



City of Santa Barbara

CONDOMINIUM & HOTEL CONVERSION TENANT NOTIFICATION INSTRUCTIONS

If a project involves a Condominium or Hotel Conversion, notification of residential tenants is required in addition to the required mailed noticing to surrounding property owners. Two (2) sets of mailing labels are required for all residential tenants residing on the subject parcel(s). Residential tenant mailing labels must be provided by the applicant using the instructions outlined below. **The City does not provide tenant mailing labels.**

Mailing Label Instructions:

1. The mailing labels must contain the following information:
 - (a) Assessor's Parcel Number (APN) of the property where the Tenant/Occupant resides
 - (b) "Tenant/Occupant" (It is not necessary to include the Tenant/Occupant's name)
 - (c) Tenant/Occupant's mailing address

The labels must be **TYPED** on self-adhesive label sheets in the format shown below. **Please provide two (2) sets of labels on label sheets in an 8½" x 11" format, equivalent to Avery labels #5160, size 1" x 2-5/8", 30 labels per sheet.**

TENANT/OCCUPANT EXAMPLE:

- | | |
|-----|---|
| (a) | 099-010-010 |
| (b) | OCCUPANT |
| (c) | 100 ANITA ST, #9
SANTA BARBARA, CA 93101 |

2. When preparing labels for residential tenants/occupants of multi-unit buildings (i.e. apartment buildings), a label must be submitted for **each individual unit** on the property.
3. Submit the two (2) sets of labels and attached *Condominium & Hotel Conversion Tenant Notification Affidavit* signed by the person(s) who compiled the labels, to certify that the list is complete and accurate. Applicants must verify this information by walking the property and identifying all residential tenants. If the submitted labels are inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.



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CONDOMINIUM & HOTEL CONVERSION TENANT NOTIFICATION AFFIDAVIT

STATE OF CALIFORNIA)

COUNTY OF SANTA BARBARA) ss.

CITY OF SANTA BARBARA)

I, _____ hereby certify that the two (2) sets of
(Print Name)
attached labels contain the Assessors Parcel Numbers' and addresses of all residential tenants living on
the subject parcel(s) at _____.
(Address/APN)

I have verified, to the best of my ability, that the attached labels are accurate.

I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNED: _____
(Signature)

NAME: _____
(Print Name)

ADDRESS: _____

PHONE _____

DATE: _____

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