

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



GAVIN NEWSOM
MAYOR

MATTHEW O. FRANKLIN
DIRECTOR

GUIDELINES FOR CAPITAL IMPROVEMENTS
FOR CONDOMINIUM UNITS

These guidelines are based on the definition of capital improvements provided by the Internal Revenue Service.

Capital Improvements: Add value to the property, prolong its useful life, or adapt it to new uses or any structural changes to a building. Capital improvements should not be confused with repairs, which maintain the home in good condition. Capital improvements must have a useful life of more than a year.

Example of Capital Improvements: Replacing floor coverings, adding new light fixtures, remodeling kitchen or bathroom.

The owner's labor, the estimated value of the work, maintenance or repairs and decoration will not count as capital improvements.

Examples of Maintenance/Repair: Repainting the interior or exterior of the unit, wallpaper, fixing floors or gutters, mending leaks, replacing broken window panes.

Examples of Decoration: Window coverings, plants, flowers and other removable items.

In order to be eligible for capital improvements credit, the owner must submit a written list of each improvement and cost along with full documentation, such as bills and cancelled checks. The allowance is for reasonable and documented costs only.

After the City reviews the documentation, an inspector from the City will schedule an appointment to evaluate the work.

Once the capital improvements are approved, the owner will received an approval letter.

Revised 8/93