



**Residential Energy Conservation Ordinance (RECO)  
Notice of Escrow Account**

This form is not applicable if seller has accepted responsibility through a previous sale (FORM C on file).  
Contact Building & Safety at [reco@cityofberkeley.info](mailto:reco@cityofberkeley.info) or 981-7440 for a determination.  
**A separate Form and separate \$20 filing fee is required for each structure.**

Address of Property: \_\_\_\_\_ Unit(s): \_\_\_\_\_ Zip: \_\_\_\_\_

Title Company: \_\_\_\_\_ Title Co. Address: \_\_\_\_\_

Escrow Closing Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Escrow #: \_\_\_\_\_ Amount held in escrow: \$ \_\_\_\_\_

# of Residential Structures: \_\_\_\_\_ # of Units per Structure: Structure #1: \_\_\_\_\_ Structure #2 \_\_\_\_\_ Structure#3 \_\_\_\_\_

This notice certifies that the Seller of the above residential property has complied with RECO (Berkeley Municipal Code 19.16) by placing 0.75% of the FINAL sale price per structure (if the structure contains two or fewer units), or \$0.50 per square foot (if the structure contains more than two units), plus the costs of the RECO inspection and City of Berkeley filing fee held by the Title Company.

The Buyer will provide instructions to the Title Company to release funds to the person or company who completes the RECO measures. BEFORE the property is sold, this FORM D must be filed with:

**City Of Berkeley Planning Department, Building & Safety Division**  
2120 Milvia Street, Berkeley CA 94704

An inspection of the structure(s) must be completed and the Buyer must file a Certificate of Compliance (FORM A) with the City Of Berkeley within one year of the date of sale.

Subsequent to this sale, the property will be:  owner occupied  rental property

Seller/Owner: \_\_\_\_\_ **PRINT** Buyer: \_\_\_\_\_ **PRINT**

Seller/Owner: \_\_\_\_\_ **SIGNATURE** Buyer: \_\_\_\_\_ **SIGNATURE**

Address: \_\_\_\_\_ Address: \_\_\_\_\_

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

Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Final Sale Price: \$ \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**REQUIRED:**

I have notified my client of the requirements of RECO (Berkeley Municipal Code 19.16), including whether or not this property may legally have RECO responsibility transferred to the Buyer.

Agent: \_\_\_\_\_ Company: \_\_\_\_\_

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

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_