OFFICE OF THE ASSESSOR-RECORDER
SAN FRANCISCO

PHIL TING
ASSESSOR-RECORDER

REQUEST FOR NOTIFICATION OF INDIVIDUAL ASSESSED VALUE FOR TENANCY-IN-COMMON UNITS

Dear Tenancy-In-Common Owner:

Beginning in fiscal year 2009-2010, the Office of the Assessor-Recorder is pleased to begin providing individual assessments for Tenancy-In-Common (TIC) owners who request them, in accordance with Section 65.1 and 2821/2823 of the California Revenue and Taxation Code. This service is intended to make available additional information to TIC owners that may aid in their income tax preparation and for general knowledge regarding assessed value of individual units. This service is especially beneficial to buildings with multiple partial transfers as it will better protect the base year value of each TIC unit. Additionally, it will enable the Assessor-Recorder's office to process documents more efficiently and accurately, resulting in increased equity and fairness among TIC owners.

To receive individual assessments, please fill out the attached forms, *Request for Notification of Individual Assessed Value for TIC Units* and the *Supplemental Questionnaire*. In order to become effective for the fiscal year beginning July 1, we ask that you submit these forms to the Office of the Assessor-Recorder by March 30th of each calendar year. Notification of assessed value letters will be mailed every July.

Please also note that requesting individual assessments does not mean that you will receive individual tax bills; all TIC co-owners are still liable for the full amount of property taxes owed. For more information regarding separate tax bills, contact the Office of the Tax Collector at (415) 554-4400.

Sincerely,

Phil Ting
Assessor-Recorder

City Hall Office: 1 Dr. Carlton B. Goodlett Place
Room 190, San Francisco, CA 94102-4698
Tel: (415) 554-5516 Fax: (415) 554-7915
www.sfgov.org/assessor
e-mail: assessor@sfgov.org

Business Personal Property: 875 Stevenson Street
Room 100, San Francisco, CA 94103
Tel: (415) 554-5531 Fax: (415) 554-5544

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We are requesting from the Office of the Assessor-Recorder an annual accounting of each Tenancy-In-Common's (TIC) individual assessment (factored base year value) for the following Assessor's parcel number:

Block _____ Lot _____

Street Address_____

Phone Number_____ Email_____

We understand the annual notification of each individual's assessed value is for informational purposes only and is deemed to be correct by the Assessor. Please note that the total property assessment enrolled by the Tax Collector is always binding. Any disputes among the affected parties regarding an individual's assessment are to be resolved by the TIC group and their legal representatives.

Please submit this form to the Office of the Assessor-Recorder by March 30th of each calendar year in order for it to become effective for the fiscal year beginning July 1. Every TIC owner for one parcel must sign below in order to receive separate assessments. Notification of assessed value letters will be mailed every July.

All TIC co-owners must sign below, one applicant per occupied unit.

_____ Print Name and Unit # _____ _____ Signature of Owner or Power of Attorney Date	_____ Print Name and Unit # _____ _____ Signature of Owner or Power of Attorney Date
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Print Name and Unit # Signature of Owner or Power of Attorney — Date	Print Name and Unit # Signature of Owner or Power of Attorney — Date
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TENANCY-IN-COMMON SUPPLEMENTAL QUESTIONNAIRE

Date _____

Block and Lot # _____ **Property Address** _____

**If more than four co-owners, please use additional paper to provide information requested.*

UNIT NO.	_____	_____	_____	_____
NAME OF UNIT OWNER	_____	_____	_____	_____
PURCHASE PRICE	_____	_____	_____	_____
PURCHASE DATE	_____	_____	_____	_____
SQ.FT. OF UNIT	_____	_____	_____	_____
NO. OF BEDROOMS	_____	_____	_____	_____
NO. OF FULL BATHS	_____	_____	_____	_____
NO. OF HALF BATHS	_____	_____	_____	_____
Check all that apply:	_____	_____	_____	_____
DINING ROOM	_____	_____	_____	_____
STUDY	_____	_____	_____	_____
LIBRARY	_____	_____	_____	_____
OTHER (specify)	_____	_____	_____	_____
DECK	_____	_____	_____	_____
NO. OF PARKING SPACES	_____	_____	_____	_____

Have you done any new construction to your unit since your purchase? Y/N

If yes, what was done and the date completed? _____

_____

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