



ECONOMIC DEVELOPMENT AND HOUSING DEPARTMENT  
337 LOCUST STREET, SANTA CRUZ, CA 95060 • 831-420-5150 • [www.cityofsantacruz.com](http://www.cityofsantacruz.com)

**MEASURE O  
AFFORDABLE HOUSING PROGRAM  
2024 CERTIFICATION OF OCCUPANCY**

1. Owner hereby certifies that Owner currently occupies the Measure O affordable housing unit at \_\_\_\_\_, which is the subject of the Affordable Housing Declaration of Restrictions Agreement executed by Owner in connection with the purchase of the affordable housing unit, as Owner’s principal residence.
  
2. In support of Owner’s certification, Owner submits two of the following (please check the boxes for the documents you attach):
  - Federal or state income tax returns with W-2s
  - Bank statement
  - DMV vehicle registration
  - DMV driver’s license
  - Voter registration
  - Employment records
  - Santa Cruz Municipal Utility bill
  - Proof of a homeowner exemption from the Santa Cruz County Tax Assessor
  
3. Owner hereby acknowledges that City Zoning Ordinance Title 24.16 entitles Owner to own the above-described unit if, and only if, Owner occupies the unit as Owner’s principal residence.
  
4. Accordingly, Owner is aware and understands that if any time it is determined that Owner’s principal residence declaration as made in this Certification of Occupancy is in fact a misrepresentation, Owner shall be subject to civil or criminal prosecution for fraud under applicable local and state law.
  
5. This shall serve as notice that the City has developed a process to rent a portion of a Measure O unit while maintaining the unit as an Owner’s principal residence in accordance with Reso No. NS-29,463. All new written requests to rent a portion of the unit must be submitted to the City of Santa Cruz-Economic Development & Housing Department. A rental request does not guarantee approval. If you are currently renting a portion of your unit, contact the Economic Development & Housing Department for the information above.

Owner acknowledges the above statements and declares under penalty of perjury, in the State of California, that the foregoing declaration is true and correct.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Printed Name

Owner Phone Number: \_\_\_\_\_

Owner Email: \_\_\_\_\_