
Section VI

HOW TO APPLY

Prepare RE 695C to request an application packet for a standard or common interest subdivision, a preliminary, or an amendment/renewal, from one of the Subdivision District Offices.

Read all instructions and complete the necessary forms per the instructions. Calculate and submit all fees that are due DRE. Please keep in mind that incomplete forms, missing documents, insufficient fees, etc., will delay the processing of the application.

A. Final Public Report

Submit:

- Completed Notice of Intention – RE 624 or 628, Part III
- Completed Index/Quantitative Deficiency Notice – RE 624 or 628, Part II
- Filing fee
- Address labels
- Other Documentation (hole-punched, tabbed and in numerical order)
- Duplicate Budget Package (common interest filings only)

The following is a discussion of each of the items listed above.

1. **Notice of Intention** – RE 624 Part III (common interest), RE 628 Part III (standard)

Part III contains questions about the subdivision project and requests the submittal of various kinds of documentation. It also includes a certification that Part II, Part III and all other documents submitted are complete and correct. Refer to Figure “C” on page 22.

- ***Answer all questions fully.***
- If an item is not applicable, mark it NA. Questions for which NA is an anticipated response, include NA as an answer-option. If NA is your response, but it is not a provided answer-option, please give a brief explanation in the margin. If you need more space to answer a question than is available, do not hesitate to use attachments. If you do not understand a question, contact your title company, your attorney, or DRE.
- Photocopy completed Part III, pages 1 and 2.
- Attach the filing fee to the photocopy of Part III, pages 1 and 2.

2. **Index/Quantitative Deficiency Notice** – RE 624 Part II (common interest), RE 628 Part II (standard)

Part II lists those documents that are required to qualify as a minimum filing package (MFP) and to fulfill substantially complete application (SCA) requirements, as stated in the law. Refer to Figure “C” on page 22.

- All items on Part II must be answered before the filing can be determined to be substantially complete.
- Part II is used by the DRE Central Control (CC) Unit to determine if a filing is ***quantitatively*** substantially complete. It is not used to communicate ***qualitative*** deficiencies or to list which additional documents are needed before the final public report can be issued.
- The applicant uses Part II to determine which documents are required for a minimum filing package

or a substantially complete application and to determine how to tab documents which are being submitted along with the application.

Steps to complete Part II:

Step 1. Complete Part III Notice of Intention. Answer all questions.

Step 2. Complete Part II Index. For each item number shown in Column #1 of Part II Index, consult Part III and transfer your answer to Column #2. Enter Yes, No, or NA.

☞ If you leave any blanks, your application is incomplete and therefore does not meet minimum filing package requirements.

Step 3. Compare your transferred answer in Column #2 to the qualifying answer in Column #3. If the answers in Column #2 and Column #3 are the same, you must submit the corresponding document named in Column #4 in order to compile a substantially complete application. Part III of the Notice of Intention indicates which specific documents are required.

Step 4. Compile and tab documents with the number shown in Column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves as more than one required document, affix tabs with each of the pertinent item numbers to that document.

Step 5. In Column #5, indicate with a mark which items you are submitting with your initial filing.

- After review of your file, DRE staff will mark Column #6 if additional documents, are required to qualify for an SCA. A copy of the Part II will be sent to you as a Quantitative Deficiency Notice. Submit all the additional documents together in one package with the original Quantitative Deficiency Notice.

3. **Filing Fee**

- Submit a cashier's check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of Part III, page 1. Check is unacceptable if six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented.
- Reference RE 605 to compute filing fees.

4. **Address labels**

Submit 10 self-sticking address labels for the single responsible party for the project and 10 labels for the subdivider. Submit 5 additional labels for the SRP and another 5 for the subdivider with the duplicate budget package for a common interest filing.

5. **Other documentation**

- Tab and hole-punch all documents

In order to efficiently process the application file, we require that all incoming documents, *including those submitted after the original application*, be two hole-punched at the top and tabbed with the item numbers shown in Part II, Column 1. Use heavy stock or fabric tabs, not plastic/paper tabs. Each tab must show the document's item number as shown in Part II Index; e.g., 24B(1) not just 24. (See Figure G for hole-punch example.) Take care not to obscure writing or drawings with the punched holes or the tabs.

Place the tabs on the right side of the documents. Do not place them all in the same location on the right side, but stagger them up and down the right-side page edges. Do not place tabs on the upper 2 inches of the documents.

- Arrange Numerically

Arrange all documents numerically by reference to item number of RE 624/628. Part II should be placed on top of Part III of the form.

- Final Review

Compare Part II with the documents to verify that all required documents are included. If you do not submit all MFP documents, the filing and filing fee will be returned to you without processing. If you do not submit all substantially complete documents, you will delay processing for the final public report.

6. **Duplicate Budget Package** (common interest only)

A substantially complete application for a common interest subdivision usually includes a duplicate budget package (DBP). All items included in the DBP are duplicates of those that must be included in the main file, except RE 681. These duplicate items are indicated by the note “(CC DBP)” in the Part III Notice of Intention. The DBP allows simultaneous processing of your application by Deputies and of the budget by DRE Budget Reviewers.

The duplicate budget package must be submitted complete, with all documents included and properly tabbed in a separate folder. Do not submit the duplicate budget package until all required documents are included.

If the DBP is not properly tabbed, it will be returned to the single responsible party for tabbing.

Here is how the DBP is to be set up:

- Complete RE 681 as shown in Figure “F.” *Items ① – ④ pertain to the subdivision itself, not to the subdivider’s address particulars.*
- Attach the completed RE 681 to the outside front of a side-tabbed, legal-size, manila folder. (See Figures “E” and “F.”)
- Attach all the DBP documents inside as shown in Figure “E”; attach the documents by two-hole punch and Acco fastener. Take care not to obscure any writing/drawing on the document when attaching inside the manila folder.

☞ The duplicate budget package is not required as part of the minimum filing package, but is required for a substantially complete application.

- The items to be included in the duplicate budget package are:

- Completed RE 681 (Do not tab; fasten to outside of folder.)
- Five address labels for both the SRP and subdivider
- Five address labels (self-sticking addressed to subdivider)
- Vicinity Map (Item 30)
- Tract/parcel map (Item 27)
- Condominium Plan (condominium projects only; Item 28)
- Plot plan (Item 29)
- Conditions of Approval (local agencies)
- Part III of RE 624 – Notice of Intention (Do not tab.)
- RE 611A, if applicable (Item 32B)
- RE 623 (Item 37)
- Future phases information (Items 38A -38C)
- RE 624A (Item 31A)
- RE 639 and all documents required by 639 (existing subdivision interests/ conversions only; Item

33)

- Subsidy/maintenance agreement and supporting documents (Item 34)
 - Existing and proposed Contracts obligating H.O.A. (Item 35)
 - Use/easement agreements (miscellaneous documents)
 - Bylaws (Item 45)
 - CC&Rs (Item 47)
 - Proposed Declaration of Annexation (Item 49)
- e. If the filing is a subsequent phase/multiple map project, certain items may be deleted from the duplicate budget package for subsequent phases/maps, PROVIDED; HOWEVER, that any pages from the below-listed documents which show changes, must be submitted with the changes highlighted. Obviously, any item which was not included in the phase one/master file duplicate budget package may *not* be deleted even if it is among the items listed.

Items which might be deleted include:

☞ *(These items may be deleted from the subsequent phase duplicate budget package only. See Part II, page 1 of RE 624, Use of Master File, relative to subsequent phase application package preparation.)*

- Bylaws
- CC&Rs
- Conditions of approval
- Tract Map
- Phasing Plan

For the above items which are not submitted in the subsequent phase (or map) DBP, mark “Master File” in Column 5 of Part II of RE 624.

It is imperative that the DRE Master File Number be prominently shown on the subsequent phase (or map) duplicate budget package and the DRE File Number of the file containing the most recent DRE budget review.

If this is a subsequent phase (or subsequent map) filing and if the budget for this phase was approved by DRE within the last 24 months and if there is ABSOLUTELY NO CHANGE in the offering, or in the phasing plan, from that which was approved, you may submit RE 684A, Certification (Approved Budget), in lieu of a duplicate budget package.

If an association has been formed, the following information should be included in the budget package submitted for subsequent phases in a phased project (or for subsequent maps in a multiple-map project or for subsequent maps/phases in a phased multiple-map project). The information may also be required for renewal and/or amendment filings. (See Operating Cost Manual for Homeowner Associations and RE 635, Part I for more information.)

- The association’s most recent financial statements for the past two years or from start-up, whichever is less. Also, a year-to-date statement. (Current year only.)
- A copy of the current or latest reserve study as required by Civil Code Section 1365.5(e).
- The Assessment and Reserve Funding Disclosure form required by Civil Code Section 1365.2.5.
- A copy of the association’s current budget. If the HOA has approved the budget for the next fiscal year also include and indicate the commencement date for the fiscal year.
- A statement from the association showing the dollar amount of past due delinquencies. In particular, the statement should indicate assessments due, if any, from the subdivider.

- A copy of the following information as required to be distributed to the membership under Civil Code Section 1365 (A comprehensive reserve study should cover the items listed below):
 - The amount of the total cash reserves of the association currently available for replacement or major repair of common facilities and for contingencies.
 - An estimate of the current replacement costs of, and the estimated remaining life of, and the methods of funding used to defray the future repair, replacement or additions to, those major components of the common areas and facilities which the Association is obligated to maintain.
 - A general statement setting forth the procedures used by the governing body in the calculation and establishment of reserves to defray the costs of repair, replacement or additions of major component of the common areas and facilities for which the association is responsible.

After the above documents have been reviewed, it may be necessary to request additional information if a clear picture of the financial status of the association is not presented. If the existing association has operating deficiencies and/or under-funded reserves, a special note will be included in the Public Report.

B. Conditional Public Report

1. Documents to submit:

- *All items required for a final public report (RE 624 or RE 628 plus exhibits).*
- Mark the appropriate box under Part III, item 1.
- Required fee for a conditional public report.
- Documents and information set forth in B&P Code Section 11018.12 and Regulation 2790.2

2. Explanation of required documents:

a. Filing Fee

Submit a cashier's check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of Part III, page 1.

Reference RE 605 to compute filing fees.

C. Preliminary Public Report

1. Documents to submit:

- Application Submittal – RE 603A
- Application – RE 603B
- Filing fee
- Address labels
- Typed public report (four copies on pink paper) - RE 603D for a standard subdivision or RE 603C for a common interest subdivision.
- Other documentation (tabs not necessary)

2. Explanation of required documents:

a. Cover letter (RE 603A)

To complete this form, fill in the blanks at the top and check the boxes in the "items submitted"

column corresponding to each item enclosed.

All items with an asterisk (*) must be submitted before the file will be accepted. Also submit any additional documents which are applicable.

If any of the items are deficient, DRE will check the box in the “deficient” column, add comments if necessary and return the form to the single responsible party shown on the application.

- b. Application (RE 603B) - Submit original and one additional copy of page 1. Filing fee is to be attached to the photocopy of page 1 of RE 603B.

- 1) Answer all questions in the application. If an item is not applicable, mark NA.
- 2) Item #5 (single responsible party) – There is only one space to indicate who will be contacted to answer any questions and receive the preliminary public report. Please do not request that correspondence or extra copies of the public report be sent to entities other than the single responsible party.

- c. Filing Fee

Submit a cashier’s check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of page 1 of RE 603B. Check is unacceptable if six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented.

Reference RE 605 to compute filing fees.

- d. Address Labels

Make five self-sticking address labels for the single responsible party for this project.

Example: Ms. Danelle Champion

SMITH TITLE COMPANY

123 Main Street

Anywhere, CA 90000

- e. Typed preliminary public report (RE 603C or 603D) - Submit original and three copies on pink paper.

The preliminary public report consists of RE 603D for standard subdivisions **or** RE 603C for common interest subdivisions. Follow the instructions below and on the following pages to complete these forms.

- 1) **For all Subdivisions** - Complete either RE 603C (common interest subdivisions) or 603D (standard subdivisions) as follows:

- a) Subdivision Information [Front page of RE 603C and D]

Enter the name of applicant, tract or map name and number, advertising name, and county **only**. *DRE will complete the file number, issuance date, and expiration date fields.*

- b) Location and Size [page 2, RE 603C and D]

This subdivision contains (#) lots or units on (#) acres and is located at (*street address or cross streets*) within the city limits of (*city/town*) or approximately (#) miles from (*city/town*).

- c) Reservation Money Handling [page 2 of RE 603C and D]

Add the name and street address of the escrow depository. Do not use a post office box.

2) **For Common Interest Subdivisions Only** – Complete the following on RE 603C.

a) Type of Subdivision — Choose one of the following to indicate the type of subdivision (project):

Condominium

Planned Development

Condominium Conversion

Planned Development Mobile Home

Community Apartment

b) Interest To Be Conveyed (page 2) — Choose the appropriate phrase below, fill in the blanks and enter the phrase on page 2. (If none of the statements below is representative of your offering, rephrase the statement and explain the reasons in a cover letter.)

- Condominium or Condominium Conversion

You will receive fee title to a specified unit and an undivided fractional interest as a tenant-in-common in the common area together with a membership in an owners' association and rights to use the common area(s).

- Planned Development or Planned Development – Mobilehome

You will receive fee title to a specified lot together with a membership in an owners' association and rights to use the common area(s).

- Community Apartment

You will receive an undivided interest in all the property and an exclusive right to occupy a specified apartment.

D. Amendments/Renewals/Conditionals/Interim Public Report

1. Documents to submit:

- Application - RE 635
 - Filing fee
 - Address labels
 - RE 681 (common interest only)
 - Other documentation
- or*
- Application - RE 635A, 635B, 635D
 - Filing fee
 - Other documentation
 - Typed public report

2. Explanation of required documents:

a. Amendment/Renewal and Interim Application

1) RE 635 Part III can be used for all amendments, renewals, notices of change, conditionals and interim public reports.

Answer all applicable questions fully. If a question is not applicable, mark it NA. If you need more space to answer a question than is available, do not hesitate to use attachments.

Detach Part I of RE 635 (Instructions) before submitting the remainder of the application and retain it for your reference.

Submit the original and one copy of pages 1 and 2, Part III. Attach the filing fee to the photocopy of page 1. Make a copy of the completed application and of the attachments for your own records.

Note: Do not write in the “DRE Use Only” box on page 1, Part III.

2) Filing Fee

Submit a cashier's check, money order or check payable to Department of Real

Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of Part III, page 1. Reference RE 605 to compute filing fees.

Check is unacceptable if six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented.

If the sole purpose of this application is to request an amendment to correct an error in the public report made by DRE, usually no fee need be submitted. Complete the application with a brief explanation concerning the error(s) to be corrected.

3) Address Labels

Submit 10 self-sticking address labels for the single responsible party for this project and another 10 for the subdivider.

Example: Ms. Danelle Champion
SMITH TITLE COMPANY
123 Main Street
Anywhere, CA 90000

4) Budget Review Request – *Common Interest filings only*

For a common interest filing, submit RE 681. Fill out the form as shown in Figure “E”. Be sure to include the file number.

5) RE 635 may be used for all amendment and renewal, notice of change, conditional and interim public report applications).

a) If any of the following applies, RE 635 must be used:

- (1) A public report to be issued to an entity other than the entity to whom the original (or a previously amended) public report was issued.
 - RE 635A may be used for change of ownership in standard subdivisions, provided the exhibits listed in RE 635A are submitted.
 - RE 635B may be used for both standard and common interest subdivisions for a change only in the subdivider name without a change in ownership.
- (2) A material change in homeowners association budget or financial condition or involving a budget review.
- (3) Budget was last approved more than 24 months ago.
- (4) Proposed amendments to the governing instruments for common interest subdivisions for which the consent of the Real Estate Commissioner permitting a vote of owners is required under Section 11018.7 of the Business and Professions Code.
- (5) Renewal applications and applications pertinent to any public report originally issued prior to May 5, 1962.
- (6) A subdivision offering that is, or is to be, registered with the HUD/OCRA.
- (7) Raw land subdivision amendments.
- (8) Offering that involves use of real property sales contracts, all inclusive deeds of trust, balloon payments, subsidized interest and loan payments, "creative financing" plans, equity sharing plans, "affordable housing" financing, or other similar financing provisions.
- (9) If requesting an interim public report to be used to take reservations while your

amendment/renewal application is being processed, remit the fee (see RE 605), mark the appropriate box under Part III, item 1 and submit a completed RE 612 and 612A.

(10) If you are requesting a Conditional Public Report.

b. RE 635A — Expedited Amendment Application.

- 1) The RE 635A is an expedited process which permits you to prepare your own amended public report.
 - Submit a completed and signed RE 635A with copies of all of the documents requested in the form. All documents to be tabbed and two-hole punched at the top.
 - Answer all applicable questions fully. If an item is not applicable, mark it NA. If you need more space to answer a question than is available, do not hesitate to use attachments. If you do not understand a question, contact your title company, your attorney or DRE.
- 2) Submit a cashier's check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of page 1 of RE 635A. . Check is unacceptable if six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented.

Reference RE 605 to compute filing fees.

- 3) Submit two original typewritten amended public reports and two photocopies thereof. Also, submit a copy of the new amended public report with the changes underlined in red, and a copy of the most recently issued public report.
 - ☞ Do not submit typed-over changes. The proposed amended report must be a newly typed report, not a modification of the old report and not a photocopy of the old report.

On page 1 of RE 618G enter the number of the amendment to be made and the date on which the report may be used, as illustrated in Figure A:

Unless you are instructed by DRE to use an earlier or later date, the amendment date (the date on which the report may be used) should be no earlier than ten business days after delivery, whether mailed or hand delivered.

The file number should include an "A01" rather than an "FOO," if this is the first amendment. Subsequent amendments reflect the next consecutive "A##" from that included on the current public report. If there are any questions regarding the file number, contact the DRE office that will process your amendment application.

☞ Always confirm with the assigned deputy before using the amended report.

The amended public report may be reproduced and used, as submitted, beginning on the tenth business day following delivery, **unless** instructed by DRE that the amended public report is not approved for use.

☞ Merchant builders who wish to avail themselves of this expedited procedure pursuant to the directions in RE 635A should add essentially the following language as Special Note number one on page 2 of the amended public report:

This public report covers * ___ lots.

* Insert the number of the lot or lots to which the applicant has title or which are subject of a binding contract or recorded option agreement, e.g., lot 6 or lots 42, 65, 81.

- 4) RE 635A Usage Restrictions
 - a) RE 635 must be used if any of the following applies:

- (1) A budget review is necessary.
 - (2) Applicant is a person other than the person to whom the original (or a previously amended) public report was issued. (*See note below regarding "Change of Ownership" exception.*)
 - (3) A material change in homeowners' association budget.
 - (4) A proposed amendment to the governing instruments for common interest subdivisions for which the consent of the Real Estate Commissioner to permit a vote of owners is required under Section 11018.7 of the Business and Professions Code.
 - (5) A public report that has expired or for any public report issued prior to May 5, 1962.
 - (6) A subdivision offering that is, or is to be, registered with the HUD/OCRA.
 - (7) A raw land subdivision.
 - (8) Use of real property sales contracts, all inclusive deeds of trust, balloon payments, subsidized interest and loan payments, "creative financing" plans, "affordable housing" plans, equity sharing, or other unusual financing provisions/programs.
 - (9) If you are requesting a Conditional Public Report.
- 5) Change of Ownership

An Expedited Amendment Application (RE 635A) may be used for *change of ownership* in standard subdivisions *provided* the following exhibits are submitted:

- a) A current title report which shows title vested in the new owner,
- b) An exemplar deposit receipt/agreement to purchase signed by new owner,
- c) An exemplar grant deed signed by the new owner,
- d) Exemplar escrow instructions signed by new owner and escrow holder,
- e) And a completed RE 600C, Purchase Money Handling (Supplemental Questionnaire).

☞ Merchant builders, who intend to purchase five or more vacant lots in a common interest development from the subdivider with the intention of reselling such lots to the public *completed with residential structures*, may also avail themselves of this expedited process. Upon submission of items a–e, a completed RE 635A, and evidence of compliance with Reg. 2792.9, the Commissioner may issue an amended public report covering the lots currently owned or subject to a binding contract or option agreement between the subdivider and a merchant builder. Absent the merchant builder having fee title to all of the lots at the time of application, evidence of future vesting must also be furnished. Such evidence can be either in the form of a binding purchase contract, escrow documents, or an executed option agreement for the purchase by the merchant builder from the subdivider all of the lots subject to the application.

6) RE 635B — Amendment Application (Subdivider Name Change Only)

RE 635B may only be used for a change in the name of the subdivider with no other changes. RE 635B may not be used where there is a merger, reorganization or creation of a new entity. This form applies to both standard and common interest developments .

If the name change qualifies, RE 635B may be used as follows:

- Submit a completed and signed RE 635B with copies of all of the documents requested in the form. All documents to be tabbed and two-hole punched at the top.
- Submit a cashier's check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of page 1 of RE 635B. Check is unacceptable if

six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented. If multiple RE 635B applications are submitted by the same subdivider concurrently, the first application is subject to the full fee and the remaining applications are subject to the reduced fee.

Reference RE 605 to compute filing fees.

7) RE 635D — Expedited Amendment Application (Natural Hazards Status)

RE 635D may only be used for changes in natural hazard status. RE 635D may not be used where there is any other type of change in addition to natural hazard status or if a natural hazard designation will result in a 20% or more increase in the budget for a common interest subdivision. Use Amendment/Renewal Application (RE 635) instead.

RE 635D may be used as follows:

- Submit a completed and signed RE 635D.
- Submit a cashier's check, money order or check payable to Department of Real Estate. **Do not send cash.** Refer to Credit Card Payment (RE 909) for credit card payment information. Attach the check or RE 909 to the photocopy of page 1 of RE 635D. Check is unacceptable if six months or older from issuance date of check. If more than 120 days old, the check must be accompanied by a letter from the bank stating that the funds are available and that the check will be honored when presented. Reference RE 605 to compute filing fees.
- Submit an original typewritten RE 618F with a copy of the most recently issued public report, and two photocopies thereof. Refer to the RE 635D for language to be included on the RE 618F. Unless you are instructed by DRE to use an earlier or later date, the amendment date (the date on which the report may be used) should be no earlier than ten business days after delivery, whether mailed or hand delivered. The file number should include an "A01" rather than an "FOO" if this is the first amendment. Subsequent amendments reflect the next consecutive "A##" from that included on the current public report. If there are any questions regarding the file number, contact the DRE office that will process your amendment application.
- The amended public report may be reproduced and used, as submitted, beginning on the tenth business day following deliver, unless instructed by DRE that the amended public report is not approved for use.

FIGURE "C"
NOTICE OF INTENTION — PARTS II & III

EXAMPLE (From Part III)

7. * LEASES AFFECTING TITLE

Are there now any leases which affect title or are there
any leases proposed? NO YES

If YES, submit a copy of all leases affecting title.

EXAMPLE (From Part II)

Column #1	Column #2	Column #3	Column #4	Column #5	Column #6
Part III	Your answer	Qualifying	Document Required	Document	Required for
Item Number	from Part III	Answer	(If columns #2 & #3 Match)	Submitted	SCA
7	YES	YES	* Leases Affecting Title	✓	

- ✓ Answers in columns #2 and #3 match; document in column #4 must be submitted.
- ✓ Enter a check mark in column #5, if document is being submitted with application.
- ✓ Every applicable item that is asterisked (*) must be submitted upon initial filing in order to meet "minimum filing package" (MFP) requirements. If MFP requirements are not met, the application will be returned.

FIGURE "D"
PUBLIC REPORT HEADER

<p><i>In the matter of the application of</i></p> <p>Joe D. Subdivider Mary L. Subdivider</p> <p><i>for an Amendment on</i></p> <p>Tract No. 12345 "Happy Acres" Los Angeles County, California</p>	<p>FINAL SUBDIVISION PUBLIC REPORT AMENDMENT</p> <p>FILE NO: 107215LA - A02 ISSUED: October 7, 2000 AMENDMENT DATE: December 21, 2001 EXPIRES: October 6, 2005</p>
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FIGURE "E"
DUPLICATE BUDGET PACKAGE
FILE LAYOUT

- Attach completed RE 681 to the outside front of folder
- Documents are not drawn to scale
- * *Vicinity map, proposed or recorded condo plan and plot plan* must be large scale and legible.

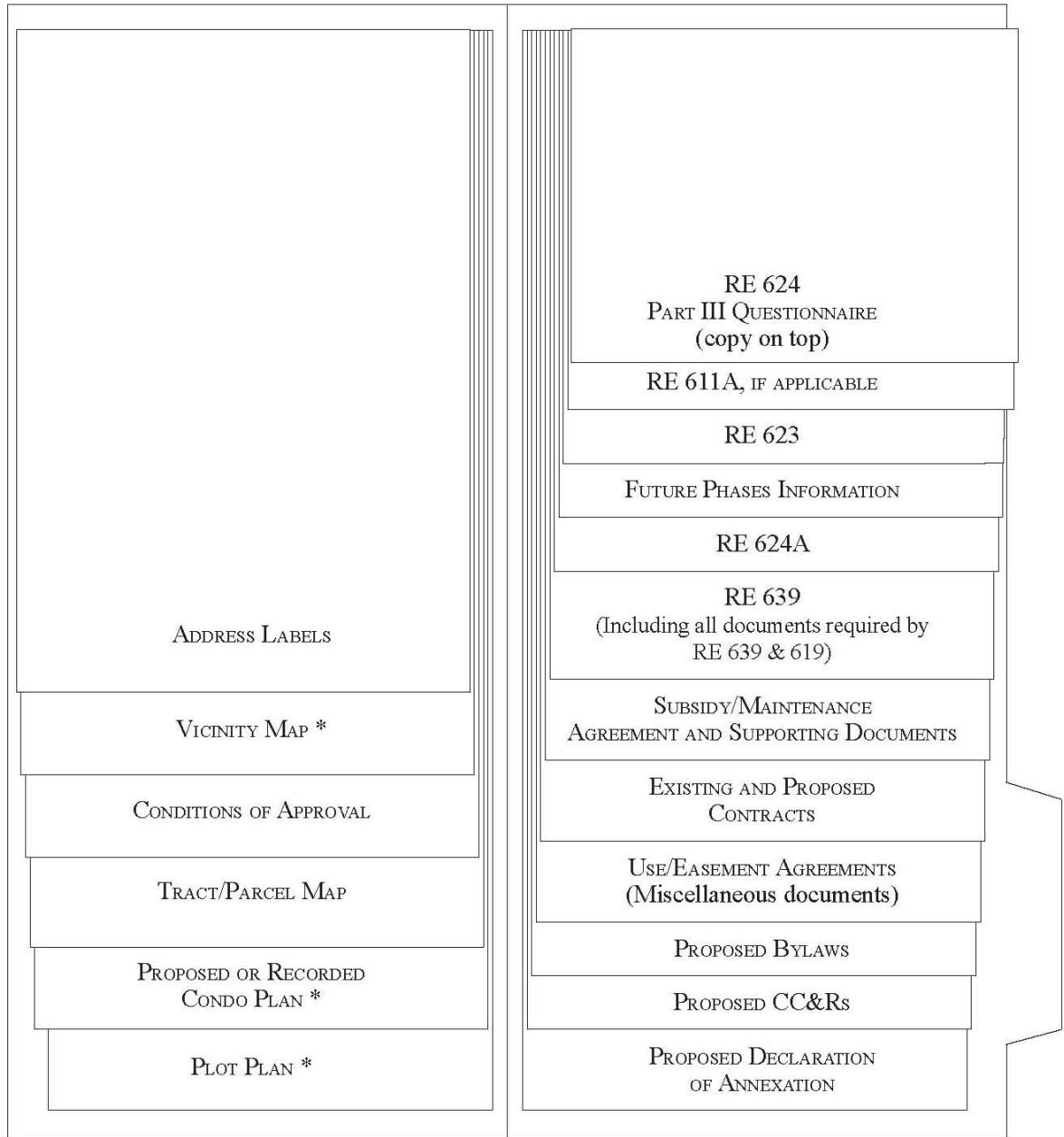


FIGURE "F"

BUDGET REVIEW REQUEST (RE 681)

STATE OF CALIFORNIA

DEPARTMENT OF REAL ESTATE
SUBDIVISIONS

BUDGET REVIEW REQUEST

RE 681 (Rev. 9/99)

FILE NUMBER

TO BE COMPLETED BY DRE

TO: <input type="checkbox"/> LA <input type="checkbox"/> SAC	FROM: (DEPUTY) <input type="checkbox"/> LA <input type="checkbox"/> SAC	DATE SENT	DUE DATE
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COMMENTS

TO BE COMPLETED BY APPLICANT

SUBDIVIDER

MASTER PLANNED DEVELOPMENT NUMBER (IF APPLICABLE) MASTER FILE NUMBER (IF APPLICABLE)

TRACT NUMBER	SUBDIVISION	ADVERTISING NAME
SUBDIVISION STREET ADDRESS	CITY (OR NEAREST CITY)	COUNTY
CROSS STREETS		

TYPE OF PROJECT (CHECK ONE)

<input type="checkbox"/> Condominium	<input type="checkbox"/> Time Share Use	<input type="checkbox"/> Community Apartment
<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Time Share Estates	<input type="checkbox"/> Undivided Interest
<input type="checkbox"/> Planned Development	<input type="checkbox"/> Stock Cooperative	<input type="checkbox"/> Limited Equity Housing Cooperative
<input type="checkbox"/> Planned Development Mobile Home	<input type="checkbox"/> Stock Cooperative Conversion	<input type="checkbox"/> Other: _____

NUMBER OF UNITS/LOTS	NUMBER OF PHASES (I.E., PHASE 2 OF 3 PHASES)	IF CONVERSION, AGE
IS RE 611A ON FILE? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> N/A	DATE OF MOST RECENT DRE BUDGET REVIEW	FILE NUMBER OF MOST RECENT DRE BUDGET REVIEW

If the application is for a subsequent phase of a multi-phase project, does the subdivider have sufficient votes to control the association? YES NO

HOW MANY BUDGETS ENCLOSED?	MOST RECENT BUDGET REVIEWED BY
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PROJECT NARRATIVE/COMMENTS
