

# Transfer of Responsibility to Retrofit Certificate

For Staff Use Only

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

*San Diego Municipal Code Section 147.04 Relating to Water-Conserving Plumbing Standards.*

- Use this form to signify mutual agreement between the Seller/Transferor and the Buyer/Transferee of a property to transfer the responsibility of retrofitting the property to the Buyer/Transferee pursuant to the requirements of San Diego Municipal Code Section 147.04.
- Please refer to page 2 for more instructions and mailing information. For assistance in completing this form, please call the **Water Conservation Hotline at (619) 515-3500**: (select "Water Conservation" and then press 0) or refer to our web site at: [www.sandiego.gov/water/conservation/selling.shtml](http://www.sandiego.gov/water/conservation/selling.shtml).
- **Please complete all sections of this Certificate. Incomplete and illegible forms will be returned.**

## 1. Property Address Information

Parcel Number \_\_\_\_\_ Year built: \_\_\_\_\_

Street Number (fraction)

Street Name

Suffix (St., Ave., Rd.)

Apt. or Unit Number

City

State

Zip Code

### Type of Property (Choose One)

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

## 2. Fixture Information

|  |  |                                     |  |
|--|--|-------------------------------------|--|
| Number of Bathrooms →  |  | Number of Showerheads →             |  |
| Number of Toilets →  |  | Number of Urinals →                 |  |
| Number of Sink Faucets →   |  | Number of Reverse Osmosis Systems → |  |
| <b>Please see page 2 for plumbing fixture requirement information.</b> |  |                                     |  |

## 3. Seller/Transferor Certification - Required

By signing below, I, the Seller/Transferor of the abovementioned 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 San Diego Municipal Code Section 147.04. I understand that upon reaching an agreement with the Buyer/Transferee, I shall submit to the City of San Diego Water Department this Certificate along with a \$10.00 check or money order payable to the "City Treasurer."

\_\_\_\_\_  
Seller's Name (please print)

\_\_\_\_\_  
Seller's Signature

(\_\_\_\_\_) \_\_\_\_\_

Telephone No.

\_\_\_\_\_  
Date

Forwarding Address: \_\_\_\_\_

Estimated Escrow Closing Date: \_\_\_\_\_

## 4. Buyer/Transferee Acceptance - Required

By signing below, I, the Buyer/Transferee accept the responsibility of retrofitting the abovementioned property as provided for in San Diego Municipal Code Section 147.04. I understand that I will be required to retrofit the property within 90 calendar days following the change of ownership, and submit a separate **Water Conservation Certificate** along with a \$10 payment to the City of San Diego Water Department within 30 calendar days after completing the retrofit work.

\_\_\_\_\_  
Buyer's Name (please print)

\_\_\_\_\_  
Buyer's Signature (Required)

(\_\_\_\_\_) \_\_\_\_\_

Telephone No.

\_\_\_\_\_  
Date

Buyer's mailing address: \_\_\_\_\_

## 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 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** (<http://www.sandiego.gov/water/pdf/trrc.pdf>), and the Buyer/Transferee shall complete Section 4. By signing (section 4), the Buyer/Transferee agrees to:

- Retrofit the property with water-conserving plumbing fixtures within ninety (90) calendar days immediately following the change of property ownership or close of escrow (please see plumbing fixture requirements below); and
- File a Water Conservation Certificate with the City of San Diego Water Department within 30 calendar days after completing the retrofit. The Water Conservation Certificate is used to certify that water-conserving plumbing fixtures required by San Diego Municipal Code Section 147.04 have been installed in the property. A Water Conservation Certificate may be obtained by calling the “**Water Conservation Program**” at **(619) 515-3500** or on-line at: <http://www.sandiego.gov/water/pdf/wcc.pdf>
- Extension for retrofitting and for filing a Water Conservation Certificate is available upon request. Please call the Water Conservation Program (phone number listed at the bottom of this form) and/or send your retrofit extension request by mail to the address listed below.

### SDMC 147.04 Plumbing Fixture Requirements

|  |  |
|--|--|
| <b>Toilets</b>   | Existing toilets that use more than 3.5 gallons per flush (gpf) must be retrofitted with Ultra-Low-Flush Toilets (ULFTs) that use 1.6 gpf or less. Modifications intended to reduce the flow rate of an existing toilet, such as the use of toilet dams, bricks, or other flushing devices are not permissible and do not comply with the code provisions. |
| <b>Urinals</b>   | Urinals manufactured to use more than 1 gpf must be replaced (replacing the flush valve only is not acceptable). Waterless urinals are acceptable.   |
| <b>Showerheads</b>   | Showerheads manufactured to use more than 2.5 gallons per minute (gpm) must be replaced with low flow units. Showerhead flow restrictors are not acceptable.   |
| <b>Sink Faucets</b>  | Sink Faucets that emit more than 2.2 gpm must be retrofitted. Installing low-flow faucet aerators is acceptable.   |
| <b>Reverse Osmosis Systems</b>                               | Residential Reverse Osmosis Systems must be equipped with a shut-off valve   |
| <i>Note: gpf=gallons per flush ◆ gpm= gallons per minute</i> |  |

Before you replace your old toilet(s), request a \$75 ULFT voucher. Vouchers are available for various approved toilets. Voucher supplies are limited and are available on a first-come, first-served basis. Vouchers must be presented at the time of ULFT purchase. The voucher will be treated like a coupon by participating wholesale and retail suppliers throughout San Diego County. Old toilet recycling is also available for free through the Voucher Program. **Note:** After the sale ULFT rebates are no longer available. To order a voucher and/or to verify if your property qualifies for a voucher, please call the **Voucher Incentive Program at 1-800-986-4538.**

**Please keep a copy for your files (seller and buyer). Mail completed Water Conservation and/or Transfer of Responsibility to Retrofit Certificate with payment(s) to:**

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

**☎ Telephone: (619) 515-3500** *(Select “Water Conservation” from the menu and press 0)* ◆ **Fax (619) 533-5300**  
**Office Hours: Monday – Friday 8:00 A.M. to 5:00 P.M.**