

# APPLICATION TO AMEND DOCUMENTS

(SECTION 11018.7)

RE 633 (Rev. 10/24)

SUBDIVISIONS

## GENERAL INFORMATION

- Submit completed application, all exhibits and the appropriate fee to:  
Department of Real Estate  
Subdivisions – North  
651 Bannon Street, STE 506  
Sacramento, CA 95811
- **FEE: \$50.00**  
Make check or money order payable to:  
Department of Real Estate
- If applicant is a corporation, partnership, etc., append as Exhibit E, a copy of the resolution or other authority for submittal of the application.

## APPLICANT

NAME		BUSINESS TELEPHONE NUMBER
MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX)		
CITYSTATE	ZIP CODE	
EMAIL ADDRESS		

## SINGLE RESPONSIBLE PARTY

BUSINESS NAME		BUSINESS TELEPHONE NUMBER
MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX)		
CITYSTATE	ZIP CODE	
EMAIL ADDRESS		

## REQUEST TO AMEND DOCUMENTS

Applicant seeks to change instruments controlling or affecting rights, preferences, privileges, or restrictions on subdivision interests, or affecting owners thereof, described in Section 11000.1 or Section 11004.5 of the Business and Professions Code.

Pursuant to Section 11018.7 of the Business and Professions Code of the State of California, and Regulation 2793, California Code of Regulations, applicant hereby petitions the Real Estate Commissioner for his consent to submit the proposed changes to the owners to be voted upon.

1A. LIST THE SUBDIVISIONS THAT WILL BE AFFECTED BY THE PROPOSED CHANGES.

Subdivision Name	County	DRE File Number

1B. IS THERE AN EXISTING ASSOCIATION OF OWNERS OF THESE SUBDIVISION INTERESTS?

NO  YES IF YES, COMPLETE THE FOLLOWING INFORMATION.

NAME OF ASSOCIATION	
ASSOCIATION CONTACT PERSON	DAYTIME TELEPHONE NUMBER

2. The proposed changes are to the following instruments: (List below and append a copy of each instrument in its existing form as Exhibit A and append a copy of each instrument incorporating the proposed change with suitable marking to identify the change as Exhibit B.)

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3. List the reasons for proposed changes and the anticipated effects. (Attach separate sheet(s) if more room is needed.)

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4a. How many votes are presently eligible to be cast on this proposal?..... \_\_\_\_\_

4b. How many votes does the subdivider, his successors, or assigns, hold or directly control? ... \_\_\_\_\_

**Note:** The adequacy of the means of giving notice to persons eligible to vote on the proposed change will depend upon the nature of the subdivision involved. Usually the notice will be mailed to all eligible persons and an affidavit of mailing sent to the DRE. In a single-structure condominium, posting in a conspicuous place or places will usually suffice. In a large planned development involving resident owners of single family dwellings, publication in a local newspaper should usually accompany other more limited means for giving notice.

4c. List the means to be used to inform eligible voters concerning the substance of the proposed change. Attach a copy of the proposed "Notice" as Exhibit C. (Refer to Commissioner's Regulation 2793 for details.)

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4d. Refer to the existing management documents for requirements regarding notice and voting, including any notice or voting requirements as to mortgagees and/or local governing authority for the proposed change. Stipulate where in the documents (e.g., Declaration, page 20; Bylaws, page 6, etc.) these procedures are set forth and briefly explain the voting procedure to be used if the consent of the Commissioner is granted. (Attach separate sheet(s) if more room is needed.)

Append a copy of the form of notice of upcoming vote to be given to each person eligible to vote on this proposal as Exhibit D.

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**CERTIFICATION**

*I certify under penalty of perjury that the statements herein and the exhibits appended hereto are complete and correct to the best of my knowledge and belief.*

SIGNATURE OF APPLICANT		DATE
		
PRINTED NAME OF APPLICANT	CAPACITY OF APPLICANT	