OFFICE OF THE ASSESSOR-RECORDER
SAN FRANCISCO

PHIL TING
ASSESSOR-RECORDER

IMPORTANT NOTICE
Regarding Your Real Property

Please Return Completed Form by February 11, 2011

January 19, 2011

RE: 2011 IN-PROGRESS NEW CONSTRUCTION ASSESSMENT

Dear Taxpayer:

Our records indicate a building permit was issued for the property referenced in the attached Property Owner's Statement on New Construction. As the Assessor-Recorder for the City and County of San Francisco, I am required to determine the assessability of all new construction and, if assessable, to value all new construction in progress on each January 1st taxable lien date.1

Please fill out the attached form and return the completed and signed statement in the enclosed self-addressed envelope by February 11, 2011. Your non-submittal may result in a reassessment of your property which increases your property taxes.

For the January 1, 2011 taxable lien date:

- If construction for the above referenced permit commenced **on or before January 1, 2011**, then complete the enclosed "Property Owner's Statement of New Construction".
- If construction started **after January 1, 2011** simply indicate on the form by checking the box that work has not started as of January 1, 2011. Please complete Sections 1 & 3 only on the enclosed form.
- If you have additional information or comments, please attach and submit along with your completed form.

Thank you for your cooperation. For more information, please visit our website at www.sfassessor.org or call from San Francisco, 311 or from outside (415) 701-2311.

Sincerely,

Phil Ting
Assessor-Recorder

[1] **California Revenue and Taxation Code, Sections 50 and 401.3**