

Instructions for Completing the Form SI-CID

Incorporated Associations

Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) shall file a Statement by Common Interest Development Association (Form SI-CID) with the Secretary of State. The statement must be filed within 90 days after the filing of its original Articles of Incorporation, and biennially thereafter together with the Statement of Information (Form SI-100), filed pursuant to Corporations Code section 8210**. If the street address of the association's onsite office or the street address of the responsible officer or managing agent of the association changes, a corporation must file a complete Statement by Common Interest Development Association. A corporation is required to file this statement even though the corporation may not be actively engaged in business at the time this statement is due.

** The corporation must file Form SI-CID together with Form SI-100; however, it is an additional filing and must be accompanied by a separate \$15.00 filing fee. Both forms are available on the Secretary of State's website at www.sos.ca.gov/business.

Unincorporated Associations

Although not currently required to register with the Secretary of State, every unincorporated association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act shall file a Statement by Common Interest Development Association, biennially, in the month of JULY. If the street address of the association's onsite office or the street address of the responsible officer or managing agent of the association changes, the association must file a complete Statement by Common Interest Development Association. Upon changing its status to that of a corporation, the association shall comply with the filing requirements for incorporated associations.

Statutory filing provisions are found in California Civil Code section [1363.6](#), unless otherwise indicated. Please refer to Civil Code section [1350](#), et seq., for additional provisions relating to common interest development associations. Failure to file this Statement by Common Interest Development Association may result in the assessment of a \$50.00 penalty and suspension of the association's rights, privileges, and powers as a corporation, to the same extent and in the same manner as the penalty and suspension imposed pursuant to Corporations Code section 8810. (Civil Code section [1363.6\(d\)](#); Revenue and Taxation Code section [19141](#).)

Filing Fees: The fee for filing the Statement by Common Interest Development Association is **\$15.00**. Checks should be made payable to the Secretary of State. If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, **no fee** is required.

Copies: The Secretary of State will endorse file one copy of the statement if an exact copy is submitted along with the statement to be filed. Copies submitted with the statement to be filed can be certified upon request and payment of the \$8.00 per copy certification fee.

Complete the Statement by Common Interest Development Association (Form SI-CID) as follows:

- Item 1.** Enter the name of the association or the name of the corporation **exactly** as it is of record with the California Secretary of State.
- Item 2.** This statement is required by Civil Code section [1363.6\(a\)\(1\)](#) and must not be altered.
- Item 3.** Check the appropriate box indicating whether the association is INCORPORATED or UNINCORPORATED.
- Item 4.** Enter the complete street address of the business or corporate office of the association, if any. Please do not enter a P.O. Box or abbreviate the name of the city.
- Item 5.** Enter the complete street address of the association's onsite office if different from the street address of the business or corporate office, or if there is no onsite office, the address of the association's responsible officer or managing agent of the association. Please do not enter a P.O. Box or abbreviate the name of the city.
- Item 6.** Enter the name, address and either the daytime telephone number or e-mail address of the president of the association. The address and telephone number of the president of the association **must be different** from the address and telephone number of the association's onsite office or managing agent. *This information will not be subject to public inspection and will be provided only for governmental purposes and only to members of the Legislature and the Business, Transportation and Housing Agency upon written request.*
- Item 7.** Enter the name, complete street address, and daytime telephone number of the association's managing agent, if any. The address and telephone number of the managing agent **must be different** from the address and telephone number of the president of the association. Please DO NOT enter a P.O. Box or abbreviate the name of the city.
- Items 8A-8B.** Enter the county in which the development is physically located. If the boundaries are physically located in more than one county, enter each county. Enter the name of the city in which the development is physically located. If in an unincorporated area, enter the name of the city closest in proximity to the development. Please do not abbreviate the name of the county(ies) or city.
- Items 9A-9B.** Enter the front street and nearest cross street of the physical location of the development.
- Item 10.** Check the appropriate box that describes the type of common interest development (refer to California Civil Code section 1351 for definitions). At least one of the types listed must be checked.
- Item 11.** Enter the number of separate interests, as defined in California Civil Code section [1351\(l\)](#). "Zero" or "none" is not acceptable.
- Item 12.** Type or print the name and title of the person completing this form and enter the date this form was completed.

Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person to the Sacramento office, 1500 11th Street, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form must not be altered.



State of California Secretary of State

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STATEMENT BY COMMON INTEREST DEVELOPMENT ASSOCIATION

Filing Fee \$15.00 — If amendment, see instructions.

IMPORTANT — READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. NAME OF ASSOCIATION

This Space For Filing Use Only

2. The above named association is formed to manage a common interest development under the Davis-Stirling Common Interest Development Act. (This statement is required by Civil Code section 1363.6(a)(1) and must not be altered.)

3. THIS ASSOCIATION IS: INCORPORATED UNINCORPORATED

Street Address of the Business or Corporate Office of the Association, If Any (Do not abbreviate the name of the city. Item 4 cannot be a P.O. Box.)

4. STREET ADDRESS CITY STATE ZIP CODE

Street Address of Association's Onsite Office if Different from the Street Address of the Business or Corporate Office, or If There Is No Onsite Office, the Address of the Association's Responsible Officer or Managing Agent of the Association (Do not abbreviate the name of the city. Item 5 cannot be a P.O. Box.)

5. STREET ADDRESS CITY STATE ZIP CODE

Name, Address and Either the Daytime Telephone Number or Email Address of the President of the Association (The address and telephone number **must be different** from the address and telephone number of the association's onsite office or managing agent. Do not abbreviate the name of the city.)

6. NAME PHONE NUMBER OR E-MAIL ADDRESS
ADDRESS CITY STATE ZIP CODE

Name, Complete Street Address, and Daytime Telephone Number of the Association's Managing Agent, If Any (The address and telephone number **must be different** from the address and telephone number of the president of the association. Do not abbreviate the name of the city. Item 7 cannot be a P.O. Box.)

7. NAME PHONE NUMBER
STREET ADDRESS CITY STATE ZIP CODE

Physical Location of the Development

8A. COUNTY OR COUNTIES

8B. CITY (If in an unincorporated area, enter the city closest in proximity.)

9A. FRONT STREET

9B. NEAREST CROSS STREET

Type of Common Interest Development Managed by the Association (At least one of the types listed must be checked. Refer to Civil Code section 1351 for definitions.)

10. CHECK THE APPLICABLE BOX:

- A COMMUNITY APARTMENT PROJECT A CONDOMINIUM PROJECT
 A PLANNED DEVELOPMENT A STOCK COOPERATIVE

Separate Interests (Please note, "Zero" or "none" is not acceptable.)

11. THE NUMBER OF SEPARATE INTERESTS IN THE DEVELOPMENT

12. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

DATE

TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM

TITLE

SIGNATURE