

**COMMUNITY FACILITIES DISTRICT NO. 17-I
(WESTERN CHULA VISTA DIF FINANCING PROGRAM)**

ANNEXATION NO. 20___ - ____

**INSTRUCTIONS TO PROPERTY OWNER(S)
REGARDING
COMPLETION OF CONSENT AND WAIVER
AND
BALLOT PERTAINING TO ANNEXATION**

The following instructions are provided to assist the owner(s) of property to be annexed to Community Facilities District No. 17-I (Western Chula Vista DIF Financing Program) ("CFD No. 17-I") in the completion of the documents necessary to complete such annexation.

COMPLETION OF CONSENT AND WAIVER FORM

The Mello-Roos Community Facilities Act of 1982 (the "Act") requires that the qualified electors of territory proposed to be annexed to an existing community facilities district approve the levy of special taxes by such community facilities district as a precondition to such annexation. The Act further provides that such election shall be conducted not less than 90 and not more than 180 days following the date of the public hearing to consider such annexation, unless the owners of the property subject to annexation unanimously waive the requirement that a public hearing be conducted as a precondition to such annexation and also unanimously consent to the shortening of time for conducting such an election. The accompanying form entitled "Consent and Waiver to Shortening of Time for Conducting a Special Election in Property Proposed to be Annexed to Community Facilities District No. 17-I (Western Chula Vista DIF Financing Program) and Appointment of Authorized Representatives" (the "Consent and Waiver Form") provides such a waiver and consent.

For the Consent and Waiver Form to be valid, please note the following specific requirements must be satisfied:

- The names and signatures of the representative(s) authorized to vote on behalf of the owner(s) must be filled in the space provided on page 4. Only a designated representative, who may be the owner of the property if the property is owned by an individual, may vote on behalf of the owner of the property. **The signatures of these representatives do not need to be notarized.**
- 100% of the owners of the property or the legally authorized representatives of the owners of the property proposed to be annexed to CFD No. 17-I must sign the Consent and Waiver Form on page 5.

- If the person signing the Consent and Waiver Form is a representative of the owner of the property, the actual name of the owner of the property must be completed in the line provided below the signature.
- A current title report or the equivalent must be submitted with the completed Consent and Waiver Form showing the current owner(s) of the property.
- If the owner of the property is a corporation, partnership, joint venture or other similar legal entity, proof of the signor's authorization to execute the Consent and Waiver Form on behalf of the property-owning entity must also accompany the executed Consent and Waiver Form.

The completed Consent and Waiver Form, together with the title information and authorization, if necessary, described above, must be submitted to the Administrative Officer at the address set forth below not later than 4 P.M. on ***insert election date***.

COMPLETION OF BALLOT

In order to vote on the question of authorizing the levy of a special tax on the property proposed to be annexed to CFD No. 17-I an authorized representative designated in the Consent and Waiver Form must complete the following steps.

- To vote on the measure, mark a cross (+) in the square before the word "Yes" or before the word "No" on the accompanying official ballot.
- Fold and insert the Official Ballot into the enclosed Ballot Envelope, and seal the Ballot Envelope.
- **Complete the required information on the Voter Identification Certification on the front of the Ballot Envelope and sign and execute the Certification where provided. It is essential that this certification be completed and signed in order for your vote to be counted.** The purpose of this document is to ensure that the individual casting a vote had the authority to do so on behalf of the owner of the property entitled to vote.

DELIVERY OF CONSENT AND WAIVER FORM AND BALLOT

The completed Consent and Waiver Form, title information and authorization of the legally authorized representatives to sign on behalf of the owner(s), if required, and the sealed Ballot Envelope must be delivered to the City Clerk of the City of Chula Vista at the address set forth below. **To be valid, your ballot must be received by 4 P.M. on insert election date.** Ballots received by the Administrative Officer after the time and date set forth in the preceding sentence will **not** be counted even though the envelope delivering such ballot may have a post mark or other time stamp that is prior to such time and date.

You must deliver your official ballot to:

DONNA NORRIS, CITY CLERK
CITY OF CHULA VISTA
276 FOURTH AVENUE, BLDG A
CHULA VISTA, CALIFORNIA 91910

QUESTIONS OR LOST, SPOILED OR DAMAGED BALLOTS:

If you have questions or have lost, spoiled or damaged your ballot, please call Craig Ruiz, Principal Economic Development Specialist at 619-691-5248, for assistance.