



City and County of San Francisco  
San Francisco Public Works · Bureau of Street Use and Mapping  
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**UPDATED: June 8, 2016**

**Expedited Conversion Program (ECP)  
Instructions for Owner's Affidavit - No Tenants Only**

**The submittal for condominium conversion is subject to the terms of the Expedited Condominium Conversion Program, City and County of San Francisco Subdivision Code, Section 1396.4.**

Expedited Condominium Conversion Program (ECP) applicants must confirm there have been no evictions and no new tenants since application submittal. A complete Owner Affidavit for: No New Evictions and No New Tenants is required.

The Owner Affidavit **MUST** be completed by **ALL OWNERS** indicated on the ECP application. The signed and notarized affidavit is to be submitted with the signed mylar copy of the condominium map for the project.

This Owner Affidavit is available at the City and County of San Francisco's Department of Public Works website at: [http://sfpublicworks.org/sites/default/files/ECP%20-%20No%20New%20Tenant%20No%20New%20Eviction\\_20160314.pdf](http://sfpublicworks.org/sites/default/files/ECP%20-%20No%20New%20Tenant%20No%20New%20Eviction_20160314.pdf)

***NOTE: ALL OWNER AFFIDAVITS MUST BE SIGNED WITHIN 30 DAYS OF MYLAR SUBMITTAL.***

Any submitted affidavits signed outside of the 30 days will be returned and a newly executed affidavit will be required.

If the status of the building has changed, and there is/are a tenant(s), the owners will be subject to the Lifetime Lease requirements as set forth in the Expedited Conversion Program law. The owner or owner's representative must contact San Francisco Public Works immediately by email at [Subdivision.Mapping@sfdpw.org](mailto:Subdivision.Mapping@sfdpw.org) or by phone at (415) 554-5827.

Sincerely,

Bruce R. Storrs, PLS  
City and County Surveyor  
City and County of San Francisco