



Application for Tax Certificate for Final Map Recording – Form A

Your application form must be completed and submitted via email to tax.certificate@sfgov.org. Fill out one form per parcel, and please note that the application process may take up to six weeks.

Date: _____ Block: _____ Lot: _____ Property Address: _____ Zip: _____

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

Type of Map Recording	Zoning of Parcel	Current Units	Future Parcels

*Some examples of Map Recording: Lot line adjustment, merge parcels, parcel split, Certificate of Occupancy, etc.

1. Please describe the development/construction taking place, including the intended use of the new parcels.

Use additional sheets if needed.

2. Has any money or its equivalents been expended on construction in the last 4 years? Yes No

If yes, please use this format to submit the information in a separate document, or in the body of an email. Please use one line per project.

Description	Dollar Amount	Permit #'s	Reason Code

*Reason Codes: 1-Comply w/phys. inspection 2-Replacement of fixtures 3-Remodel 4-Addition 5-New construction

**If reason code is 5-New construction, please complete Form B and submit it with this form.

3. Have there been any changes in ownership in the past 4 years? Yes No

If yes, please fill out the following information. If additional space is needed please use additional sheets and the same formatting.

Sellers	Buyers	Sale Date (estimated)	Sale Price

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Complete List of Owners with more than 10% interest, and their Ownership Share Percentage.

If additional space is needed please use additional sheets and the same formatting.

Signature: _____ Printed Name: _____ Share(%) _____

Signature: _____ Printed Name: _____ Share(%) _____

Signature: _____ Printed Name: _____ Share(%) _____

Signature: _____ Printed Name: _____ Share(%) _____

All previous versions of this form will be obsolete.

Questions about this form or the tax certificate process?

Please visit our website: <https://sftreasurer.org/property/tax-certificates-final-map-recording-condo-conversion>