

Mayor's Office of Housing and Community Development
City and County of San Francisco



London N. Breed
Mayor

Kate Hartley
Director

SRO Elevator Rebate Reservation Application (ERRA)

This form is to reserve rebate funds for up to 12 months to perform elevator modernization or alteration on elevators in master leased SRO hotel buildings.

Please complete all fields.

Date	
Property Owner's Name	
Property Owner Contact #	
Property Owner Email Address	
Responsible Party Name (if applicable)	
Responsible Party # (if applicable)	
Responsible Party Email Address	
Mailing Address City Zip Code	
Building Name	
Property Address	
Total Number of Units	
Total Number of Floors	
End Date of City Lease	

Selection Criteria Questions:

	We submitted a complete ERRA application.
	We have a completed elevator assessment.
	How many floors does your SRO hotel have?
	How many tenants reside in your SRO hotel?
	How many seniors or disabled persons reside in the building?
	How many elevators does the building have?
	How many of those elevators are currently out of order?
	In the past year, how many times has the elevator been out of service for more than 8 hours?
	How many code violations have been issued by DBI (Department of Building Inspection) due to the elevator's current condition?

Please submit the following documents with your completed application.

- ☐ Completed Elevator Rebate Reservation Application (ERRA)
- ☐ Completed IRS W-9 form
- ☐ Copy of comprehensive Elevator Assessment report with detailed repair scope & budget estimate.
- ☐ Most recent annual maintenance or inspection report of SRO building elevator.
- ☐ Copy of master lease agreement with City verifying 10 years lease term
- ☐ Proof of current business tax registration
- ☐ Completed 12B Compliance form