



CALIFORNIA BUILDER SERVICES

Documents Required for DRE Submittal (Common Interest Filing)

Developer	CBS	Attorney	Title Escrow	Engineer	DOCUMENT(S)/INFORMATION REQUIRED	
Preliminary Public Report	X				Filing Fee: \$500 for the Preliminary (<i>pink</i>) Public Report; \$500 for the Conditional (<i>yellow</i>) Public Report, and \$1,700 plus \$10 per interest for the Final (<i>white</i>) Public Report	
		X			Application - Preliminary (<i>pink</i>) Public Report (RE 603)	
		X			Reservation Instrument/Agmt (RE 612, 612A)	
					X	Tentative Subdivision Map & Resolution of Approval
	X					Signature authorization (Partnership Agmt, LLC Operating Agmt, Corporate Resolution, etc)
				X	X	Recorded Subdivision Map or Tentative Map w/Conditions of Approval (Need evidence that City/County has tentatively approved project)
	X					Out of State Builders (RE 608 forms, if applicable)
X					Evidence of Future Vesting (<i>applicant not in title</i>)	
Conditional Public Report	X	X			Documents Above	
		X			Application - Final (<i>white</i>) Public Report (RE 624)	
	X	X			Conditional (<i>yellow</i>) Report Statement/Notice to Buyer	
		X			HOA Start Up Budget	
		X	X	X	Sample Documents (Deed, Escrow instructions, Purchase Agreement)	
Final Public Report	X	X			Documents Above	
				X	Condominium Plan (<i>if applicable</i>)	
				X	Plot Plan / Site Plan	
		X	X	X	Common Area Conveyance Documents	
	X				X	Scalable Landscape Plans
	X	X				Phasing Plan (<i>if applicable</i>)
		X				Will-serve letters (school, fire, assessment district, health, flood, etc)
			X			Management Documents (CCRs, Articles, Bylaws, Annexation)
			X			Easement & Maintenance Agreement (<i>phased projects</i>)
			X			Subsidy Agreement (<i>if applicable</i>)
	X					Financial Arrangements for Completion of improvements (common area)
	X				X	Subdivision Agreement (<i>offsite improvements</i>)
				X		Recorded CCRs
			X			Filed Articles of Incorporation
	X					Assessment Guarantee Security
X					Subsidy Guarantee Security (<i>if applicable</i>)	
X					Out of State Builders (RE 608 forms, if applicable)	
X					Evidence of future vesting (<i>applicant not in title</i>)	