



January 4, 2016

Dear City/County Official:

Article XIII B of the California Constitution requires the California Department of Finance (Finance) to prepare population estimates for the purpose of calculating the appropriation limits for the state, counties, cities and special districts, including your jurisdiction. Finance uses annual housing unit change data to produce the January 1, 2016 population estimate for your jurisdiction. As part of the population estimates process, Finance requests information on all housing unit change activity in your jurisdiction between January 1, 2015 and December 31, 2015 inclusive.

REMINDER – You can submit your data online.

You now have the option of submitting your housing unit data online. Just follow the link or enter the URL below, and click on the Housing Unit Survey (HUS) icon to login:

<http://housingsurvey.dof.ca.gov/hus/index.aspx>

You must register the first time you enter the HUS system. Registration requires a security code. The security code was provided in the accompanying email. To re-enter the HUS system to submit updates or corrections, log in using the name and phone number you registered with. Instructions are provided along with the electronic survey. Please contact Finance to answer any housing survey questions.

You may also submit your data using the PDF read/write form attached. Enclosed are instructions to assist you in completing the form. We encourage you to read the instructions thoroughly before completing the survey form. Please complete all sections and return the survey to Finance by January 15, 2016.

Please return the completed survey form using one of the following reporting methods:

- Online HUS System: <http://housingsurvey.dof.ca.gov/hus/index.aspx>
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: <http://www.dof.ca.gov/research/demographic/surveys/>
- E-mail: Douglas.Kuczynski@dof.ca.gov or John.Boyne@dof.ca.gov

Thank you for your cooperation and assistance. You may contact John Boyne or me, Doug Kuczynski, at (916) 323-4086 if you have any questions regarding this data request.

Sincerely,

Doug Kuczynski
Research Program Specialist
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814

DOF HOUSING UNIT SURVEY INSTRUCTIONS

Please return the attached Housing Unit Survey to the Department of Finance (Finance) by **January 15, 2016**.

Section I. Housing Units Gained

Report all housing unit change information that occurred within your jurisdiction from **January 1, 2015 through December 31, 2015**.

1. **REPORT HOUSING UNITS GAINED from newly constructed housing units** within the given time frame. Preferred sources of newly constructed housing units include: Final Inspections, Certificates of Occupancy, Completion Certificates, and Utility Releases. Please do **NOT** provide building permits issued. If you only have building permits issued to indicate new housing construction, report them as indicated below under Adjusted Building Permits.

Adjusted Building Permits: Report the number of building permits that were issued for the following time frames: **single structure units** issued from **July 1, 2014 to June 30, 2015**, and **multi-structure units** issued from **January 1, 2014 to December 31, 2014**.

Mobile Home Units: Report mobile home unit changes on lots from January 1, 2015 to December 31, 2015. Changes in mobile homes may be reported regardless of the source of new construction.

2. **REPORT HOUSING UNITS GAINED from conversions or moved into your jurisdiction.** If your jurisdiction gained any new housing units from converting non-residential buildings into housing units, or by converting one type of housing unit structure into a new housing structure, (such as a duplex gained by converting a single family home) or any new housing units gained from military conversions, report these units under "conversions" from January 1, 2015 through December 31, 2015. Also, report any housing units moved into your jurisdiction.
3. **REPORT OTHER HOUSING UNITS GAINED from non-permitted activity.** Consists of non-permitted residential units; military units converted to civilian use without the issuance of a building permit; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section II. Housing Units Lost

We request local jurisdictions to report all units lost within your jurisdiction from January 1, 2015 through December 31, 2015.

1. **REPORT HOUSING UNITS LOST from demolition, fire, or other natural disaster.** Report residential housing units lost within your jurisdiction from January 1, 2015 through December 31, 2015 demolition, fire, earthquake, flood, or other natural disaster.
2. **REPORT HOUSING UNITS LOST from conversions or moved out of your jurisdiction.** Report units lost from converting housing units into non-residential uses, or lost by converting one type of housing unit structure into a new housing structure (such as a single family home lost by converting it into a duplex) from January 1, 2015 through December 31, 2015. Also, report any units that moved out of your jurisdiction.
3. **REPORT OTHER HOUSING UNITS LOST from non-permitted activity.** Consists of non-permitted residential units; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section III. Annexations and Detachments (cities only)

Cities must list all inhabited annexations and detachments that occurred between January 1, 2015 and December 31, 2015 in this section. For inhabited **annexations and detachments**, report all existing housing units within the area as of the **effective date**. Report housing units built **after** the effective date under **Section I-** Housing Units Gained. Include the full name of each annexation/detachment and its LAFCO resolution number.

Section IV. Civilian Group Quarters Change (see definition below)

Report resident Group Quarters change information for facilities that opened or closed during the year, or whose resident population significantly changed during the calendar year. Report annexed Group Quarters facilities in this section. For this survey, only consider changes for facilities that have 100 or more residents. If no significant changes occurred in the last calendar year, write "no change" in this section.

ADDITIONAL INFORMATION

Provide documentation for any additional information that may affect your area's population. Include the basis of the population change and the source of the information. Finance reviews all additional population change information documented by local areas.

Definitions

Single-detached unit - a one-unit structure with open space on all four sides. The unit often possesses an attached garage.

Single-attached unit - a one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

Mobile home unit - a one-unit structure that was originally constructed to be towed on its own chassis.

2-, 3-, and 4-plex units per structure - a structure containing two, three, or four units and not classified as single-unit attached structure. The units in the structure share attic space and heating and plumbing systems.

5 or more units per structure - a structure containing five or more housing units. The units share attic space, and heating and plumbing systems.

Civilian Group Quarters - are non-household residential facilities. Types of Group Quarters facilities include: nursing and convalescent homes; orphanages; shelters; convents; private dormitories; and local facilities for the mentally and physically disabled. Residents living in these facilities have no permanent residence elsewhere.

Note: Condominium refers to an ownership classification, not a structural type. Report condominiums based on their structural types.

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- Online HUS System: <http://housingsurvey.dof.ca.gov/hus/index.aspx>
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: <http://www.dof.ca.gov/research/demographic/surveys/>
- E-mail: Douglas.Kuczynski@dof.ca.gov or John.Boyne@dof.ca.gov

**Department of Finance
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814**

HOUSING UNIT CHANGE FORM

Date of Estimate: 1/1/2016

PLEASE READ ATTACHED INSTRUCTIONS. RETURN BY **JANUARY 15, 2016.**

Demographic Research Unit, Department of Finance, 915 L Street, Sacramento, CA 95814, Fax (916) 327-0222, Telephone (916) 323-4086.

City/Town: _____ County: _____

Please check the method you reported on this survey for newly constructed units:

Housing units completed between 1/1/15-12/31/15 based on **Final Inspections, Certificates of Occupancy, Completion Certificates** or **Utility Releases.**

Or

If you can only report building permits issued, you **MUST** adjust the building permits to estimate completions using a different time frame:

Single unit permits issued: 7/1/14 – 6/30/15; **Multiple unit** permits issued: 1/1/14 – 12/31/14.

	SINGLE-FAMILY			MULTI-FAMILY				TOTAL UNITS
	Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -Plex		5 or More		
				Structures	Units	Structures	Units	
SECTION I. HOUSING UNITS GAINED								
1. Newly Constructed Units								
2. Converted Units Gained								
3. Non-Permitted Units Gained								

SECTION II. HOUSING UNITS LOST
From January 1, 2015 through December 31, 2015

1. Demolition , fire or natural disaster								
2. Converted Units Lost								
3. Non-Permitted Units Lost								

SECTION III. ANNEXATIONS AND DETACHMENTS
From January 1, 2015 through December 31, 2015

For Cities Only. Attach additional sheets if necessary.

LAFCO #	Annexation Short Titles & Effective Date	SINGLE-FAMILY			MULTI-FAMILY				TOTAL UNITS
		Detached Units	Attached Units	Mobile Homes	2, 3, or 4 -Plex		5 or More		
					Structures	Units	Structures	Units	

SECTION IV. CIVILIAN GROUP QUARTERS CHANGE
From January 1, 2015 through December 31, 2015

Attach additional sheets if necessary.

Facility Name, Address, Zip Code, & Telephone Number	DATE OF STATUS CHANGE					PERMANENT RESIDENTS	
	Annexed	Detached	Opened	Closed	Changed	1/1/2015	12/31/2015

Reported by: _____ Department: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

E-mail Address: _____ Telephone: () _____ FAX : () _____