

City of San Diego

Transfer of Responsibility to Retrofit Certificate

For Staff Use Only

Certificate No.

Date

Upon the sale of a property located within the City of San Diego, the Seller/Transferor is responsible to certify the property complies with the requirements of San Diego Municipal Code (SDMC) Section §147.04. Use this form to signify mutual agreement between the Seller/Transferor and the Buyer/Transferee to transfer the responsibility to the Buyer/Transferee. All sections of this form must be completed. Incomplete forms will be returned. Please read page 2 for instructions. To verify if a Certificate has been filed for this property by a previous seller/transferor or for further information, call (619) 239-0132.

1. Property Address Information

Parcel Number: _____ Year Built: _____

Street Number (fraction) _____ Street Name with Suffix (St., Ave., Rd.) _____ Apt./Unit Number or Suite _____

City _____ State _____ Zip Code + 4 _____

Type of Property (Choose One)

Single-Family	Hotel/Motel	Duplex	Combined Commercial/Residential
Condominium	Mobile Home	Multi-Family	Commercial/Industrial

2. Total number of plumbing fixtures in the property:

_____ Toilets _____ Showerheads
 _____ Urinals _____ Reverse Osmosis Systems
 _____ Sink Faucets (Please include all kitchen, bathroom and bar sink faucets.)

3. Seller/Transferor Certification - Required

By signing below, I the Seller/Transferor of the above mentioned property, certify under penalty of perjury, that the property's Buyer/Transferee has agreed to assume the plumbing retrofitting responsibility of said property as required by the San Diego Municipal Code Section §147.04.

Seller/Transferor: _____ / ____ / ____
 Name Signature (Required) Area Code & Phone Date

Seller/Transferor Forwarding Address: _____

Estimated Close of Escrow Date: ____ / ____ / ____

4. Buyer/Transferee Acceptance - Required

By signing below, I, the Buyer/Transferee of the above-mentioned property, accept the responsibility of retrofitting the above-mentioned property as provided for in the San Diego Municipal Code (SDMC) Section §147.04. I understand that I will be required to certify the property complies and make any needed retrofits within 90 calendar days following the change of ownership, and submit a separate Water Conservation Certificate and \$10 processing fee to the Water Department within 30 calendar days after completing the retrofit work.

Buyer/Transferee: _____ / ____ / ____
 Name Signature (Required) Area Code & Phone Date

After completing this form on computer, print out enough copies for all concerned parties to sign and retain for their files. **The City requires a copy with original signatures with a check or money order for \$10 payable to City Treasurer for the Certificate filing fee. Do not send cash.** Seller/Transferor retains one copy and Buyer/Transferee retains one copy. Mail completed Certificate and payment to:

**City of San Diego Water Resources Management Program
 600 B Street, Suite 1210, M.S. 912 San Diego, CA 92101-4588**

Instructions for the Transfer of Responsibility to Retrofit Certificate

An option provided in San Diego Municipal Code (SDMC) Section §147.04, relating to water-conserving plumbing standards, allows the Seller/Transferor to transfer the retrofit responsibility to the Buyer/Transferee. Both parties must mutually agree that the responsibility for compliance with SDMC Section §147.04 is assumed by the Buyer/Transferee of the property.

The Seller/Transferor shall complete Sections 1, 2, and 3 of the Transfer of Responsibility to Retrofit Certificate, and the Buyer/Transferee shall complete Section 4. By signing, the Buyer/Transferee agrees to:

1. Perform any required retrofit to the property with water-conserving plumbing fixtures within ninety (90) calendar days immediately following the change of property ownership or close of escrow; and
2. File a Water Conservation Certificate with the City of San Diego Water Department within thirty (30) calendar days after completing the retrofit or verifying existing compliance. The Water Conservation Certificate is used to certify that plumbing fixtures of a property comply with water-conserving plumbing fixtures required by San Diego Municipal Code Section §147.04. Please check the plumbing standards of the code before performing any retrofit. The property may be in compliance but lacks certification on file. A Water Conservation Certificate may be obtained by calling the Water Conservation Hotline at (619) 239-0132 or visit the official website at: <http://www.sandiego.gov>.

Upon reaching agreement with the Buyer/Transferee, the Seller/Transferor shall **submit a completed copy of this form with a check or money order for \$10 payable to City Treasurer for the Certificate filing fee. Do not send cash.** Seller/Transferor and Buyer/Transferee each retain a copy. Mail completed Certificate and payment to:

**City of San Diego Water Department
Water Resources Management Program
600 B Street, Suite 1210 MS 912
San Diego, CA 92101-4588**

The completed Transfer of Responsibility to Retrofit Certificate must be filed with the City of San Diego Water Department prior to the change of ownership. When using this online PDF form, the Seller/Transferor and the Buyer/Transferee shall each retain a completed copy. The Seller/Transferor and the Buyer/Transferee may also mutually agree to have compliance with Municipal Code Section §147.04 included as a condition of escrow, and have any required retrofit paid for from the proceeds of the property sale. In property transfers involving an escrow agency, the Seller/Transferor shall also submit a copy of the completed Transfer of Responsibility to Retrofit Certificate to the escrow agent prior to the close of escrow.

The Buyer/Transferee, by signing the Transfer of Responsibility to Retrofit Certificate, agrees to comply with the Municipal Code within the time frame specified above.

Financial incentives are available. For more information, please call the Water Conservation Hotline at (619) 239-0132 or email us at water@sdcity.sannet.gov. Se habla español.