

**MAYOR'S OFFICE OF HOUSING
CITY AND COUNTY OF SAN FRANCISCO**



EDWIN M. LEE
MAYOR

DOUGLAS SHOEMAKER
DIRECTOR

June 23, 2011

SUBJECT: **REQUEST FOR OCCUPANCY CERTIFICATION**

Dear Homeowner:

Our records show that your property was purchased through the San Francisco Mayor's Office of Housing below market rate (BMR) ownership program. Per your signed agreement with the City, you must occupy your BMR unit as primary residence, and not to rent your property. MOH is now monitoring your property to ensure that you have remained an owner-occupant.

Please submit the enclosed **Occupancy Certification Form** with a copy of the required documentation by **Friday July 15th, 2011 at 5:00pm** by fax: (415)701-5501 or mail to:

Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
Attn: MOH Compliance

Thank you for your prompt attention to this request. Please be reminded that failure to respond to this monitoring request constitutes a default under program regulations, and the City will use all remedies available to ensure compliance. If you require additional information about the monitoring process, please review the enclosed Frequently Asked Questions (FAQ) or you may call the appropriate phone number below.

English: (415)701-5622
Cantonese: (415)701-5623
Spanish: (415)701-5624

Sincerely,

MOH Compliance Team