

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



LONDON N. BREED
MAYOR

KATE HARTLEY
DIRECTOR

Dear Contractor,

Thank you for your interest in participating in the Code Violation Enforcement-Deferred Rehab (COVER) Loan Program.

The Code Violation Enforcement-Deferred Rehab (COVER) Loan Program is a program administered by the Mayor's Office of Housing and Community Development (MOHCD) to provide property owners with low-interest loans to address necessary work as described in Notice(s) of Violation and/or Order(s) of Abatement issued by the Department of Building (DBI).

Please review all attached documents for an overview of the program and contractor requirements to bid on projects enrolled in the COVER Loan Program.

Included you will find the following:

- Copy of **City-Certified Vendor Process** – contractors submitting bids must be a city-certified vendor. If you are not a city-certified vendor, you are ineligible to submit a project bid. This overview guides you through the process to become a city-certified vendor.
- Copy of draft **Bid Sheet** (to be completed and submitted after visual inspection of the property with the intention of performing construction work to address Department of Building Inspections' (DBI) Notice(s) of Violation and/or Order(s) of Abatement.
- Copy of **Scope of Work and Cost Summary**. To be executed by the property owner and the contractor once a COVER loan has been approved.
- Copy of **Notice to Proceed**. This is the City's approval to begin construction.
- Copy of **Change Order Form** – to be submitted for every addition or deletion of items from the submitted original work and cost summary.

Mayor's Office of Housing and Community Development
1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103
Main (415) 701-5500 Fax (415) 701-5501 Web www.sfmohcd.org

- Copy of **Disbursement Form** – a disbursement form is completed for each payment request after a portion of the work has been completed by the contractor, inspected by MOHCD and/or green-tagged by DBI at project completion.
- Copy of the **Notice of Completion** – to be completed by the owner and submitted by the contractor along with a completed disbursement form, certificate of final inspection by DBI and an invoice for final payment or release of retainage.

The COVER Loan Program's goal is to assist eligible property owners with low-interest loans to address code violations and deferred property maintenance issues as detailed in Notice(s) of Violation and/or Order(s) of Abatement issued by the Department of Building Inspection (DBI) in order to retain homeownership, maintain and improve the City's housing stock and strengthen communities.

Violations issued by DBI that are not immediately addressed may result in costly fees and assessments. Fixing code violations and deferred maintenance issues in a timely manner could save households from the debilitating cost of deferred maintenance and the unnecessary burden of repetitive inspection appointments, attending director's hearings and additional assessments. Not to mention, avoid the escalation of their cases to the City Attorney's Office for legal action.

Please take the time to review the materials enclosed. If additional information is needed or if you have specific questions regarding COVER Loan Program, you may contact our office at 415-701-5500. We look forward to working with you!

Sincerely,

Lorene Agujetas

Lorene D. Agujetas

COVER Loan Program Manager

lorene.d.agujetas@sfgov.org

Direct - 415-701-5541

CODE VIOLATION ENFORCEMENT-DEFERRED REHAB LOAN PROGRAM INSTRUCTIONS TO BECOME A CITY-CERTIFIED CONTRACTOR

To become a city-certified vendor, the contractor (“vendor”) must register to receive payments via ACH (automated clearing house) which is a network used for electronic payments. ACH is the City’s only method of providing payment. The following are the required steps to become a city-certified vendor:

- Complete W-9 form.

The W-9 form is required to obtain a vendor number. This vendor number is verification that your entity is a certified vendor of the City and is authorized to receive payments via ACH. The W-9 form is used to generate the 1099-MISC form. You may find the W-9 form here:

www.irs.gov/pub/irs-pdf/fw9.pdf

- Access this link, register as a bidder and attach completed W-9 form.
<https://sfcitypartner.sfgov.org/>

Finalize current business tax registration.

Business tax registration is required for all entities that conduct business in San Francisco and determines their tax responsibilities.

- Register online, visit the CCSF Vendor – Business Registration website here:
<https://newbusiness.sfgov.org/vendor/>
- Complete the 12B – 12C Compliance form.

As a city-certified vendor, you will be required to provide equal benefits to all employees, including same sex couples. This form verifies equal benefits to all employees are being provided. 12B Compliance form may be found here:

<http://sfgov.org/cmd/sites/default/files/FileCenter/Documents/12835-CMD-12B-101Fillable.pdf>

- Finalize 12B-12C Compliance. Email sfcitypartnersupport@sfgov.org , to request a User Name/ ID and password to access Supplier Homepage Portal. With the User Name/ ID and password, you will be able to access the Supplier Homepage Portal and submit the 12B Compliance forms.

**CODE VIOLATION ENFORCEMENT-DEFERRED REHAB LOAN PROGRAM
BID SHEET**

PROJECT ADDRESS _____

Line Item(s)	Description	Price
A		
B		
C		
D		
E		
F		
G		
H		
	TOTAL	\$

This work will be complete within _____ working days of commencement (do not include time to order windows prior to actual on site commencement).

Name of Firm _____ Date _____

Signature _____ Title _____

Printed Name _____

The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction. The lowest responsible bid is to be held for 90 days. All bids must be provided to MOHCD for review and approval.

Please provide all bids through secure link here: <https://sfgov.sharefile.com/i/ia843cf7049d4046a>

If you are unable to submit electronically, mail or drop off at the:

Mayor's Office of Housing and Community Development
1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

Should you have any questions, feel free to email Lorene.D.Agujetas@sfgov.org or call 415-701-5541.

CODE VIOLATION ENFORCEMENT-DEFERRED REHAB NOTICE TO PROCEED

PROJECT INFORMATION

OWNER:

PROJECT ADDRESS:

CONTRACT AMOUNT:

CONTRACTOR:

CONTACT PERSON:

Business #

Cell #

Email

TYPE OF PROJECT:

Code Violation Enforcement-Deferred Rehab (COVER)

MONITORING AGENCY:

Mayor's Office of Housing and Community Development

CONTACT PERSON:

Lorene Agujetas

CONTACT PHONE:

415-701-5541

CONTACT EMAIL:

LORENE.D.AGUJETAS@SFGOV.ORG

YOU ARE HEREBY GIVEN NOTICE TO PROCEED ON THE PROJECT LOCATED AT PROPERTY ADDRESS, SAN FRANCISCO, CA, WHEN THE FOLLOWING ITEMS ARE COMPLETE AND ON FILE WITH THE MAYOR'S OFFICE OF HOUSING.

1. GENERAL LIABILITY INSURANCE
2. AUTO LIABILITY INSURANCE
3. WORKERS COMP. INSURANCE
4. SIGNED PROJECT CONTRACTS AND PERMITS
5. ALL FINANCIAL DOCUMENTS

PLEASE NOTIFY ALL PARTIES INVOLVED IN THIS PROJECT AND COORDINATE ACCORDINGLY.

LORENE AGUJETAS

COVER PROGRAM MANAGER

City of San Francisco
Mayor's Office of Housing and Community Development
Code Violation Enforcement-Deferred Rehab Loan Program
SCOPE OF WORK AND COST SUMMARY

Owner	_____	Phone	_____
Property	_____		_____
Address	San Francisco, CA 94XXX		_____
	_____		_____
Date:	_____	Amended:	_____

I. General Conditions

A. Bid and Contract Documents

1. The City and County of San Francisco may be referred to as City or the City. The Mayor's Office of Housing's, various community, housing, and construction programs will be referred to as the Mayor's Office of Housing or MOH.
2. The work performed shall be per the terms and conditions of the Owner/Contractor Agreement, this Scope of Work, and any Approved Drawings, Plans, Schedules, and/or other documents mutually signed and agreed upon.
3. Scope of Work: Includes all labor, materials, equipment and incidentals necessary to complete the preparation, demolition, reconstruction, rehabilitation, site work and/or cleaning of the project.

B. Variation from the Bid and Contract Documents

1. Any requests for substitutions, additional work, deletion of work, or any variation from the Bid and Contract Documents shall include the following in writing:
 - a) Price or credit of the requested change
 - b) Explanation of the requested change including any related variation from the Bid and Contract Documents
 - c) The additional or lessened time needed.
2. MOH and the owner will be provided with the manufacturer's printed material such as specifications, installation instructions, and warranties as applicable. Such material shall be provided by the end of the project.
3. The Mayor's Office of Housing retains final authority to approve or disapprove any changes to the work.

C. Administrative Requirements

1. Work Scheduling and Coordinating: The General Contractor will schedule and coordinate with the Owners and other Contractors as necessary and applicable.

- a) Coordinate with the Owner and other Contractors so that the removal of any component is scheduled properly. There should be no inconvenience to the occupants arising from lack of communication between the General Contractor, the Owner, and other Contractors.
 - b) The work may be required to be scheduled, coordinated and conducted in phases to minimize occupant displacement. The contractor will plan accordingly.
- 2. Permits: Contractor shall provide all permits required to complete the work described in the Scope of Work. The building permit must be on site before the first payment request will be approved and a copy of the signed building permit will be required before the final progress payment will be released. The Contractor shall apply for, pay for, obtain and forward copies of the permits to the Mayor's Office of Housing
- 3. Signage: The Contractor shall securely and durably, erect, affix, install, and maintain a sign for the Community Housing Rehabilitation Program. The location of the sign shall be in a prominent place, visible from the street side of property. The Community Housing Rehabilitation Program shall provide the sign. The contractor shall return the sign to the Community Housing Rehabilitation Program at the completion of the work.
- 4. General Warranty: Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting from work per the scope of work, which, appear within one (1) year from final payment.
 - a) Further, Contractor shall furnish Owner with all manufacturers' and suppliers' written warranties and service manuals covering items furnished under this contract.
- 5. The Contractor, the Housing Specialist and Owner will perform a walk-through of the property together to clarify the work to be performed before construction begins.
- 6. The terms of the contract shall be fulfilled prior to release of the final payment.

D. Insurance

- 1. The Contractor shall purchase, maintain and provide the Mayor's Office of Housing with certificates of insurance for:
 - a) Statutory Worker's Compensation and Employers Liability
 - b) Comprehensive General Liability Insurance with minimum coverage of \$1,000,000
 - c) Comprehensive Automobile Liability Insurance with minimum coverage of \$1,000,000.
- 2. Prior to commencing work, the Contractor shall provide Owner with a specialized liability policy covering loss or damages arising from any hazardous material abatement (i.e. asbestos, lead, radon, underground tanks).
- 3. The Contractor shall purchase, maintain, and provide certification of Worker's Compensation to the Housing Specialist with the following limits:
 - a) Coverage A - Provide Statutory Minimum Employer's Liability \$500,000 each accident.
 - b) Coverage B - \$500,000 disease per employee.
 - c) Certificates shall indicate contingent liability coverage and Owner's and Contractor's Protective Liability coverage is in force.
- 4. The above policies shall name the City of San Francisco and the Owner as additionally insured.

II. Construction Conditions

A. Definitions

1. Remove shall mean relocate, dismantle demolish and/or deconstruct and dispose of, unless otherwise noted.
 2. Replace shall mean remove, dispose of and provide new unless otherwise noted.
 3. Install shall mean put into place and/or construct new, per manufacturers installation instruction or in keeping with standard industry practices unless otherwise noted. Prepare for use.
 4. Furnish shall mean supply on site including normally related components.
 5. Provide shall mean the contractor or designate is responsible for the purchase, transport, storage, protection, preparation, installation, application, incidental, and workmanship of any so specified, noted, or directed element contained herein or pursuant to any included plans or drawings, unless otherwise noted.
 6. Reinstall shall mean remove without disposal, clean and install unless otherwise noted.
 7. Stock shall mean any materials that are normally supplied by a retail or wholesale outlet accessible by the contractor, within 25 miles of the City of San Francisco, and without special manufacturing being required. Stock specifically excludes custom made trim and molding. Stock specifically does not include cabinetry.
 8. Trim shall mean the following building components—
 - a) window and door including frame, casing, jamb, stop, sash, plinth, threshold, sill, stool, apron, molding, stile, rail, and mullion,
 - b) various molding and rail, including but not limited to baseboard, shoe, cap, plate rail picture rail, and chair rail,
 - c) hand grasp and guard rail, including baluster, newel post and miscellaneous stair components,
 - d) eaves, overhangs, soffits, fascia, replacement siding, architectural and ornamental details, architraves, gingerbread, balconies, decks and exterior porches, posts, columns, and miscellaneous finish elements.
- B. Applicable Codes (as adopted and amended by the City and County of San Francisco)
1. 2007 Building Standards Administrative Code, Part 1, Title 24 C.C.R.
 2. 2007 California Building Code (CBC), Part 2, Title 24 C.C.R.
 3. 2007 Electrical Code (C.E.C.), Part 3, Title 24, C.C.R.
 4. 2007 Mechanical Code (C.M.C.), Part 4, Title 24, C.C.R.
 5. 2007 Plumbing Code (C.P.C.), Part 5, Title 24, C.C.R.
 6. 2007 California Fire Code (C.F.C.), Part 9, Title 24, C.C.R.
 7. 2007 California Referenced Standards, Part 12, Title 24, C.C.R.
 8. 1990 Title 19, C.C.R., Public Safety, State Fire Marshall Regulations
- C. Standards of Quality
1. Unless otherwise noted the following is the reference standards for the work of this project. Work shall meet or exceed the standards and tests as delineated within the Standards and in a manner acceptable to the governing authority. In case of conflict between and/or within any Standard and/or the Scope of Work, the most stringent standard shall apply.
 - a) Journal of Light Construction; Residential and Light Commercial Construction Standards, second edition, 2002 (referred to as JLC Standards), inclusive.
 - b) Handbook of Construction Tolerances, second edition by David Ballast.

- c) Industry Standard PDCA P14-06 Levels of Surface Preparation for Repainting and Maintenance Projects (referred to as PDCA).
 - (1) Unless otherwise noted, the applicable PDCA level for this project shall be level 2.
 - 2. For the purposes of bidding and construction the grade or level of work on this project should be a mid-level or the equivalent to a custom grade of products and work, unless specified otherwise.
- D. Scheduling and Sequencing Work
 - 1. The Contractor will provide a schedule prior to the commencement of Work
 - 2. The Contractor will provide a schedule delineating the sequence of Work and the time required for each division of Work.
- E. Site security
 - 1. The contractor has the authority to control access to work areas and the responsibility to keep Owner/Tenant property secure.
 - 2. Client property moving and storage:
 - a) The client is responsible for the removal of personal property weighing less than 50 pound and for objects (other than storage boxes) less than 30"x30". Storage boxes are the responsibility of the client.
 - b) The contractor shall keep the building and its contents secure during the duration of the Work.
 - c) Remove and safely store, or cover and protect all personal property in the work areas
 - d) Remove or cover hardware, fixtures, and accessories to prevent damage. Reinstall or uncover hardware, fixtures and accessories by end of work
 - 3. Tool, material and debris storage: When tools, materials or debris are stored on site, provide a storage area inaccessible to occupants.
- F. Site Maintenance
 - 1. Cleanliness: The site shall be maintained in a clean and orderly manner.
 - 2. Protection of Property: Protect adjacent properties and Owner's properties, including, but not limited to, automobiles, trees, shrubs, walks and driveways.
 - a) Leave Owner's premises free of construction related damage and clean of debris, paint drippings, splatter, over spray and all debris associated with the work.
 - 3. Debris: Debris shall be removed from the site and disposed of at frequent intervals. All debris shall be disposed of legally. Include all related costs for disposal of hazardous waste unless noted otherwise.
 - a) All hazardous waste shall be disposed of in accordance with applicable laws and regulations. Include testing as needed.
- G. Smoking
 - 1. Smoking of any kind is not allowed on any portion of the property or within 25 feet of any window, vent opening, or door.
 - 2. The Contractor will be responsible for deodorizing and rectifying (including repainting if needed) any residue caused by the smoking of any person lawfully on the project. This section is void if the Owner or tenant smokes.

H. Product Selection

1. Refer to Finish Schedule for selection parameters.
2. The Contractor will assist the Owner with the selection of durable products such as hardware, fixtures, appliances, floor coverings or visible roofing materials.
3. The Owner will select durable products from a point of sale mutually agreed upon by the Owner and Contractor (and approved by MOH) unless otherwise noted.
4. The Owner will select and approve products from seller's standard and current product catalog or product line.
5. Casework and cabinets:
 - a) All cabinet carcasses shall be solid wood, plywood or other approved material. Particleboard is allowed only with approval of MOH.
 - b) Modular cabinets are allowed and are acceptable within the Standards of Quality guidelines.
6. The Owner and Contractor shall acknowledge in writing the selection of durable products prior to installation.
7. Provide all products and finish elements as specified. Where a product is not specified, a mid-grade and stock item will be assumed as a pricing and provision guideline.

I. Paint selection

1. All paints and coatings shall be rated as very low Volatile Organic Compounds (VOC). Very low VOC paint shall be any paint or coating having 150 grams per liter or less VOC content, as stated by the manufacturer.
2. The Contractor will assist the Owner with the selection of, paint colors and paint sheen.
3. The Owner will select and approve paint colors and sheen from a manufacturer's standard and current color catalog, provided by the Contractor, from a point of sale designated by the contractor and approved by MOH.
4. Unless otherwise noted, the contractor will provide 2 exterior colors and 2 interior colors. One each for body and trim.
5. Unless otherwise noted, the contractor will provide 1 exterior stain color and 1 interior stain color, when stain coatings are specified in the Scope of Work. Stain color does not include clear coat when required.
 - a) The contractor will provide 1 stain-coat and 2 clear-coats over any specified stain color. Combination products that are both stain and clear-coat will be accepted as 1 stain-coat and 1 clear-coat
6. Eye matched colors, custom colors, ultra-deep-base colors, neutral tint base colors, and designer brand paints are not allowed without prior written approval from MOH.
7. The Owner and Contractor shall acknowledge in writing the selection of paint colors prior to installation or the application of any coatings. In the event the owner delays or fails to designate paint color or sheen, the Contractor may use colors and sheen to reasonably match the existing colors and sheen.
8. All existing paint shall be assumed to be lead-based unless specifically noted otherwise.

J. Materials

1. For replacement material, use stock material, matching the existing component as close as possible.

2. All visual elements shall be per Plans, Schedule, or Scope of Work. Where the element is not clearly specified, the product shall match the original product and detail as nearly as possible using stock products.
3. All materials shall be appropriate to use and location.
4. Custom millwork other than cabinetry is not required unless explicitly specified.

K. Lead Based Paint: Some or all of the paint may be lead-based.

1. The Contractor shall take all legally required precautions necessary and practice the recommendation of the US Housing and Urban Development Guidelines for the Evaluation and Control of Lead Based Paint Hazards In Housing (HUD Guidelines) to protect persons and property from lead paint hazard
2. See attachment for specified lead based paint stabilization Work.

Item	Description of Work	Item Cost
1		
2		
3		
4		
5		
6		
Total Project Cost		\$

III. Completion Time Commitment:

- A. This Work will be completed within _____ days of onsite commencement (do not include time to order windows prior to actual on site commencement).
- B. The Community Housing Rehabilitation Program uses the completion time commitment as a consideration in awarding the work. Failure to meet this time commitment without just cause may result in additional costs to the Community Housing Rehabilitation Program. The Community Housing Rehabilitation Program may recoup, from the contractor any costs incurred resulting from the contractor's failure to meet the completion time commitment.

Name of Firm

Date

Signature

Title

- IV. The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction. All responsible bids will be held for 90 days. All bids are to be delivered or mailed in sealed envelopes. Faxed bids are not acceptable.

V. Agreement of Parties

- A. Owner: The undersigned applicant(s) certifies they have participated in the development of the Scope of Work. After careful review the applicant understands and accepts the work described and has initialed and dated each page of the Scope of Work.

_____	_____
Owner	Date

_____	_____
Owner	Date

- B. The undersigned Contractor certifies they have carefully reviewed and agree to perform the work described in the Scope of Work. The Contractor shall initial and date each page of the scope of work.

_____	_____
Contractor	Date

_____	_____
Company	Date

Code Violation Enforcement-Deferred Rehab Loan Program

CHANGE ORDER # _____

PROJECT ADDRESS: _____ DATE: _____

OWNER'S NAME: _____

CONTRACTOR'S NAME: _____

This Change Order amends the COVER Loan Agreement and Scope of Work as described below and supersedes any conflicting drawings, Scope of Work descriptions, or specifications.

C.O. _____

The contract price will change by an increase/decrease of \$_____ for a revised contract price of \$_____.

The contract time will change by an increase/decrease of _____ calendar days for a revised completion date of _____.

The Contractor hereby agrees to make the changes to the scope of work described above for the change(s) in contract price and/or time specified.

Contractor's Signature _____ Date _____

The Property Owner and the City Representative hereby approves the changes to the scope of work described above for the change(s) in contract price and/or time specified

Property Owner's Signature _____ Date _____

City Representative's Signature _____ Date _____

**COVER (CODE VIOLATION ENFORCEMENT-DEFERRED REHAB) LOAN
PROJECT ACCOUNT DISBURSEMENT FORM**

FROM:

AGENCY:

Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103

Project Name:

Borrower Name:

**FUND REQUEST APPROVAL:
FUNDS AVAILABLE:**

PROPERTY OWNER(S):

CONTRACTOR:

Pay to the Order of:

The sum of: \$

Items Completed:

[X] ONE PARTY CHECK REQUESTED: AGENCY/OWNERS REQUEST TO ISSUE A ONE PARTY CHECK IN FAVOR OF ABOVE NAMED PAYEE.

Gentlemen:

Pursuant to the Letter of instructions relating to the captioned Escrow, you are hereby directed to make the payment listed above to the payee shown herein, in the amount shown herein, as payment for work done or services performed in regards to Owners property located at the above address. By signing the approval for a payment, the Owner hereby certifies to you with respect to that payment, that none of the amount hereby requested to be paid has been previously paid from the funds on deposit in the captioned Escrow.

The Owner hereby further certifies to you that the Owner has no notice of any vendors', mechanics' or other liens or rights to liens, chattel mortgages or conditional sales contracts, or other contracts or obligations, which should be satisfied or discharged before such payment is made, or with respect to which lien waivers have not been provided or surety bonds posted to you.

With respect to obligations incurred for work, materials, supplies or equipment in connection with the rehabilitation of the Owner's property, the Contractor, by signing the approval for a payment, hereby certifies that with respect to that payment (a) the undersigned Contractor has no notice of any vendors' mechanics' or other liens or rights to liens, chattel mortgages or conditional sales contracts, or other contracts or obligations which should be satisfied or discharged before payment or reimbursement is made hereunder, or with respect to which lien waivers have not been provided or surety bonds posted to you, and (b) insofar as such obligation was incurred for work , materials, supplies or equipment in connection with such rehabilitation, such materials, supplies or equipment were actually used in or about such rehabilitation, or were actually delivered to the site of such rehabilitation, for that purpose. This certification is given without prejudice to any rights against third parties which exist on the date of such certification, or which may subsequently come into being.

ALL OF THE UNDERSIGNED HEREBY APPROVE ABOVE PAYMENT REQUEST:

AGENCY: _____ DATE: _____

AGENCY: _____ DATE: _____

<p><u>Exempt per Government Code 6103</u> Mayor's Office of Housing and Community Development (Acct. – 21) By: Mayor's Office of Housing and Community Development 1 South Van Ness Ave. 5th Floor San Francisco, CA 94103 AND WHEN RECORDED MAIL TO: Code Violation Enforcement-Deferred Rehab (COVER) Loan Program 1 SVN Avenue, 5th Flr. SF CA 94103</p>	
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Block Lot

SPACE ABOVE THIS LINE FOR RECORDER'S USE

<p>[X] NOTICE OF COMPLETION (Project Account _____) Must be filed within ten days after completion // cessation. Sec. 1193.1C.C.P by an Individual or Corporation</p> <p>NOTICE IS HERE GIVEN:</p> <p>1. That the interest or estate stated in paragraph 3 below in the real property hereinafter described is owned by the following: The full name of the Owner(s) is: _____ The full address of the owner is; _____ The nature of the interest or estate of the owner is: In Fee Simple</p> <p>2. That the nature of the title of said owner, or if more than one, then of said owner and co-owners is: In Fee. (if other than fee, strike out "In Fee" and insert for example "purchaser under contract of purchase" or "lessee")</p> <p>3. That a work of improvement on the real property hereinafter described was [X]completed []ceased on the _____ day of _____, 2015</p> <p>4. That the name of the original contractor, if any, for such work of improvements was _____ (If no contractor for work of improvements as a whole, insert "No Contractor.")</p> <p>5. That the real property herein referred to is situated in the City of <u>SAN FRANCISCO</u> County of <u>SAN FRANCISCO</u> State of California, and is described as follows; If more than one owner, only one need sign _____ personally or by an agent Owner</p>	
<p>I the undersigned say: I am _____ the declarant of the foregoing notice of [X] Completion: I have read and know the contents thereof: the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.</p> <p>Executed on _____, 2016 at San Francisco, California</p> <p>_____ (Personal Signature of the individual who is declaring that the foregoing is true)</p>	