

NOTICE OF INTENTION (STOCK CO-OP/LEHC)

RE 658 Part II (Rev. 9/99)

INTRODUCTION

The index/quantitative deficiency notice (Part II) is designed to allow CalBRE staff to quickly determine whether your application is substantially complete, without having to review the entire questionnaire (Part III). Please read the Applicant's Instructions thoroughly. By properly completing Part II, you will enable the Bureau to send out a quantitative deficiency notice within 10 days.

Part II is a list of any and all possible documents required for a substantially complete application only. It is not a list of all the documents needed for issuance of the final public report. The additional documents needed for issuance of the final report will be listed in the deficiency notices prepared by a Deputy, after your application is substantially complete.

USE OF MASTER FILE

If you are submitting the first phase/increment of a multi-phase/increment project, you may elect to designate this application as a "master file" for the subsequent applications. (See Part III item 1K.) This means you may use documentation contained in the master file to serve in subsequent applications without having to resubmit the same item.

When submitting subsequent phase/increments, indicate which documents are to be referenced in the master file by entering "M. File" in column #5 of Part II and in the appropriate item in Part III.

INSTRUCTIONS

- Step 1. Complete Part III. Answer all questions.
- Step 2. Complete Part II. For each item number shown in column #1 of Part II, consult Part III and transfer your answer to column #2. Enter "Yes," "No," or "NA." If you leave any blanks, your application is incomplete and therefore does not meet minimum filing package requirements.
- Step 3. Compare your transferred answer in column #2 to the "Qualifying Answer" in column #3. If the answers in column #2 and column #3 are the same, you must submit the corresponding document named in column #4 in order to compile a substantially complete application. Part III of the Notice of Intention provides further information on the specific document required.
- Step 4. Compile and tab documents with the number shown in column #1. If more than one document needs to be submitted in response to a single question, tab each document with the same number. If a single document serves as more than one required document, place the other tab(s) on it to identify which items it covers.
- Step 5. In column #5, indicate with a check mark which items you are submitting with your initial filing.

After review of your file, CalBRE staff will check column #6 to confirm which additional documents, if any, are required to qualify for an SCA. A copy of Part II will be sent to you as a "Quantitative Deficiency Notice." Submit all the deficiency-response documents together in one package with the original Quantitative Deficiency Notice and RE 607.

EXAMPLE (FROM PART III)

7. * Leases Affecting Title

Are there now any leases which affect title or are there any leases proposed? NO YES NA

If YES, submit a copy of all leases affecting title.

EXAMPLE (FROM PART II)

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 & #3 Match)	Column #5 Document Submitted	Column #6 Required for SCA
7	YES	YES	* Leases Affecting Title	<input checked="" type="checkbox"/>	

- Answers in columns #2 and #3 match; document in column #4 must be submitted.
- Enter a check mark in column #5, if document is being submitted with application.
- Every applicable item that is asterisked (*) must be submitted upon initial filing in order to meet minimum filing package (MFP) requirements. If MFP requirements are not met, the application will be returned.

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INDEX/QUANTITATIVE DEFICIENCY NOTICE (SCA)

- Note: ➤ Additional items not listed below may be required for issuance of a final public report. ➤ * Indicates “minimum filing package” documents.
- * Indicates exhibit may serve as Master File Item. ➤ Do not write in column #6 – it is for CalBRE use only.

TRACT NAME/NUMBER				FILE NUMBER (TO BE ENTERED BY CALBRE)	
Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
Does not apply	Always	Submit	* RE 658		
Does not apply	Always	Submit	Copy of Part III, page 1		
1H	Always	Submit as Applicable	* Filing fee		
			* Lot fee		
			* Address labels		
* 2		NO	* Out-of-State Subdivider		
4C		YES	* RE 612A		
			* RE 612		
			Typed Preliminary Report (short pink)		
* 5A(1-8)		YES	Details of Advertising and Promotion		
6A	Always	Submit	* Preliminary Report		
6B		NO	* Evidence of Future Vesting		
6D		NO	Protection Arrangements		
* 7		YES	* Leases Affecting Title		
* 8		YES	Coastal Zone Permit or Exemption		
9J	Always	Submit	RE 619 Natural Hazards		
* 10B		NO	Fire Protection Service Letter		
* 10C		YES	Fire Will-Serve – State Responsibility Area		
11B		YES	Financial Arrangements for Sewer System or Verification of Installation [11B(2)(3)]		

<i>Column #1</i>	<i>Column #2</i>	<i>Column #3</i>	<i>Column #4</i>	<i>Column #5</i>	<i>Column #6</i>
<i>Part III Item Number</i>	<i>Your answer from Part III</i>	<i>Qualifying Answer</i>	<i>Document Required (If columns #2 and #3 match)</i>	<i>Document Submitted</i>	<i>Required for SCA</i>
* 11D		YES	Health Authority Letter re: Individual Septic/Sewer Systems		
* 14C(1)		NO	Water Supplier Letter/Evidence of financial arrangements		
* 14C(1)(b)		NO	Water Supplier Letter		
* 14D		YES	Water Supplier Letter		
* 14E(1)		YES	Well Driller's Estimate		
			Health Authority Letter re: Individual Wells		
* 14E(2)		YES	Geologist's Report		
* 14E(3)		YES	Special Conditions Statement		
* 15B(1)		YES	Evidence of Financial Arrangements for Gas		
* 15B(2)		YES	Evidence of Financial Arrangements for Electricity		
* 15B(3)		YES	Evidence of Financial Arrangements for Telephone		
* 15C(1)		YES	Gas Company Estimates		
* 15C(2)		YES	Electricity Company Estimates		
* 15C(3)		YES	Telephone Company Estimates		
15D	Always	Submit	Schools		
* 16B(1)		YES	Evidence of Financial Arrangements		
* 16B(2)		NO	Evidence of Financial Arrangements		
* 17		NO	Flood Agency Report		
* 18B(4)		YES	RE 624C		
* 18C,D		YES	RE 624C		
* 19D		YES	Street Construction & Maintenance Letter		
* 19E(1)		NO	Evidence of Financial Arrangements		
20B(3)		YES	Trust Agreement		

<i>Column #1</i>	<i>Column #2</i>	<i>Column #3</i>	<i>Column #4</i>	<i>Column #5</i>	<i>Column #6</i>
<i>Part III Item Number</i>	<i>Your answer from Part III</i>	<i>Qualifying Answer</i>	<i>Document Required (If columns #2 and #3 match)</i>	<i>Document Submitted</i>	<i>Required for SCA</i>
20B(4)		YES	* Security instrument		
20B(5)		YES	* Regulatory Agreement		
20E		YES	Use Restrictions		
* 21		YES	* Sample Real Property Sales Contract		
* 23B		YES	Fractional Undivided Interest		
* 23C	Always	Submit	Convey/Lease Instruments		
24A		NO	Financing Plans		
24B		YES	Copies of Agreements		
24B(3)		YES	Encumbrance Protection		
24C(2)	Always	Submit	Financing Plans		
* 25		NO	* Sample Grant Deed		
* 26B		YES	* All Leases		
* 27A	Always	Submit	* Tentative Map (including approval), Map or Waiver		
27B		YES	Map Documents		
28		YES	* Cooperative Plan with Definition Page		
* 29	Always	Submit	* Plot Plan		
* 30	Always	Submit	Vicinity Map		
31A	Always	Submit	Completed RE 624A(s)		
31B		YES	Facilities Use Statement		
32A		YES	Evidence of Financial Arrangements		
32B(2)(a)		YES	RE 611A		
32B(2)(b)		YES	Escrow Instructions		
32B(2)(c)		YES	Evidence of Lien Insurance		
			Title Company Statement		

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
32B(2)(d)		YES	Alternative Plan (Set aside Letter, Letter of Credit or Other)		
			RE 611A		
33		YES	Completed RE 639, Sample List or Sample Disclaimer		
* 34		YES	Subsidy/Maintenance Agreement and Supporting Documents		
* 35		YES	Contract(s) Obligating Cooperative		
* 36		YES	Sales Program Agreement with Coop- erative		
37A	Always	Submit	RE 623		
37B		YES	Capital Contribution		
38A		YES	RE 623(s); Future Phases		
* 38B		NO	Map of Future Phases		
38C(1)(a)/(b)		YES	Financial Statement		
			Budget		
			Assessment Delinquency Statement		
			Reserve Analysis		
39	Always	Submit	* Escrow Instructions		
40A		YES	Escrow Instructions and Conveyance Instrument		
* 40B		YES	Escrow Instructions and Conveyance Instrument		
41C		YES	Alternative Plan		
* 42A(1)		No	* RE 648		
* 42A(2)		YES	* RE 616B		
			* RE 616C		
43B(1)		YES	Submit Amended Pages		
* 44		YES	* Articles of Incorporation/Association		

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
* 45		YES	* Bylaws		
* 46		YES	* Existing CC&Rs		
* 47	Always	Submit	* Proposed CC&Rs		
* 47B	Always	Submit	Master Lease, Occupancy Agreement		
47C		YES	Use Restrictions		
48B		YES	Subordination		
48F		NO	Subordination		
49		YES	* Declaration of Annexation		
51	Always	Submit	DUPLICATE BUDGET PACKAGE or RE 684A		
Not Numbered		As Applicable	Authorization to Sign		
			Agent's Authorization		

DUPLICATE BUDGET PACKAGE INFORMATION (DBP)

The documents required in the DBP will vary depending on your project's set-up. In order to determine whether your DBP is complete, transcribe your answers from Part III to column #2 on page 7. If your answer matches the preprinted qualifying answer in column #3, the DBP must include the documents shown in column #4.

When all the required documents are collected, submit them at one time in a separate folder as described in Part I, section XIV and as shown in Figure B.

All items required for DBP must be submitted at one time. If the DBP is not complete the entire folder will be returned.

If this is a subsequent phase filing (or a subsequent map filing) **and** if the budget for this phase was approved within the last eighteen months, **and** if there is absolutely no change in the offering, you may submit RE 684A in lieu of a DBP.

* May be deleted from subsequent phase or subsequent map filings. (Refer to Part I, section XIV.)

Column #1 Part III Item Number	Column #2 Your answer from Part III	Column #3 Qualifying Answer	Column #4 Document Required (If columns #2 and #3 match)	Column #5 Document Submitted	Column #6 Required for SCA
N/A	Always	Submit	RE 681		
N/A	Always	Submit	5 Address Labels		
9J	Always	Submit	RE 619 Natural Hazards		
30	Always	Submit	Vicinity Map		
27A	Always	Submit	Tentative Map, Map or Waiver *		
28		YES	Cooperative Plan		
29	Always	Submit	Plot Plan		
N/A	Always	Submit	Part III Questionnaire *		
32B(2)(a)		YES	RE 611A		
37	Always	Submit	RE 623		
38A		YES	RE 623(s); Future Phases		
38B		NO	Map of Future Phases		
38C(1)(a)/(b)		YES	Financial Statement		
			Budget		
			Assessment Delinquency Statement		
			Reserve Analysis		
31A	Always	Submit	Completed RE 624A(s)		
33		YES	Completed RE 639		
34		YES	Subsidy/Maintenance Agreement and Supporting Documents		
35		YES	Contract(s) Obligating HOA		
45		YES	Bylaws *		
47	Always	Submit	CC&Rs *		
49		YES	Declaration of Annexation		
51			RE 684A Certification (Approved Budget)		