splitting his time between budget reviews and subdivision reviews.

Mary Libra was promoted to Senior Deputy Commissioner in May 2002. Mary will assist Lou Hauger in training new or inexperienced Deputies in the Budget Review Section.

Shannon Boyd was promoted to Deputy Commissioner in May 2002. In addition to her duties as a Deputy Commissioner, Shannon will be the liaison between the Information System Section and the Subdivision Section.

Los Angeles Office

Angele Eskandari was hired as a Deputy Commissioner in November 2001. Angele was an independent real estate broker for the past eight years. She has been in the real estate and loan brokerage industry for more than twelve years.

Notice of abandonment

Have you recently received a *File Abandonment Notice* from the Department? Commissioner's Regulation 2804(a) states that the Commissioner may abandon an application for a final, conditional, amended, or renewed public report, if:

- (1) The data required by Section 11010 has not been furnished within three years from the date a notice of intention was filed for the subdivision public report; and
- (2) Six months have elapsed since the commissioner has given notice of deficiencies or substantive inadequacies contained in the documents which are required to make the filing substantially complete and the deficiencies and inadequacies have not been corrected by the applicant; and
- (3) The term of any one-year extension of time in which to complete the application, as provided in subdivision (d), has elapsed.

Abandonment notices

You will receive two file abandonment notices from the Department prior to abandoning your file. The first notice [Regulation 2804(c)] will be mailed 90 days prior to abandoning the file. The second and final notice [Regulation 2804(d)] will be mailed 60 days or more following the mailing of the first notice. Your file will be deemed abandoned 30 days after the final notice is mailed, unless prior to the 30 day period, the filing is completed or a one-year extension has been granted pursuant to subdivision (d) of Regulation 2804.

Extension petition

If you wish to keep your file active, you must file a petition with the Department no later than 30 days after the final notice has been mailed. Subdivision (d) of Regulation 2804

New property inspection law

Effective January 2, 2002, Section 11010.11 was added to the Business & Professions Code by AB 452. The new law requires the Department of Real Estate to add a disclosure to the subdivision public report informing a purchaser of the right to negotiate property inspections with the seller under terms mutually agreeable to both parties.

The intent of the new statute is to advise the purchaser of the right to negotiate for a property inspection in residential transactions. The legislation did not intend that the Department would review or require the disclosure be added to the governing documents or the purchase agreement. As of January 1, 2002, the following special note must be included at the end of the special notes section of the subdivision public report:

NOTWITHSTANDING ANY PROVISION IN THE PURCHASE CONTRACT TO THE CONTRARY, A PROSPECTIVE BUYER HAS THE RIGHT TO NEGOTIATE WITH THE SELLER TO ALLOW AN INSPECTION OF THE PROPERTY BY THE BUYER OR THE BUYER'S DESIGNEE UNDER TERMS MUTUALLY AGREEABLE TO THE PROSPECTIVE BUYER AND SELLER.

states that the commissioner, on her own motion, or after receipt of a petition from the applicant or the applicant's designated representative, may, under the following terms and conditions, grant a one-year extension in order to allow the applicant to complete the application:

- (1) The petition is received prior to the expiration of the thirty (30) day notice period referred to in subdivision (c).
- (2) The petition sets forth reasons of hardship or justifiable extenuating circumstances explaining why the file has been inactive. Hardship and justifiable extenuating circumstances shall include mistake, inadvertence, surprise, excusable neglect, or circumstances beyond the control of the applicant or the applicant's designated representative.

Written notice of the decision to grant or deny the petition will be mailed or delivered to the applicant and the applicant's designated representative, within thirty (30) calendar days after receipt of the petition.

Regulation 2804(e) also states the

commissioner may grant one or more one-year extensions, provided that the application has not been abandoned as provided in subdivision (c) of Regulation 2804.

Remember, your petition to keep your file open must be received within 30 days after the final notice is mailed. Once the file has been formally abandoned, a new application and filing fee will be required to proceed in the future.

Impounding

Continued from page 1

are exempt from the impound provisions of the Business and Professions Code. Because many subdivider-builders object to work being performed on their property at this stage of development by independent contractors outside the builder's control, this procedure is not widely used.

Feedback from subdividers who have used the bonding procedures indicate that it is the most acceptable and practical procedure.

SUBDIVISION FILING FEES

RE 605 (Rev. 7/01)

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 Only (*Additional applications submitted concurrently — \$60 each*)

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 7/01 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 7/01 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)
\$ 7,770	<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)
\$ 3,180	Total for location 2

Location 3 Calculation

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

Final Calculations

\$ 7,500	For location 1
\$ 3,180	For location 2
\$ 6,750	For location 3
\$17,430	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)
\$ 7,770	<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
\$19,120	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
\$15,040	Total fee

PUBLICATIONS REQUEST

RE 350 (Rev. 6/02)

PUBLICATION INFORMATION — PLEASE READ BEFORE ORDERING.

Purchase Information

DRE publications may be purchased/ordered by mail, by fax, by phone, or in person. (Refer to specific payment methods below.)

For your convenience, brochures may be downloaded from our Web site at www.dre.ca.gov.

By mail — Complete Parts A, B, and C (if appropriate). Mail it with the proper fee to:

Department of Real Estate
Book Orders
P.O. Box 187006
Sacramento, CA 95818-7006

By fax — Complete Parts A, B, and C. Fax form to (916) 227-0361.

By phone — Have credit card information ready, then call Book Order desk at (916) 227-0853.

In person from District Office — Complete Parts A, B, and C (if appropriate). Offices are located in Sacramento, Los Angeles, Oakland, Fresno, and San Diego.

Acceptable payment methods

- Personal check, cashier's check or money order should be made payable to: Department of Real Estate.

continued on reverse

PART A PUBLICATION ORDER

RE #	Publication Title	Price	Quantity			Your Cost
			English	Spanish	Chinese	
Law and Reference Material						
1	Reference Book — A Real Estate Guide	\$20.00				
2	Real Estate Law (book)	\$20.00				
2C	Real Estate Law (CD) — <i>(Compatible with Adobe Acrobat Reader)</i>	\$20.00				
	Real Estate Law (book AND CD)	\$35.00				
6	Disclosures in Real Property Transactions	\$10.00				
8	Operating Cost Manual For Homeowners' Associations	\$10.00				
9	Subdivision Public Report Application Guide (SPRAG)	\$10.00				
25	Reserve Study Guidelines for Homeowner Association Budgets	\$10.00				
Brochures (Also available at www.dre.ca.gov)						
4	Instructions to License Applicants	<i>Free</i>				
13	Trust Funds	<i>Free</i>				
34	A Guide for Residents Purchasing Their Mobilehome Park	<i>Free</i>				
35	Trust Deed Investments – What You Should Know!!	<i>Free</i>				
35A	Using the Services of a Mortgage Broker	<i>Free</i>				
39	Living in a California Common Interest Development	<i>Free</i>				
51	A Consumer Guide to Filing Real Estate Complaints	<i>Free</i>				
52	Reverse Mortgages — Is One Right for You?	<i>Free</i>				

PART B PURCHASER INFORMATION

NAME OF PURCHASER — TYPE OR PRINT CLEARLY IN INK

STREET ADDRESS OR POST OFFICE BOX

CITY STATE ZIP CODE

Subtotal _____
– Discount _____
Subtotal _____
+ CA Tax* _____
(Tax rate used _____%)*

PART C CREDIT CARD INFORMATION

TO PURCHASE PUBLICATION(S) BY CREDIT CARD, COMPLETE THE FOLLOWING:

METHOD OF PAYMENT ACCOUNT NUMBER EXPIRATION DATE OF CARD

VISA MASTERCARD

SIGNATURE OF CARDHOLDER DATE

»

PRINTED NAME OF CARDHOLDER TELEPHONE NUMBER

TOTAL \$ _____
**See reverse for tax information.*
AMOUNT AUTHORIZED
\$ _____
APPROVAL # — DRE USE ONLY
REFERENCE # — DRE USE ONLY

- VISA and MasterCard credit cards may be used to purchase DRE publications.
- Cash is acceptable *only* if purchasing in person and *only* if it's the exact amount of purchase (no change available).

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%), and 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.
- Note that a purchase of both the paper and an electronic version of the Real Estate Law book is already discounted to \$35. There is no further discount for combination (paper and electronic) purchases in **any** quantity.

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 laws, the Regulations of the Real Estate Commissioner, the Administrative Procedure Act and pertinent excerpts from other 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 offered in print and also on CD-ROM (see #2C for more information). The complete law book is also available on the DRE Web site: www.dre.ca.gov.

#2C Real Estate Law (CD)

This electronic version of the law book has automated bookmarks and enhanced search capabilities. With free Adobe Acrobat Reader or other Acrobat software, you can view, navigate, and print the PDF documents on the CD using a broad range of hardware and operating systems.

System requirements for Acrobat Reader (Windows) — Intel Pentium processor; Microsoft Windows 95 OSR 2, Windows 98 SE, Windows Millennium Edition, Windows NT 4.0 with Service Pack 5, Windows 2000, or Windows XP; 64 MB of RAM; 24 MB of available hard drive space for installation; CD-ROM drive.

System requirements for Acrobat Reader (Macintosh) — PowerPC® processor; Mac OS software version 8.6*, 9.0.4, 9.1, or Mac OS X*; 64 MB of RAM; 24 MB of available hard drive space for installation; CD-ROM drive. *Please note, some features may not be available because of system limitations.

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.

Consumer brochure requests & reproduction

Limited to 25 copies for most brochures.

To request permission to reproduce brochures, complete and submit a Publications Reproduction Request (RE 370A) to the address below. The form may be obtained from our Web site at www.dre.ca.gov, by calling (916) 227-0772 or writing to:

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

COMMONLY USED DRE FORMS

✓ = forms revised between 8/01 and 5/02

<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	1/02	✓	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	3/99		Preliminary Public Report – Common Interest Subdivision	616A	5/97		Master Management Document Application
603D	3/99		Preliminary Public Report – Standard Subdivision	616B	7/98		Declaration of Approved MMD's Final Subdivision Public Report – Amendment [<i>industry prepared</i>]
605	7/01		Subdivision Filing Fees	618G	12/99		
608	2/96		Consent to Service of Process (Public Report, Permit or Registration – Individual)	619	2/00		Natural Hazards (Supplemental Questionnaire)
608A	2/96		Consent to Service of Process (Public Report, Permit or Registration – Partnership)	621	1/97		Escrow Instructions [§11018.5(a)]
608B	2/96		Consent to Service of Process (Public Report, Permit or Registration – Corporation)	621A	1/97		Supplemental Instructions [§11018.5(a)]
608C	2/99		Consent to Service of Process (Out-of-State Trustee)	621B	7/00		Completion Arrangement Information
				623	2/00		Budget Worksheet
				624	11/00		Notice of Intention (Common Interest)
				624A	10/97		HOA Common Facilities

<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>
624C	3/89		Special District and Special Assessment District	643J	1/97		Surety Bond (Regulation 2792.9)
624E	6/87		Master Planned Community Information	643K	1/97		Surety Bond (Regulation 2792.10)
625	1/97		Change in Escrow Depository	643L	1/97		Irrevocable Standby Letter of Credit (Reg. 2792.10)
626C	1/97		Out-of-State Subdivision Registration Information	643M	2/97		Unconditional Release Covenant
626D	6/89		Trustee/Escrow Depository Agreement (Out-of-State)	643N	2/00		Surety Bond (Regulation 2812.3)
627	6/99		Notice of Intention [§11010(c)]	643O	2/00		Irrevocable Standby Letter of Credit (Regulation 2812.3)
627A	6/99		Community Apt. & Stock Co-op Conversion Guidelines	643P	2/00		Surety Bond (Regulation 2812.4)
628	11/00		Notice of Intention (Standard)	643Q	2/00		Irrevocable Standby Letter of Credit (Reg. 2812.4)
629	1/97		Sample of Set-Aside Letter [§11018.5(a)(2)]	646	1/97		Common Interest Subdivision General Information
631	11/98		Guidelines for Subdivision Advertising	646A	3/90		General Information (Time Share Subdivision)
631A	2/96		Gift Inventory Statement	648	7/99		Regulation Check Sheet [RE 624 & 658 Filings]
633	1/97		Application to Amend Documents [§11018.7]	648A	7/99		Regulation Check Sheet (Time-Share)
635	11/00		Amendment/Renewal Application	656A	10/93		Out-of-State Subdivision Agreement
635A	9/99		Expedited Amendment Application	658	9/99		Notice of Intention (Stock Co-op/ LEHC)
635B	8/00		Amendment Application [Reg. 2790.2(c)]	662	1/93		Exemption Request [§11003.4(b)]
635C	3/01		Amendment/Renewal Application (Time-Share)	668	3/01		Time-Share Application
637	3/99		Exemption Request (§11010.5)	668A	3/01		Notice of Intention (Time-Share)
639	7/95		Supplemental Questionnaire (Common Interest Subdivision Conversions)	676	12/31/84		Notice of Intention to Sell Undivided Interest
643	5/98		Assessment Security Agreement and Instructions to Escrow Depository [Reg. 2792.9]	679	5/72		Declaration of Prospective Undivided Interest Owner
643B	12/90		Instructions to Escrow Depository (Start-up Funds)	680	6/89		Exemption Request [§11000.1(b)(2)]
643C	2/00		Assessment Security Agreement & Instructions to Escrow Depository - Reg. 2812.3	681	9/99		Budget Review Request
643D	2/00		Subsidy Security Agreement & Instructions to Escrow Depository [Reg. 2812.4]	684A	4/95		Certification (Approved Budget)
643E	5/98		Subsidy Security Agreement and Instructions to Escrow Depository [Reg. 2792.10]	688	5/98		Set-Aside Letter [Reg. 2792.10]
643F	6/88		Sample Letter of Credit (VA Start-Up)	688A	5/98		Set-Aside Letter [Reg. 2792.9]
643G	6/87		Agreement and Escrow Instructions (Letter of Credit – VA Start-Up)	695C	7/99		Subdivision Forms Request
643I	1/97		Irrevocable Standby Letter of Credit	699	5/95		Certification (Subsequent Phases of a Phased Project)
				699A	3/99		Certification (Totally Complete Filing – Standard)
				699B	9/00		Certification (Mutual Water Co.)
				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 _____
<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 _____
<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