



## Securing a Property For Your Facility

One of the most important tasks when applying for a license to operate a Community Care Facility (CCF) is securing a property. In fact, you cannot apply for a license without doing so for the following reasons:

- The property address figures prominently throughout both the Part A and Part B applications, including the Floor Plan (LIC 999), Disaster and Mass Casualty Plan, and many others.
- For many facility types, including Adult Residential Facilities (ARF's) and Small Family Homes (SFH's), you must complete a search for [overconcentration](#).
- Once you've submitted your application, Community Care Licensing Division (CCLD) will not review it in earnest until it passes a Fire Marshall inspection.
- CCLD will return your application to you as incomplete if it doesn't include a property address.

It doesn't matter if you purchase, rent, or lease the property, but you must show proof that one of these has occurred. Such proof might include a rental or lease agreement, a Grant or Trust Deed, or a property tax statement.

There are many factors to consider when looking to secure a property, which include:

- The property may need to be free from [overconcentration](#).
- Because it can take up to 6-months to obtain a license, you will need to pay the rent or mortgage during that time before admitting paying residents.
- The house may need renovations in order to pass your Fire Marshall and CCLD inspections, including hard wired smoke alarms, carbon monoxide detectors, painting, landscaping, furnishing, and a variety of other things.
- Will your residents be appropriate for a multi-story property, or should the house be single story?
- Should the house be close to public transportation, day programs, healthcare facilities, etc?

The above information is based on knowledge gained during more than 40 years experience with CCF's, daily interaction with new CCF applicants and existing CCF's, and expertise in California Code of Regulations, Titles 17 and 22.

THIS SUMMARY IS PROVIDED AS A MATTER OF INFORMATION AND EDUCATION ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, LEGAL CONSULTATION, NOR INFORMATION TO ADDRESS SPECIFIC MATTERS YOU MAY CURRENTLY BE ADDRESSING. DO NOT TAKE ACTION IN SPECIFIC CASES WITHOUT FULL KNOWLEDGE OF THE FACTS.