



### IV. Property Status

Date of Last DBI Inspection: \_\_\_\_\_

### V. Enforcement Actions

*(Please list all Notices of Violation and Abatement Orders issued by the Department of Building Inspection, Department of Public Health, and/or San Francisco Fire Department issued within the past 5 years)*

Tracking No.	Agency	Enforcement Action Type	Date	Status

### VI. Disabled Access Features

Item	Location

### VII. Declaration Regarding Records of Use

I, \_\_\_\_\_, am the current owner of the residential hotel that is the subject of this report, and do declare that I have provided the buyer/transferee, \_\_\_\_\_, with all required Records of Use, as provided for in Section 41.9 of the San Francisco Administrative Code, including all Daily Logs, Rent Receipts, and Weekly Reports from the past 24 months.

\_\_\_\_\_  
Seller/Transferor Name (Printed)

\_\_\_\_\_  
Buyer/Transferee Name (Printed)

\_\_\_\_\_  
Seller/Transferor Signature

\_\_\_\_\_  
Buyer/Transferee Signature

### VIII. Transferor's Declaration

I, \_\_\_\_\_, am the current owner of the residential hotel that is the subject of this report, and do declare that the foregoing is true and correct to the best of my knowledge.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Filing Date

**NOTE: Approved Residential Hotel Status Reports will be emailed to the Transferor/Seller within 10 business days of receiving a completed Report form. Please ensure that the contact information provided is legible and clear.**

### IX. Report Verification

DBI Use Only
Report Notations

Report Reviewed And Validated by:	
Report Effective Date:	
Report Expiration Date:	

*The current legal use of this property is compiled from records of City Departments. There has been no physical inspection of the property itself. The report makes no representation that the property is in compliance with the law. Any occupancy or use of the property other than that listed as verified by this report may be illegal and subject to removal or abatement and should be reviewed with the Department of Building Inspection, Department of Public Health and/or San Francisco Fire Department. Errors or omissions in this report shall not bind or stop the City from enforcing any and all codes against seller, buyer and subsequent owner. The preparation or delivery of this report shall not impose any liability on the City for any errors or omissions contained in said report, nor shall the City bear any liability not otherwise imposed by law.*

## X. Proof of Receipt

This portion must be completed by the buyer/transferee and filed with the Department of Building Inspection within 30 days of purchase to verify that all required disclosures regarding the status of this residential hotel were made prior to the transfer of title.

Proof of receipt, in PDF format, must be emailed to: [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org)

I, \_\_\_\_\_, the buyer/transferee, do declare that the Department of Building Inspection-approved Residential Hotel Status Report was provided to me prior to the sale/transfer of title for the residential hotel at \_\_\_\_\_.

PROOF OF RECIEPT	
<b>Transferee/Buyer Name</b>	
<b>Transferee/Buyer Signature</b>	
<b>Residential Hotel Status Report Receipt Date</b>	



# Report of Residential Hotel Status

(Pursuant to Section 41.22 of the San Francisco Administrative Code)

## Report Instructions and Frequently Asked Questions

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Pursuant to Section 41.22 of the San Francisco Administrative Code, owners of residential hotels are required to file the Residential Hotel Status Report (RHSR) prior to any sale or transfer of title with the Department of Building Inspection (DBI). DBI, upon receiving an RHSR filing, will verify, annotate, and return the report within 10 business days to the property owner.

The property owner/seller is then required to provide the buyer/transferee with a copy of the DBI-verified Report prior to the transfer of title. Then, within 30 days of purchase, the buyer/transferee must complete the declaration on the RHSR form and file it with DBI. DBI-approved RHSRs are valid for 1 year from the original filing date.

### SECTION A Report Instructions

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Please complete the attached form by providing a response to each question. Explanations for each question are provided below. Once the form is completed, please submit it to DBI's Housing Inspection Services division by emailing a PDF version of the report to [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org)

#### I. Residential Hotel Status

Please provide the number of certified residential guest rooms and the number of tourist guest rooms. This information is available on the Certificate of Use. To obtain a copy of the Certificate of Use, please contact Housing Inspection Services at (628) 652-3700.

Additionally, please provide the year of the last Annual Unit Usage Report filed for this property. *Example: 2018*

#### II. Location, Room Numbers, And Rates Of Residential Guest Rooms & Addendum

For each residential guest room, please list the location (floor number), the room number, and if occupied the monthly rental amount charged. If the room is vacant, please list the date in which the room was last occupied and the monthly rental amount charged when it was last occupied. If you need additional space, please use the page at the end of the report entitled "ADDENDUM".

*To provide an example, say the subject hotel has a residential guest room, Room Number 103, which is located on the first floor and has been vacant since December 1, 2018. Your records indicate that the last monthly rent you charged for the room was \$800. Based on this example, you would complete the table under Section II in the following manner.*

Location (Floor Number)	Room No.	Room Rate	Vacant (Date Last Occupied)
1	103	\$800	12/1/2018

*In different example, say the information about Room Number 103 is the same except for this time the room is occupied. Under this example you would complete the table under Section II in the following manner:*

Location (Floor Number)	Room No.	Room Rate	Vacant (Date Last Occupied)
1	103	\$800	

When completing the table under this section, please be sure to report on every residential guest room.

**III. Location And Room Numbers Of Tourist Guest Rooms & Addendum**

For each tourist guest room, please list the location (floor number) and room number. If you need additional space, please use the page at the end of the report entitled "ADDENDUM".

**IV. Property Status**

Please provide the date in which DBI last inspected the subject property. If you do not know when the last inspection took place, please leave this line blank so that DBI can enter the last documented inspection.

**V. Enforcement Actions**

Please list all Notices of Violation, Abatement Orders, and enforcement actions by the Department of Building Inspection, Fire Department, or Department of Public Health issued within the last 5 years. For each item, list the tracking number, the responsible agency, the type of enforcement action (Notice of Violation, Order of Abatement, etc.), the date the action was issued, and the status (whether or not the enforcement action has been resolved). If you need additional space please attach separate sheets.

**VI. Disabled Access Features**

Please list all disabled access features within the residential hotel. Please describe each access feature and its location. *Example: Grab bars / Common toilet rooms on each floor.*

## **VII. Records of Use**

Please provide the buyer/transferee with copies of all required Records of Use, as provided for in Section 41.9 of the San Francisco Administrative Code, from the past 24 months. Required Records of Use include, Daily Logs, rent receipts, and Weekly Reports. Once all records have been turned over to the buyer/transferee, the owner/seller must print and sign their name.

Similarly, the buyer/transferee, upon receipt of all required Records of Use and before filing this Report with the DBI, must print and sign their name in this Section.

## **VIII. Transferor's Declaration**

Please list the owner/seller contact information and sign the declaration.

## **IX. Report Verification**

This area is allocated for DBI annotations. Please do not mark in this area.

## **X. Proof Of Receipt**

This area is allocated for the buyer/transferee to sign and verify receipt of this RHSR. It is to be completed and filed with DBI within 30 days after the sale or transfer of title. To file this Proof of Receipt, please email a PDF version to [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org)

# **SECTION B**

## **Frequently Asked Questions**

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### **1. What is the Residential Hotel Status Report (RHSR)?**

Pursuant to Section 41.22 of the San Francisco Administrative Code, owners of residential hotels are required to file the Residential Hotel Status Report (RHSR) prior to any sale or transfer of title with the Department of Building Inspection (DBI). This report requires owners of residential hotels to make certain disclosures about the building's characteristics and code enforcement history to buyers prior to sale or exchange of ownership.

### **2. When is the RHSR required?**

Before a residential hotel is sold, the building owner (seller) must file a completed RHSR form with the Department of Building Inspection's Housing Inspection Services division. This is a requirement for all sales/title transfers of residential hotels.

DBI, upon receiving an RHSR filing, will verify, annotate, and return the report within 10 business days to the property owner. The property owner/seller is then required to provide the buyer/transferee with a copy of the DBI-verified Report prior to the transfer of title.

### **3. Is the RHSR part of the Annual Unit Usage Report (AUUR) requirement?**

No. The Annual Unit Usage Report (AUUR), provided for in Section 41.10 of the San Francisco Administrative Code, is a separate report that all privately operated residential

hotels are required to file with DBI every November 1st. The AUUR details information on how the residential guest rooms are being used throughout the year.

The RHSR is reporting a requirement that must be satisfied prior to the sale or transfer of a residential hotel.

#### **4. How do I file the RHSR?**

To file the RHSR, please fill out the report form using the above instructions as guidance. Once complete, you must email a PDF version of the filled out form to DBI at the following email address: [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org)

A fillable PDF version of the report form is available on DBI's website at [sfdbi.org/residentialhotels](http://sfdbi.org/residentialhotels)

#### **5. Is the RHSR the same as the 3R Report?**

No. The RHSR, provided for in Section 41.22 of the San Francisco Administrative Code, is a requirement that must be satisfied prior to the sale or transfer of a residential hotel. The 3R Report or "Report of Residential Building Record" pursuant to Section 351(a) of the San Francisco Housing Code is a requirement for the sale or exchange of any residential building. While these reports share similarities they are not the same and the completion of one does not satisfy the requirement for the other.

#### **6. Is the RHSR a new requirement?**

Yes. Ordinance No. 99-19, passed by the Board of Supervisors and signed by Mayor London N. Breed created this new requirement. As such, the RHSR is required for the sale or exchange of all residential hotels happening after June 24, 2019.

#### **7. What are the owner's/seller's responsibilities?**

An owner or authorized agent seeking to sell or exchange a residential hotel shall complete and submit the RHSR form to DBI. Completed forms must be emailed in a PDF format to [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org). DBI will verify and then issue an approved RHSR. Additionally, the owner is required to provide the buyer with copies of all required Records of Use, as provided for in Section 41.9 of the San Francisco Administrative Code, from the past 24 months. Required Records of Use include, Daily Logs, rent receipts, and Weekly Reports.

Upon receipt and prior to the sale or exchange of ownership, the owner must deliver the approved RHSR to the buyer or transferee of the residential hotel.

#### **8. How long will it take to process the RHSR/what is the turnaround time?**

Once the owner/seller submits the completed report form, DBI has 10 business days to complete its review and issue the approved RHSR. The approved RHSR will be emailed to the transferor/owner.

#### **9. What are the buyer's responsibilities?**

Within 30 days of purchasing or otherwise receiving title to a residential hotel, the buyer or transferee must complete Section VII (Records of Use), acknowledging receipt of the

required Records of Use from the past 24 months, and Section X (Proof of Receipt) of the approved RHSR form. Once completed, the buyer or transferee must file the Report with DBI by emailing it to [dbi.hishco@sfgov.org](mailto:dbi.hishco@sfgov.org) in a PDF format.

**10. Does the RHSR have a filing fee?**

No. At this time, there is no required filing fee associated with the RHSR.

**11. What are the Records of Use requirements?**

Pursuant to Section 41.9 of the San Francisco Administrative Code, residential hotel owners/operators are required to maintain certain records detailing the use of each guest room. Required Records of Use include Daily Logs, rent receipts, and Weekly Reports. Residential hotel owners/operators must maintain 24 months' worth of Records of Use on-site.

When completing the RHSR, residential hotel owners must provide copies of all required Records of Use, dating back 24 months to the buyer.

**12. I have a deadline and need DBI to process my order and issue the approved Report quickly. Can I place a "rush" on my order?**

No. We cannot accommodate rush orders. All orders will be processed in the order in which they were received. All orders will be processed within 10 business days. Any incomplete, illegible, or inaccurate information will delay processing.

**13. Where can I find out more information on the RHSR?**

To find out more about the RHSR and to find links to the full text of Section 41.22 of the San Francisco Administrative Code, please visit DBI's website at [sfdbi.org/residentialhotels](http://sfdbi.org/residentialhotels).