***SAMPLE***

**Annual Resident’s Statement of Receipt of Disclosure Information**

Date: \_\_\_\_\_\_\_\_\_\_\_

Resident Name & Address

XXX Main Street

San Francisco, CA 94XXX

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(resident name), received the Tenant Fire Safety Disclosure Information, which includes a diagram my floor showing the building’s fire safety features and a diagram of my unit showing location of smoke and CO alarms, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (building owner/representative) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

In addition, since the building has no common area for posting, I acknowledge that I have also received from the building owner or representative a copy of the following:

* Annual Smoke Alarm Information Notice (“Smoke Alarms and Carbon Monoxide Alarms Save Lives” and “Carbon Monoxide Alarms”)
* List of Tenant’s Rights Organizations
* SFFD Statement of Compliance Form (*for buildings with an existing fire alarm system only*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Tenant signature)

**This form shall be returned to building owner or representative at the address below within 20 business days, by \_\_\_\_\_\_\_\_\_\_\_ (date).**

Owner/Representative Name & Mailing Address

XXX Main Street

San Francisco, CA 94XXX

**Building owner shall retain copies of all Resident’s Statements for at least two years per**

**San Francisco Fire Code, Section 409.2(c)**