



UNIT REPLACEMENT AND RELOCATION AFFIDAVIT PURSUANT TO HOUSING CRISIS ACT (SB 330) PLANNING DIVISION

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SUPPLEMENTAL PACKET

Introduction

The Housing Crisis Act is a state law that requires housing projects that demolish existing residential units to construct at least the same number of units. If the project demolishes a “protected” unit, as specified below, additional provisions apply.

As part of the entitlement review process, the applicant must provide the occupancy and household income for each unit that is proposed for demolition, dating back five years prior to the application submittal date. For each unit proposed for demolition, please have the lowest income household to have occupied that unit in the past five years complete the Tenant Statement included in this packet. Failure to provide the required tenant income information may result in an affordability deed restriction on the property.

If incomes are unknown, assume a proportion of units are “protected” in accordance with the proportion of lower income¹ renter households in the City. Per HUD requirements, the current proportions as of 2025 for the City are 37% for very low-income renter households earning up to 50% Area Median Income (AMI) and 28% for low-income renter households earning between 51-80% AMI. To give a project example, assume for a 50-unit apartment building that 19² units were occupied by very low-income households and 14 units were occupied by low-income households.

Please refer to the most recently published [San Mateo County Income Limits](#) to determine qualifying income thresholds and the [HUD CHAS Dataset](#) to verify the most current City-level income proportions.

Regulations

The Planning Division processes this Unit Replacement and Relocation Supplemental Packet in accordance with the [Housing Crisis Act \(California Government Code Section 66300\)](#). Refer to the Government Code for additional information related to the residential development replacement and relocation requirements.

Please reach out to your project planner if you need assistance in completing this form.

¹ Lower-income households are defined as households earning up to 80% Area Median Income

² All replacement calculations resulting in fractional units shall be rounded up to the next whole number

1. Property Ownership and Applicant Information

1a. Property Owner		1b. Authorized Representative (if applicable)	
Name / Title		Name / Title	
Address:		Address:	
City / State / Zip:		City / State / Zip:	
Phone:		Phone:	
Email:		Email:	

2. Property and Project Information

2a. Site Information		
Property Name		
Property Address		
Assessor Parcel #		
2b. Demolition Replacement Units		
<p>Note: A project cannot be approved if the proposed demolition reduces the total residential dwelling units on the site either currently or from the highest dwelling unit count in the last 5 years.</p>		
Does the project propose unit demolition?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>(Skip to the Affidavit)</i>
Did tenants receive a written 6-month advance notice of planned demolition that specifies the date they must vacate and their rights under SB330?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Current unit count:		
Highest unit count in the last 5 years:		
Number of units to be demolished:		
Proposed total units:		

2c. Protected Units

All “protected” units must be replaced 1 for 1. Protected unit(s) involve one or more of the following categories¹. Please indicate the **number of proposed units for demolition** that qualify as protected units:

Units subject to a recorded covenant, ordinance, or law restricting rents to levels affordable to lower-or very-low income households in the last 5 years (<i>input “NA” if none</i>):	
Units occupied by lower or very low income households in the last 5 years (<i>input “NA” if none</i>):	
Units withdrawn from rent or lease in accordance with the Ellis Act (Government Code Section 7060-7060.7) in the last 10 years (<i>input “NA” if none</i>):	

3. Replacement Housing Requirements for Protected Units

3a. Replacement Housing Requirements

All protected units must be replaced with units that contain the same number of bedrooms as the units demolished, with some exceptions for single-family homes. Relocation benefits are required for lower-income tenants of protected units. In addition, a right of first refusal must be offered to lower-income tenants of protected units for a comparable unit affordable to the household at an affordable rent or an affordable housing cost, unless the development replaces a single-family home with a single-family home. The City may ask for additional documentation to verify income levels of previous tenants. Please refer to the questions below.

3b. Relocation Benefits

Have relocation benefits been offered to tenants of protected units?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of protected unit households offered relocation benefits:		

3c. Right of First Refusal

Has the right of first refusal been offered to tenants of protected units?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of protected unit households offered right of first refusal:		

3d. Single-Family Home (SFH) 3 or Less Bedrooms

For protected SFHs with 3 or less bedrooms, are the replacement units providing the same number of bedrooms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No SFH demolition proposed <input type="checkbox"/> (<i>skip to 3e</i>)
Number of bedrooms provided in replacement unit(s):			

¹ The City of South San Francisco does not have a local rent control ordinance. As such, the categories of “protected units” are limited to those stated in Section 2c.

3e. SFH 4 or More Bedrooms

For protected SFH(s) containing 4 or more bedrooms, are the replacement units providing at least 3 bedrooms?

Yes

No

No SFH demolition proposed

Number of bedrooms provided in replacement unit(s):

Tenant's Statement (English)

Please use at least one affidavit for each unit.

I, _____, hereby certify that I occupied unit # _____ at the address of

_____ from the year _____ to the year _____ and my

household size¹ was ____ people. The combined gross annual income² for my household during this time was

\$_____.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct

Tenant Signature

Tenant Name (Printed)

Date

¹ For household size, include everybody that lived in that unit, as of the last day of the rental period.

² If your income changed during the rental period, please list the lowest annual income during that time. Gross income should include income before taxes or deductions.

Declaración del Inquilino (Español)

Por favor utilice una declaración jurada por cada unidad.

Yo, _____, por la presente certifico que ocupe la unidad # _____ en la
direccion _____ desde el año _____ hasta el año _____ y
el tamaño de mi hogar era de ____ personas. El ingreso anual bruto⁶ combinado de mi hogar durante este
tiempo fue de \$_____.

Declaro bajo pena de perjurio bajo las leyes del Estado de California que lo anterior es verdadero y correcto.

Firma del Inquilino

Nombre del Inquilino

Fecha

⁶ If your income changed during the rental period, please list the lowest annual income during that time. Gross income should include income before taxes or deductions.

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) I understand that other information or applications may be required.
- d) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts-have not been provided as part of this application, or any supplemental information. I understand that any information provided to the Planning Division becomes part of the public record and can be made available to the public for review and/or posted to City websites.

Applicant Signature

Applicant Name (Printed)

Date