



## 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](mailto: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.*

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**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>