



Planning & Development
BESO Program

Building Emissions Saving Ordinance (BESO) Upgrade Deposit Form

Purpose: If the Seller does not obtain a BESO Certificate of Compliance before close of escrow, this form must be completed and submitted by the Title Company with check(s) totaling \$5,000 to the BESO Team. All signatures required, electronic signatures are accepted.

Buyer Responsibility: Within two (2) years of the transfer recordation date, the Buyer must:
1. Complete resilience upgrades totaling six (6) credits per BMC Chapter 19.81 and BESO Administrative Regulations.
2. Obtain a BESO Certificate of Compliance (berkeleyca.gov/BESO).

Acknowledgment: Failure to obtain a Certificate of Compliance within two (2) years (unless extended) will result in deposit forfeiture and may lead to enforcement under BMC Chapters 1.20 and 1.28.

Deposit instructions to the City of Berkeley:

1. SELLER and BUYER must each provide \$2,500 for a combined BESO upgrade deposit of \$5,000.
2. Set up escrow account in name of the BUYER.
3. Refund the \$5,000 deposit to the BUYER upon completion of the required upgrades and documentation and submission of a refund request form.

Assessor's Parcel #: _____	Date of Sale: _____
Escrow #: _____	Property Address: _____
Buyer Deposit Account and Contact Information	
Name(s) as it should appear on account and refund check: _____	
Mailing Address: _____	
City: _____	State: _____ Zip: _____
Email: _____	Phone: _____

By checking this box, I agree that electronic signatures shall have same force and effect as hard copy signatures.

Seller Signature: _____ **Date:** _____

Buyer Signature: _____ **Date:** _____

Escrow Agent Signature: _____ **Date:** _____

Escrow Agent Phone #: _____

Escrow Agent Email: _____

Title Company: _____

Address: _____

Mail this form and checks made payable to City of Berkeley to:

City of Berkeley
ATTN: BESO Deposit
1947 Center St, 1st Floor
Berkeley, CA 94704

FOR OFFICE USE ONLY
BESO Deposit ID: _____ Check 1 #: _____ Check 2 #: _____
FUND\$ Account #: _____ Deposit Refunded: _____