



Office of the Assessor-Recorder

Taxpayer Help Pages

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Community Portal

What is Community Portal?

Community Portal is an external public facing interface designed specifically for taxpayers. They have the ability to quickly access ASR services and their records 24 hours a day, 7 days a week.

Taxpayers can:

- E-file annual statements for BPP, Exemptions, and Marine (no need to mail forms)
- Submit customer service requests and view original submissions
- Access all properties under one account
- Update their account information, manage mailing addresses, view statements and past assessments

First Time User Set Up

A Taxpayer navigates to <https://online.sfassessor.org>. There are 3 ways to create an account: create Username / Password; log-in using Facebook; or log-in using Google. This section covers all three ways to sign up into the Community Portal.

Sign up

1. The Taxpayer creates a Username / Password by clicking the **Sign Up** link.

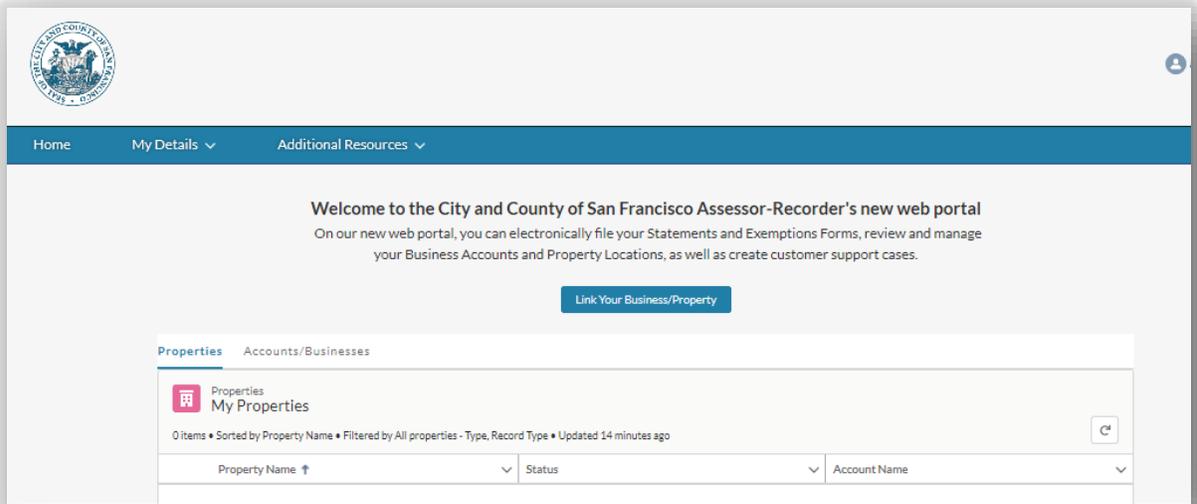
The screenshot shows the login and sign-up interface for the Community Portal. At the top center is the official seal of the City and County of San Francisco. Below the seal is a white form box containing the following elements: a 'Username' label above an empty text input field; a 'Password' label above another empty text input field; a blue button with the text 'Log In to Sandbox'; a checkbox labeled 'Remember me'; a link for 'Forgot Your Password?'; and a 'Sign Up' link, which is highlighted with a red rectangular border. Below the form box, the text 'Or log in using:' is centered. Underneath this text are two buttons: one for 'Facebook' with the Facebook logo and one for 'Google' with the Google logo.



2. The Taxpayer enters **First Name**, **Last Name**, **Username** (in email format), **Email**, **Password** and **Confirm Password**, then clicks the **Sign Up** button.

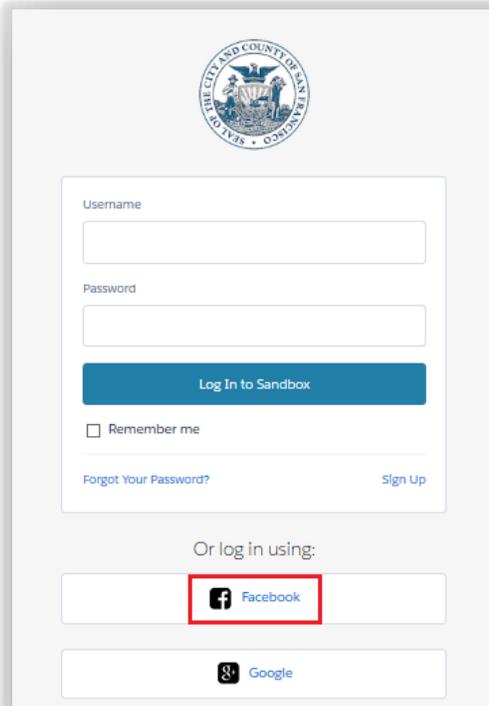
A screenshot of a web form for signing up. At the top center is the seal of the City and County of San Francisco. Below it are six input fields: "First Name" (containing "John"), "Last Name" (containing "Smith"), "Username" (containing "johnsmith@abc.com"), "Email" (containing "johnsmith@abc.com"), "Password" (containing seven dots), and "Confirm Password" (containing seven dots). At the bottom is a blue "Sign Up" button with a red border.

3. After successful login, the Taxpayer is navigated to the Community Portal Home page.

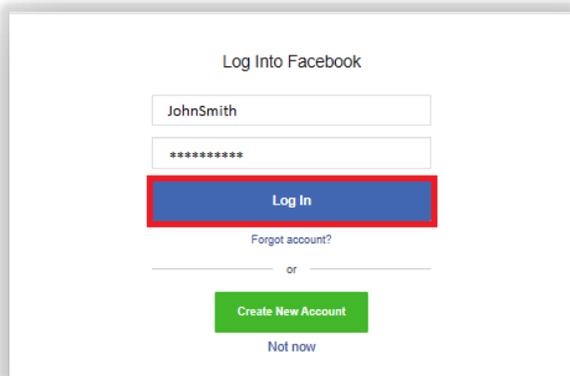


Log in using Facebook

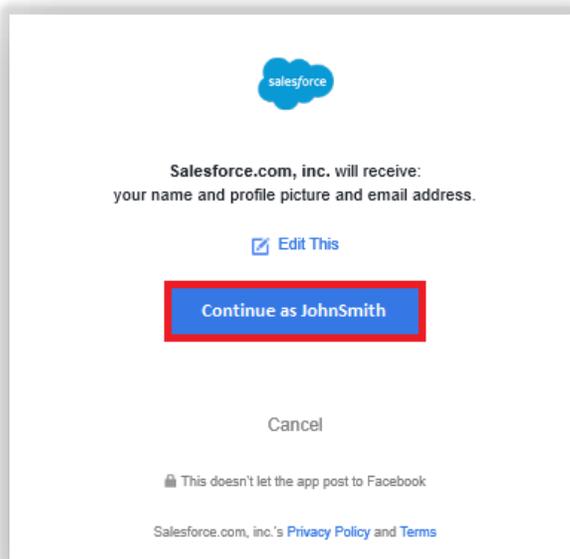
1. The Taxpayer can log in using Facebook by clicking the **Facebook** button.



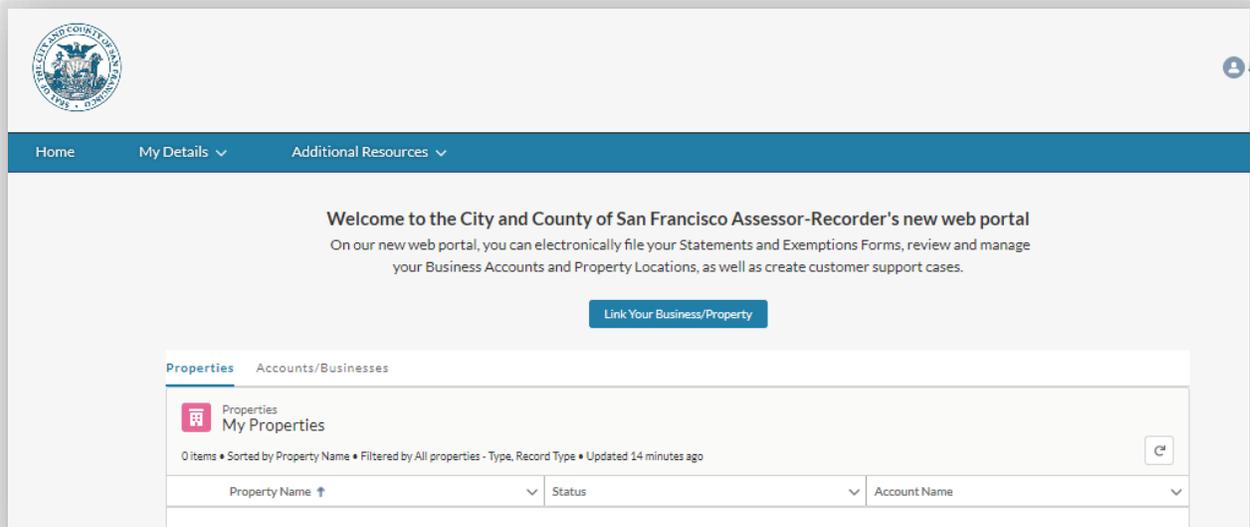
2. The Taxpayer enters **Email or Phone Number** and **Password**, then clicks the **Log In** button.



3. The Taxpayer clicks **Continue As...** button.

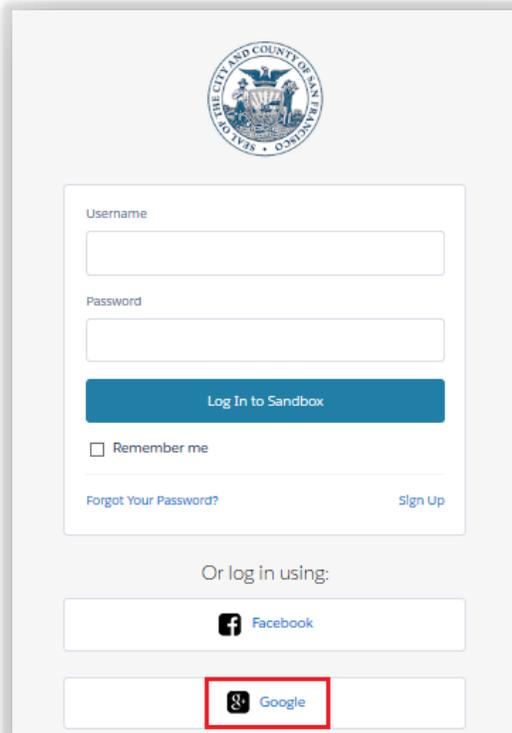


4. After successful login, the Taxpayer is navigated to the Community Portal Home page.

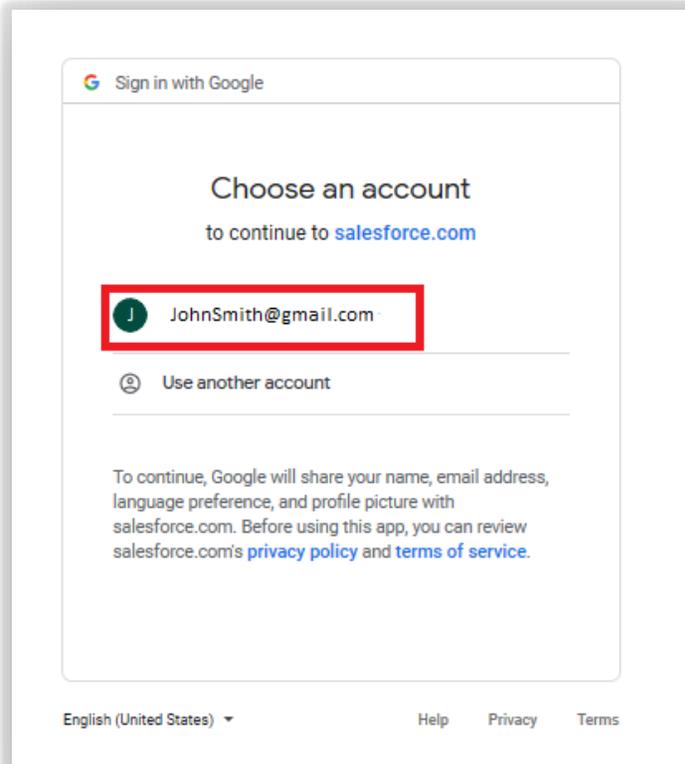


Log in using Google

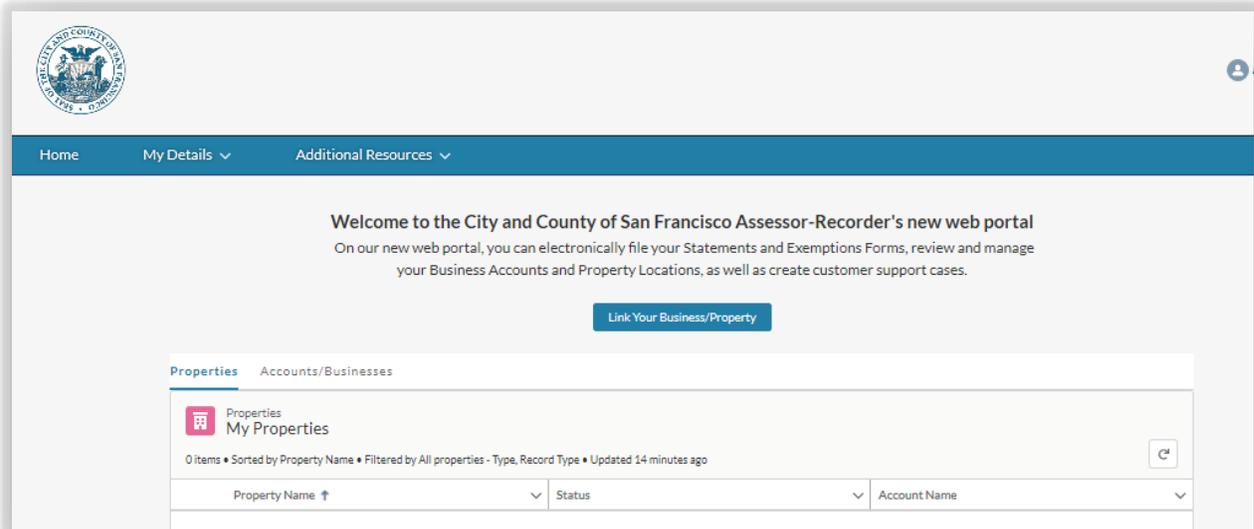
1. The Taxpayer can log in using Google by clicking the **Google** button.



2. The Taxpayer selects their existing Google account.



3. After successful login, the Taxpayer is navigated to the Community Portal Home page.

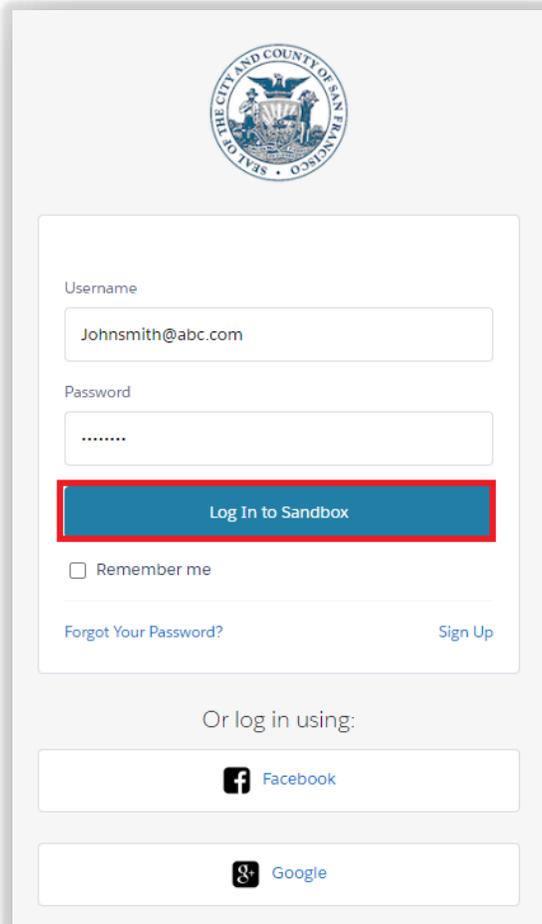


Returning User Login and Password Reset

Returning User Login

On subsequent visits, the Taxpayer can follow these steps to log in:

1. The Taxpayer goes to <https://online.sfassessor.org> in an internet browser.
2. The Taxpayer enters **Username** and **Password** that was created during the signup process and clicks the **Log In** button.



SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Username
Johnsmith@abc.com

Password
.....

Log In to Sandbox

Remember me

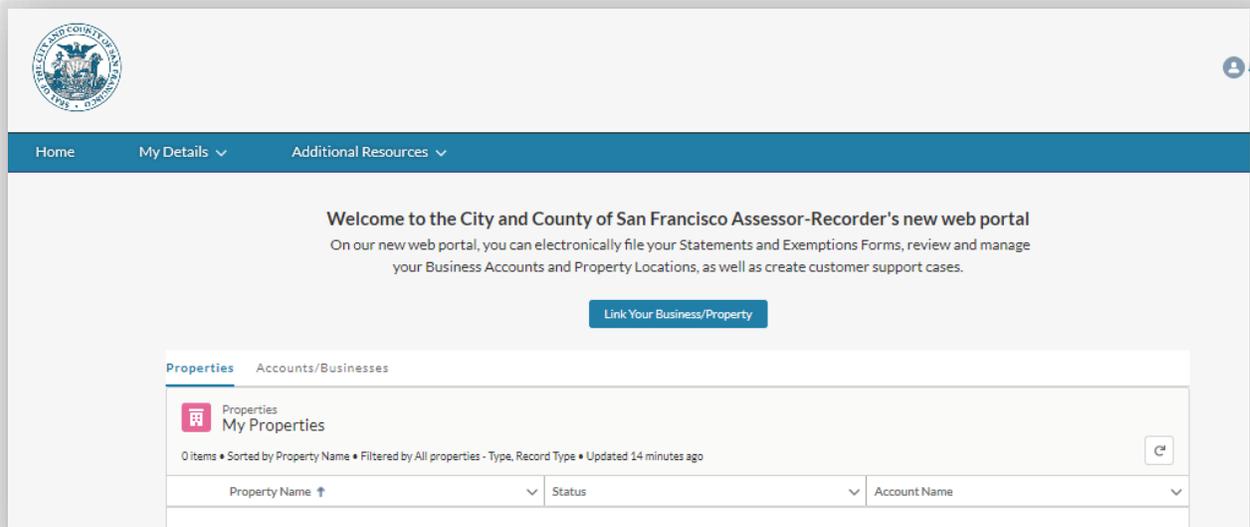
[Forgot Your Password?](#) [Sign Up](#)

Or log in using:

 Facebook

 Google

3. After successful login, the Taxpayer is navigated to the Community Portal Home page.



Password Reset

1. To reset password, the Taxpayer clicks the ***Forgot Your Password?*** link on the login page.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Username
Johnsmith@abc.com

Password

Log In to Sandbox

Remember me

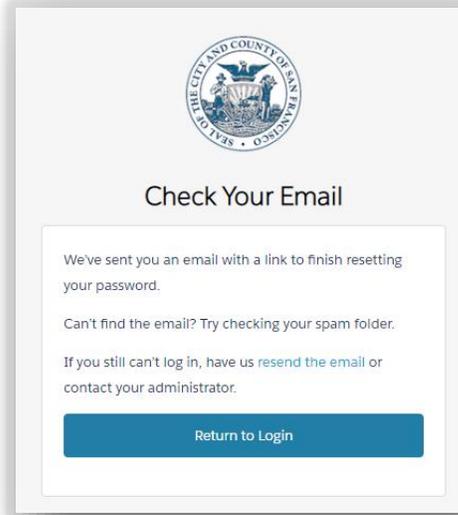
Forgot Your Password? Sign Up

Or log in using:

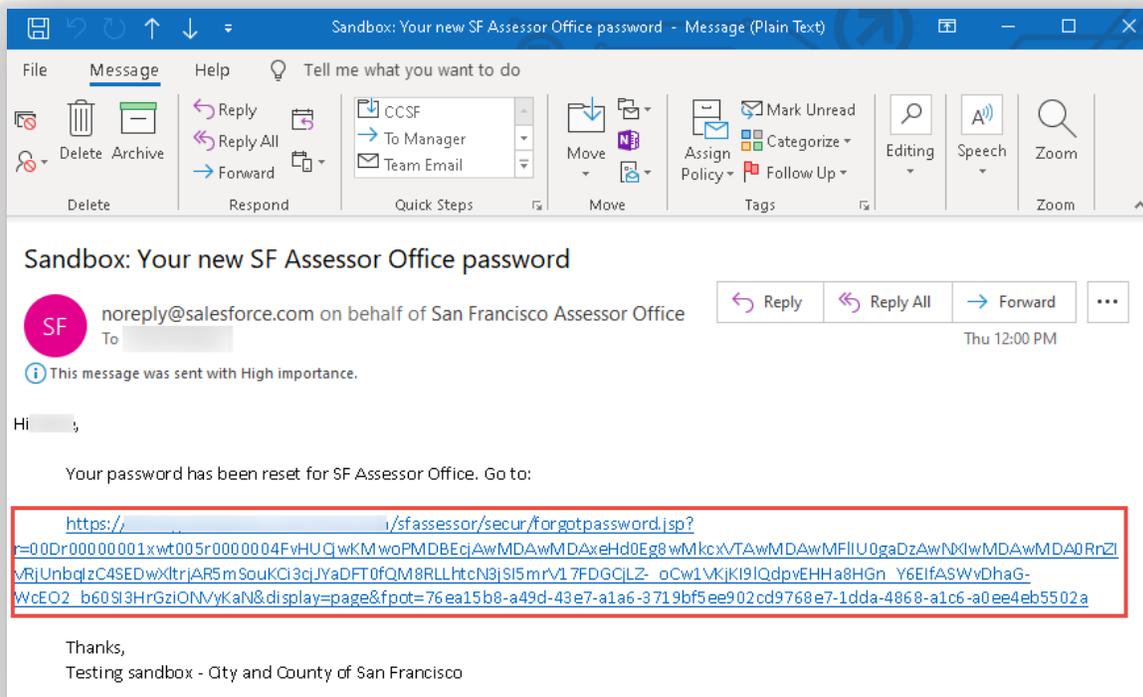
Facebook

Google

2. On Forgot Your Password page, the Taxpayer enters their ***Username*** and clicks ***Continue***. The Check Your Email message appears.



3. The Taxpayer locates the email in their inbox and clicks the link provided.



4. The Taxpayer is navigated to Change Your Password in the Community Portal. The Taxpayer enters **New Password**, adhering to the requirements listed. If an acceptable password is entered, **Good** appears to the right of the password. The Taxpayer enters **Confirm New Password** with the same entry as New Password. If Confirm New Password matches New

Password, **Match** appears to the right of Confirm New Password. The Taxpayer clicks the **Change Password** button.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

Change Your Password

Enter a new password for Make sure to include at least:

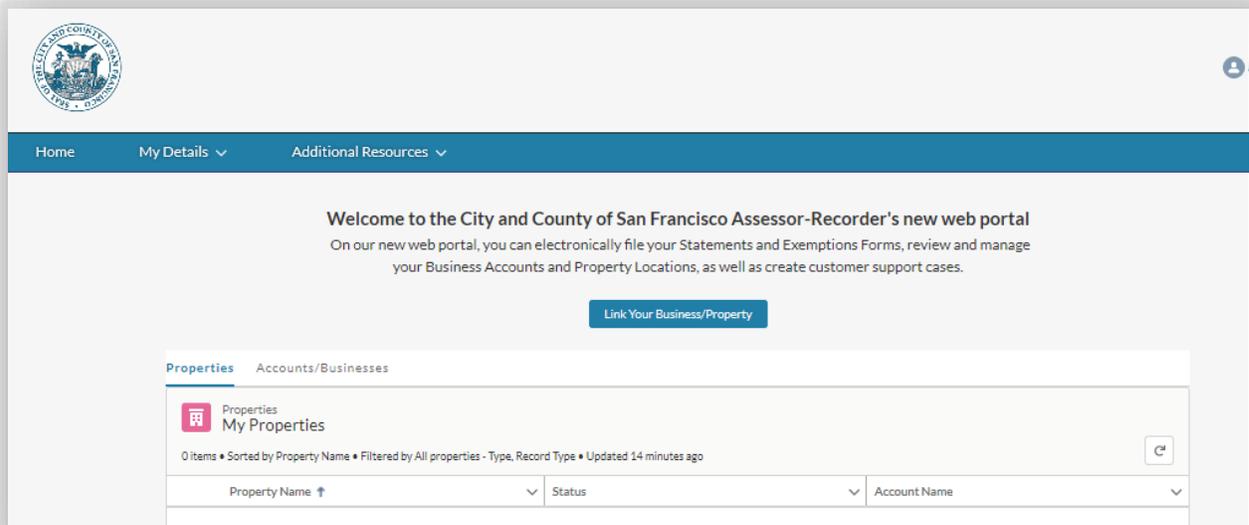
- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number
- ✓ 1 special character ⓘ

* New Password Good

* Confirm New Password Match

Password was last changed on 9/24/2020 5:05 PM.

5. After successful password change, the Taxpayer is navigated to the Community Portal Home page.



Navigating Community Portal Home Page

This section explains how to navigate around the Community Portal Home Page.

Upon successful login to the Community Portal, the Home page is displayed. There are three items on the main navigation menu:

- **Home** – The Taxpayer clicks here to return to the Home page from anywhere within the Community Portal
- **My Details** – Displays menu items that allow the Taxpayer to access their Accounts, Properties, Statements, Assessments, and Cases.
- **Additional Resources** – Displays menu items that allow the Taxpayer to access resources:
 - **General Inquiry** – Allows the Taxpayer to contact Customer Support
 - **CCSF Assessor-Recorder** – Navigates the Taxpayer to the website of the City & County of San Francisco Office of the Assessor-Recorder

Home My Details Additional Resources Main navigation menu

Welcome to the City and County of San Francisco Assessor-Recorder's new web portal

On our new web portal, you can electronically file your Statements and Exemptions Forms, review and manage your Business Accounts and Property Locations, as well as create customer support cases.

Getting Started in Community
To get started, click the button below to link your Business Accounts and Properties. You will be asked to input an Entity ID and Access PIN, which can be found on the Notice to File that was mailed this year. Once a Business Account is linked, you will be able to see all the associated Properties below. You may also link multiple Accounts and Properties.

Request a Replacement PIN
To request a replacement Entity ID and Access PIN to view information online, please request a [replacement notice](#). You may request this by navigating to the Additional Resources tab above and selecting General Inquiry which will create a customer service case with our office.

Accessing Additional Information
You can access additional information about your Accounts and Properties by clicking on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.

Add Account/Property Click here to add new Accounts or Properties

Filing Statements and Viewing Property Details
To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

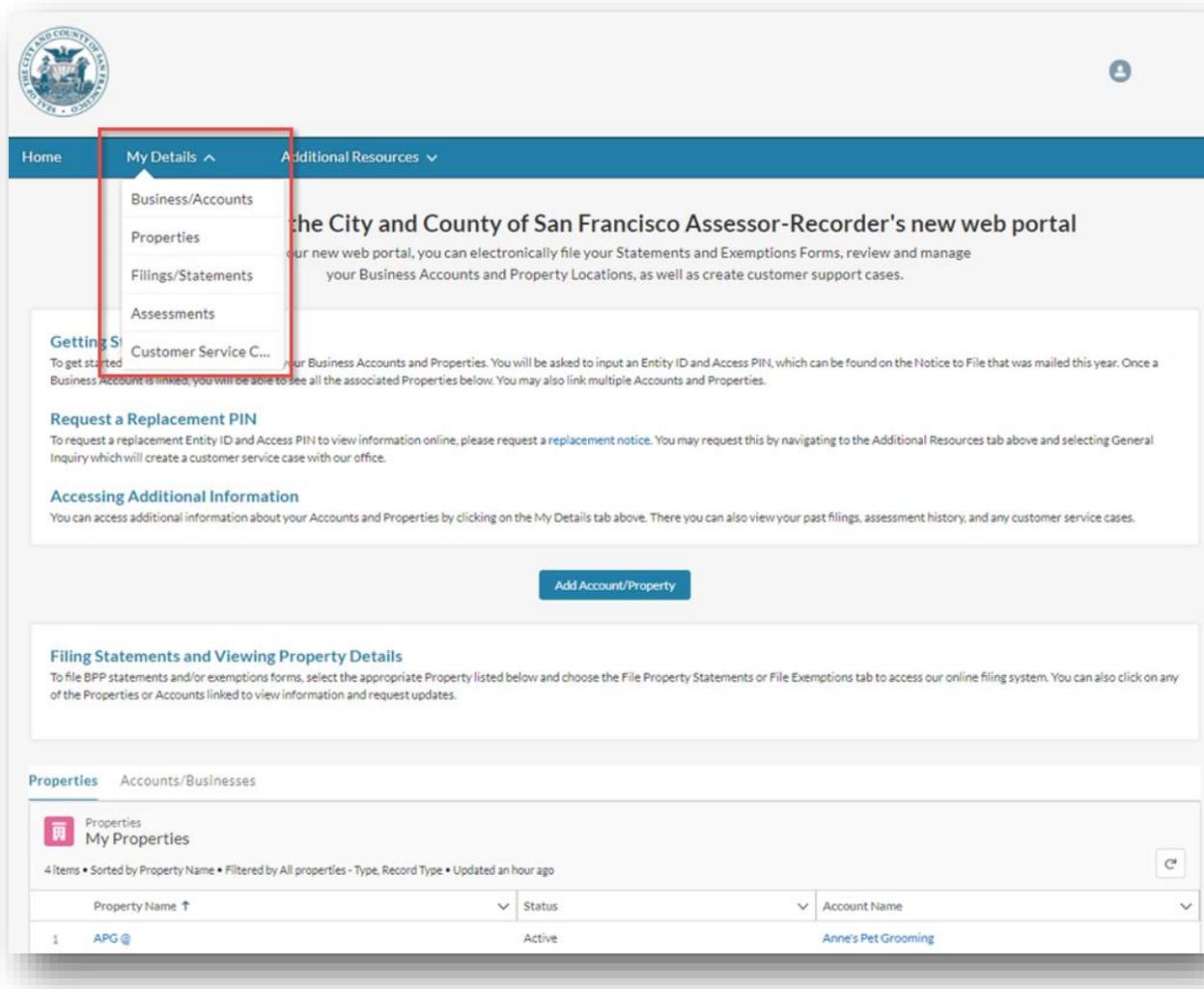
Properties Accounts/Businesses Tabs displaying the user's existing Properties and Accounts/Businesses

Properties
My Properties
4 items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated a minute ago

Property Name ↑	Status	Account Name
1 APG @	Active	Anne's Pet Grooming

The menu **My Details** displays menu items that allow the Taxpayer to access the following:

- **Businesses/Accounts** – Navigates to the Taxpayer's current Businesses/Accounts
- **Properties** – Navigates to the Taxpayer's current Properties
- **Filings/Statements** – Navigates to the Taxpayer's Filings/Statements
- **Assessments** – Navigates to the Taxpayer's Assessments
- **Customer Service Cases** – Navigates to the Taxpayer's Customer Service Cases



The menu **Additional Resources** displays menu items that allow the Taxpayer to access resources:



Home My Details ▾ **Additional Resources** ▾

- General Inquiry
- User Manual
- FAQ
- SF Assessor Home Page

Welcome to the City and County of San Francisco Assessor-Recorder's new web portal. Here, you can electronically file your Statements and Exemptions Forms, review and manage your Accounts and Property Locations, as well as create customer support cases.

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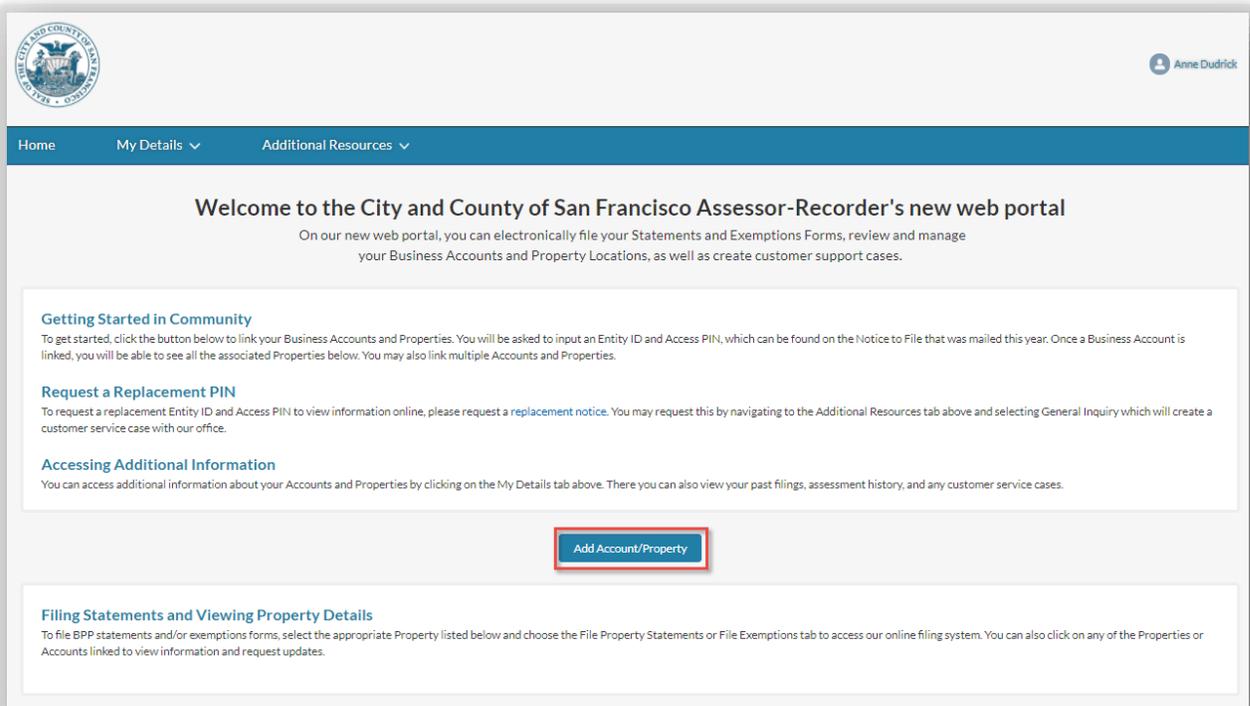
[Add Account/Property](#)

- **General Inquiry** – Allows the Taxpayer to contact Customer Support. (See [Creating a New Customer Case](#))
- **User Manual** – Provides access to the User Manual for the Taxpayer to use the Community Portal
- **FAQ** – Provide a list of Frequently asked questions and answers for the Taxpayer
- **CCSF Assessor-Recorder** – Navigates the Taxpayer to the website of the [City & County of San Francisco Office of the Assessor-Recorder](#).

Claiming Accounts and Properties

This section details the process for a Taxpayer to claim their Accounts and Properties in order to manage and electronically file statements for them.

1. On the Community Portal Home page, the Taxpayer clicks the **Add Account/Property** button to add Accounts and Properties to their portal.



2. The Taxpayer enters the **Entity ID, Access PIN** and clicks the **Submit** button. These details are included in the annual **Notice to File**. An Entity ID is provided for the Account that the Taxpayer can use to link an Account on the Community Portal.

CARMEN CHU
ASSESSOR-RECORDER



SAN FRANCISCO
OFFICE OF THE ASSESSOR-RECORDER

009861003

Info to log into the San Francisco E-File Portal:

Entity ID #: _____

PIN #: _____

Filing Due Date: April 1, 2021

Last Day To File Without Penalty: May 7, 2021

**NOTICE OF REQUIREMENT TO FILE
2021 BUSINESS PROPERTY STATEMENT**

February 12, 2021

Dear Business Owner:

This Notice informs you of your business personal property filing obligations for 2021. **Your business is being required by the assessor to file for 2021.** State law requires business owners to file the Business Property Statement annually with the County Assessor for every business located within the County (R & T Code, Sec. 441(a)). The last day to file without incurring a penalty is **May 7, 2021**; penalty for filing after May 7th is 10% of total assessed value. **The Office of Treasurer & Tax Collector will mail tax bills for unsecured property to taxpayers by July 2021, and payments will be due by August 31, 2021.**

3. Once the Account has been successfully linked, the Taxpayer can view the Property and Account /Business.



Success! Found your business/account: Jerry's Yoga Experience



Home My Details Additional Resources

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Getting Started in Community

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Request a Replacement PIN

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Accessing Additional Information

You can access additional information about your Accounts and Properties by clicking on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.

Add Account/Property

Filing Statements and Viewing Property Details

To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

Properties Accounts/Businesses

My Properties

1 Item • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 27 minutes ago

Property Name	Status	Account Name
1 APG @	Active	Anne's Pet Grooming

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[Add Account/Property](#)

Filing Statements and Viewing Property Details
To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

Properties **Accounts/Businesses**

Accounts
My Accounts

2 Items • Sorted by Account Name • Filtered by All accounts - Is Current User's Community Account • Updated a few seconds ago

	Account Name ↑	Entity ID	Phone
1	Anne's Pet Grooming	7004667	
2	Jerry's Yoga Experience	7004700	

Updating Account Information

This section details the process for a Taxpayer to update information for their account in the Community Portal.

1. On the Community Portal Home page, the Taxpayer clicks the ***Accounts/Businesses*** tab.

Home My Details Additional Resources

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Getting Started in Community
To get started, click the button below to link your Business Accounts and Properties. You will be asked to input an Entity ID and Access PIN, which can be found on the Notice to File that was mailed this year. Once a Business Account is linked, you will be able to see all the associated Properties below. You may also link multiple Accounts and Properties.

Request a Replacement PIN
To request a replacement Entity ID and Access PIN to view information online, please request a [replacement notice](#). You may request this by navigating to the Additional Resources tab above and selecting General Inquiry which will create a customer service case with our office.

Accessing Additional Information
You can access additional information about your Accounts and Properties by clicking on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.

[Add Account/Property](#)

Filing Statements and Viewing Property Details
To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

Properties **Accounts/Businesses**

Accounts
My Accounts

2 Items • Sorted by Account Name • Filtered by All accounts - Is Current User's Community Account • Updated a few seconds ago

	Account Name ↑	Entity ID	Phone
1	Anne's Pet Grooming	7004667	
2	Jerry's Yoga Experience	7004700	

2. Under **My Accounts**, the Taxpayer clicks the Account that needs to be updated.

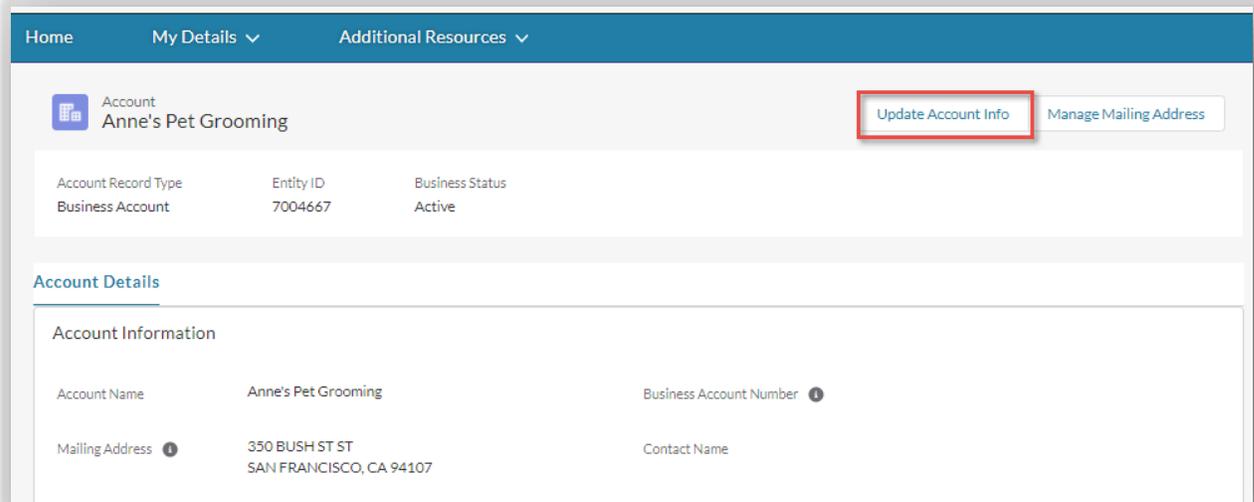
Properties **Accounts/Businesses**

Accounts
My Accounts

2 Items • Sorted by Account Name • Filtered by All accounts - Is Current User's Community Account • Updated a few seconds ago

	Account Name ↑	Entity ID	Phone
1	Anne's Pet Grooming	7004667	
2	Jerry's Yoga Experience	7004700	

3. The Taxpayer clicks the **Update Account Info** button to update relevant information.



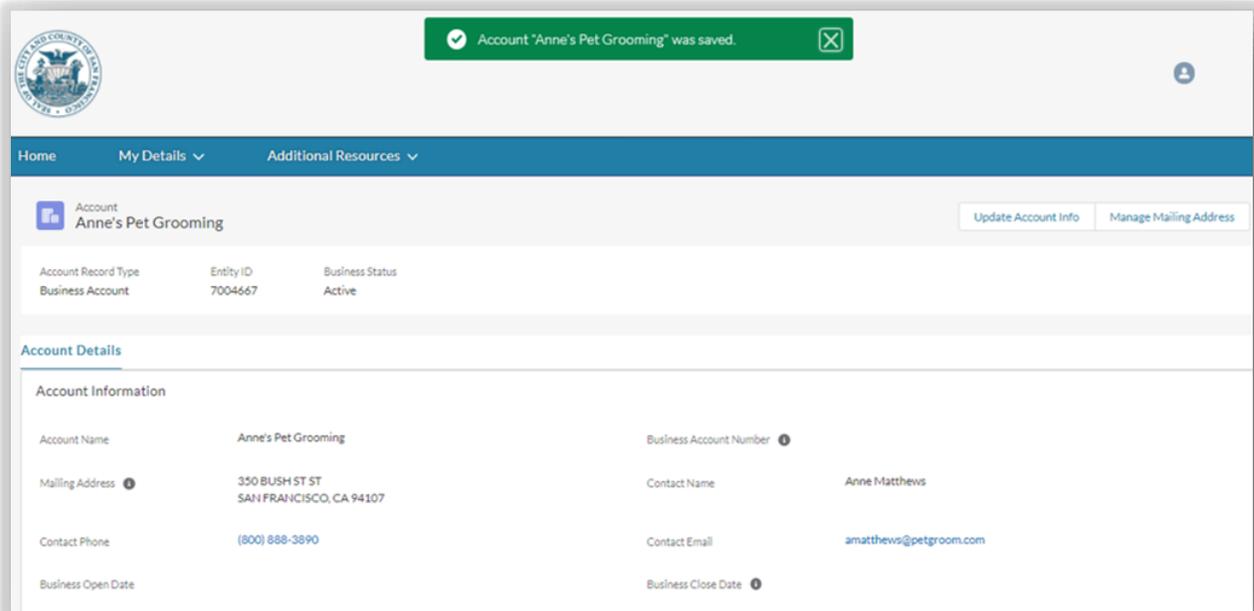
4. In Update Account Info, the Taxpayer can provide updated information and click the **Save** button.

The screenshot shows a modal window titled 'Update Account Info'. It contains three input fields, each with a red asterisk indicating a required field:

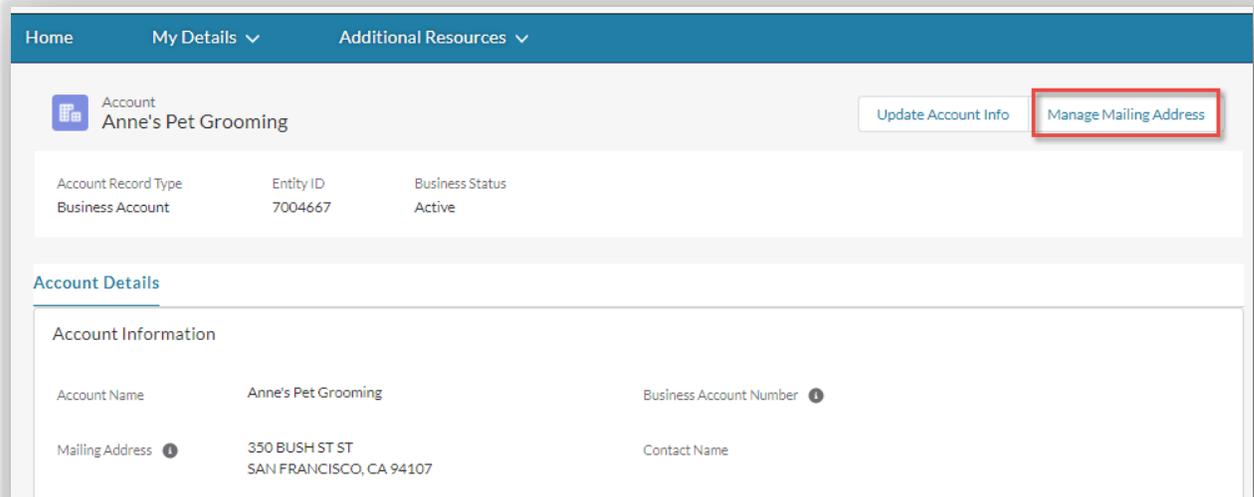
- * Contact Name**: Input field containing 'Anne Matthews'.
- * Contact Email**: Input field containing 'amatthews@petgroom.com'.
- * Contact Phone**: Input field containing '(800) 888-3890'.

At the bottom right of the modal, there are two buttons: 'Cancel' and 'Save' (highlighted with a red box).

5. The most up-to-date information is now available in the Community Portal.



- The Taxpayer can update mailing address associated with the Account by clicking the **Manage Mailing Address** button.



- The Taxpayer enters a new **Address** and **Zip Code** and enters **<Tab> key** which enables **Validate with USPS**. The Taxpayer clicks the **Validate with USPS** button. If the address provided is valid, it displays. The Taxpayer clicks the **Use This Information** button to assign the provided USPS address to the account, then clicks the **Save** button.

Manage Mailing Address

350 Bush St

* Zip Code
94107

Q Validate with USPS X Clear Search

USPS Result
350 BUSH ST
SAN FRANCISCO, US-CA 94104 - 2804

Use This Information X Clear Validation Result

Care Of
Anne Matthews

Street Number Street Fraction
350 --None--

Street Direction Street Name Street Type
--None-- Bush Street

Unit Type Unit Number
--None--

City State Zip Code
San Francisco California 94107

Zip Extension
Lookup City & State

Save Clear

Cancel

8. The updated information is reflected on the Community Portal.

Home My Details Additional Resources

Account
Anne's Pet Grooming

Update Account Info Manage Mailing Address

Account Record Type	Entity ID	Business Status
Business Account	7004667	Active

Account Details

Account Information

Account Name	Anne's Pet Grooming	Business Account Number	
Mailing Address	C/O ANNE MATTHEWS 350 BUSH ST SAN FRANCISCO, CA 94104-2804	Contact Name	Anne Matthews
Contact Phone	(800) 888-3890	Contact Email	amatthews@petgroom.com
Business Open Date		Business Close Date	

Requesting Property Updates

This section details the process of how a Taxpayer can create a customer service case in the Community Portal to report updates to information on their business property.

1. The Taxpayer can navigate to the list of properties by clicking the **Properties** tab on the Home page or by selecting **Properties** under **My Details** section in the menu bar.

Home My Details Additional Resources

Business/Accounts
Properties
 Filings/Statements
 Assessments

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Request a Replacement PIN
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Accessing Additional Information
 You can access additional information about your Accounts and Properties by clicking on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.

[Add Account/Property](#)

Filing Statements and Viewing Property Details
 To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

Properties Accounts/Businesses

Properties
 My Properties

9 Items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 11 minutes ago

Property Name ↑	Status	Account Name
1 ABC Store @	Active	Starbucks
2 Biopharma 1 Inc @	Active	Starbucks

- The Taxpayer selects the business Property that needs to be updated from the list of Properties by clicking the Property Name.

Home My Details Additional Resources

Properties
 My Properties

9 Items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated a few seconds ago

Property Name ↑	Status	Account Name
1 ABC Store @	Active	Starbucks
2 Biopharma 1 Inc @	Active	Starbucks
3 Frisco Starbucks @	Active	Starbucks

- The Taxpayer can click the **Request Property Updates** tab to update business information, provide associated information, and create a new customer service case.

Property
ABC Store @

Record Type	Type	Account Name	Entity Id	Doing Business As	Property ID
Business Personal Property		Starbucks	5000000	ABC Store	A5000008

File Property Statements | File Exemptions | Details & Related | **Request Property Updates**

Please select a reason from the following list

* Update Reason

Note: To update an already submitted statement, click on 'Amend Your Filing' button on the statement. If you have not already submitted a statement this year and would like to file your statement, please go to File Property Statements tab on the Property.

Next

4. Taxpayer selects the reason for update and clicks the **Next** button to continue.

Property
ABC Store @

Record Type	Type	Account Name	Entity Id	Doing Business As	Property ID
Business Personal Property		Starbucks	5000000	ABC Store	A5000008

File Property Statements | File Exemptions | Details & Related | **Request Property Updates**

Please select a reason from the following list

* Update Reason

- ✓ Moved - outside of San Francisco
- Moved - within San Francisco**
- Business Closed
- Sold
- Other Information
- Report Duplicate Business/Multiple Notices Received

Note: To update an already submitted statement, click on 'Amend Your Filing' button on the statement. If you have not already submitted a statement this year and would like to file your statement, please go to File Property Statements tab on the Property.

Next

The following information is needed based on the type of action the Taxpayer takes:

Update Reason	Information Needed	Mandatory Information
Business Closed	Date Business Closed	Yes
	Lease Terminated?	Yes
	Lease Termination Date	Conditional – required if Lease Terminated? is Yes
Report Duplicate Business/Multiple Notices Received	Property ID	Yes
	Doing Business As	Yes
	Location Address	Yes
	Other Information	No
	Date Business Moved	Yes

Update Reason	Information Needed	Mandatory Information
Moved - outside of San Francisco	Lease Terminated?	Yes
	Lease Termination Date	Conditional - required if Lease Terminated? is Yes
Moved - within San Francisco	Date Business Moved	Yes
	Did Doing Business As Change?	Yes
	New Doing Business As Name	Conditional - required if Did Doing Business As Change? is Yes
	Lease Terminated?	Yes
	Lease Termination Date	Conditional - required if Lease Terminated? is Yes
	New Business Location Address (Situs)	Yes
Other Information	Subject	Yes
	Description	No
Sold	Date Business Sold	Yes
	New Owner/Entity	No
	Lease Terminated?	Yes
	Lease Termination Date	Conditional - required if Lease Terminated? is Yes
	New Owner Contact Name	No
	New Owner Mailing Address	No
	New Owner Phone	No
	New Owner E-mail	No

5. The Taxpayer can enter additional information which are presented based on the Update Reason chosen and clicks the **Next** to submit the request. The Taxpayer can use the **Previous** button to change the Update Reason. All fields marked with a red asterisk (*) are required.

Home My Details Additional Resources

Property ABC Store @

Record Type	Type	Account Name	Entity Id	Doing Business As	Property ID
Business Personal Property		Starbucks	5000000	ABC Store	A5000008

File Property Statements File Exemptions Details & Related **Request Property Updates**

You have reported your Business as Moved to a new Location in San Francisco:

Please provide the following information..

* Date Business Moved

* Did Doing Business As Change?

* Lease Terminated?

* New Business Location Address (Sitius)

Previous **Next**

- The Taxpayer receives a message with the **Case** number upon submission. The user clicks the **Finish** button to close the message.

Home My Details Additional Resources

Property ABC Store @

Record Type	Type	Account Name	Entity Id	Doing Business As	Property ID
Business Personal Property		Starbucks	5000000	ABC Store	A5000008

File Property Statements File Exemptions Details & Related **Request Property Updates**

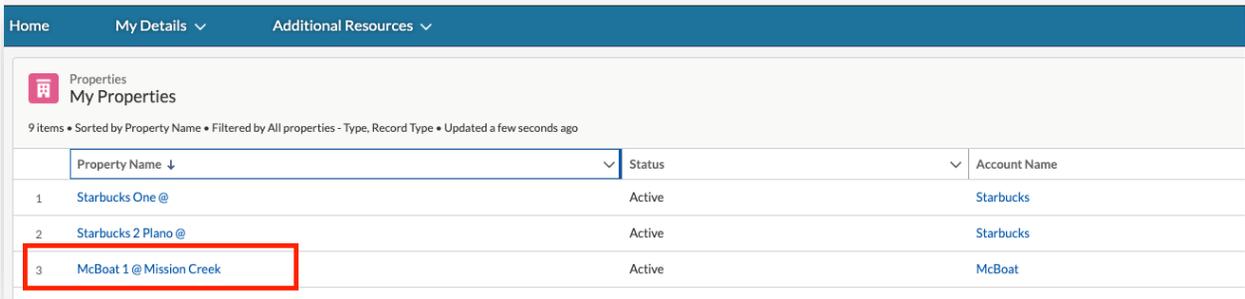
We've received your request, Case# 00001098. You can find your request in Customer Service Cases under 'My Details' tab. We'll review your request and proceed as needed. Thank you!

Finish

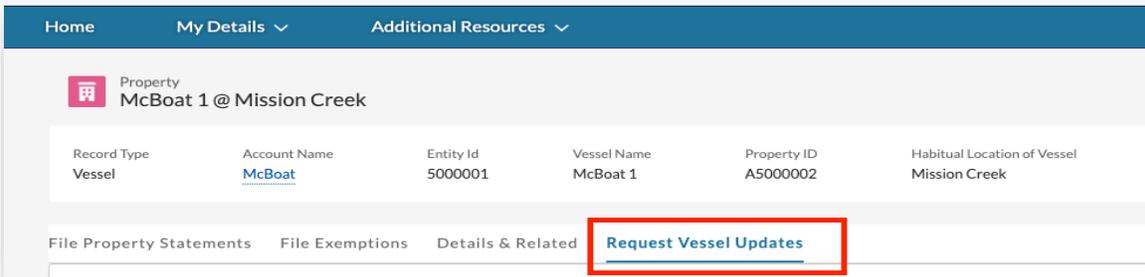
Requesting Vessel Updates

This section details the process of how a Taxpayer can create a customer service case in the Community Portal to report updates to information on their vessel property.

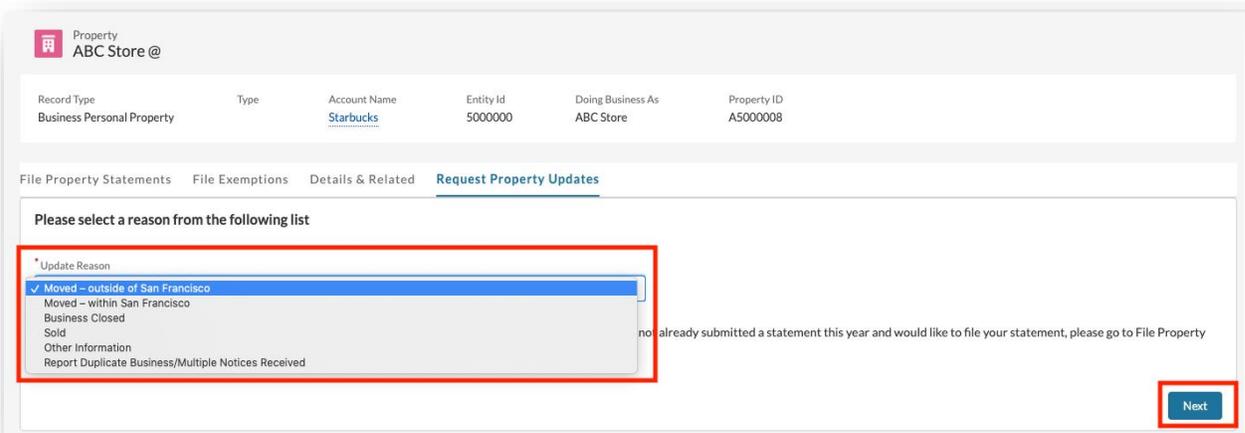
- The Taxpayer selects the vessel property from the list of **My Properties** by clicking the vessel Property Name.



- The Taxpayer clicks the **Request Vessel Updates** link to update the vessel information, provide associated information, and create a customer service case.



- The Taxpayer selects the reason for update and clicks the **Next** button to continue.



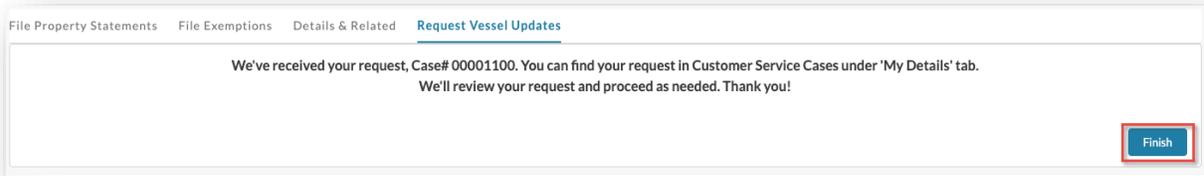
The following information is needed based on the type of action the Taxpayer takes:

Update Reason	Information Needed	Mandatory Information
	Date Moved	Yes

Update Reason	Information Needed	Mandatory Information
Vessel Moved – outside of San Francisco	Moved To	Yes
Vessel Moved – within San Francisco	Date Moved	Yes
	Moved To	Yes
	Other Marina	Yes
	Slip Number	No
Vessel Inoperable	Date Inoperable?	Yes
	Reason Inoperable	Yes
	Attach Proof/Bill of Sale	Yes
Vessel Sold	Date Sold	Yes
	Attach Proof/Bill of Sale	Yes
Other Information	Other Information	Yes
Report Duplicate Vessel/Multiple Notices Received	Property ID	Yes
	Vessel Name	Yes
	Location Address	Yes

4. The Taxpayer can enter additional information which is presented based on the **Update Reason** chosen and clicks the **Next** button to submit the request. The Taxpayer can use the **Previous** button to go back and change the **Update Reason**.

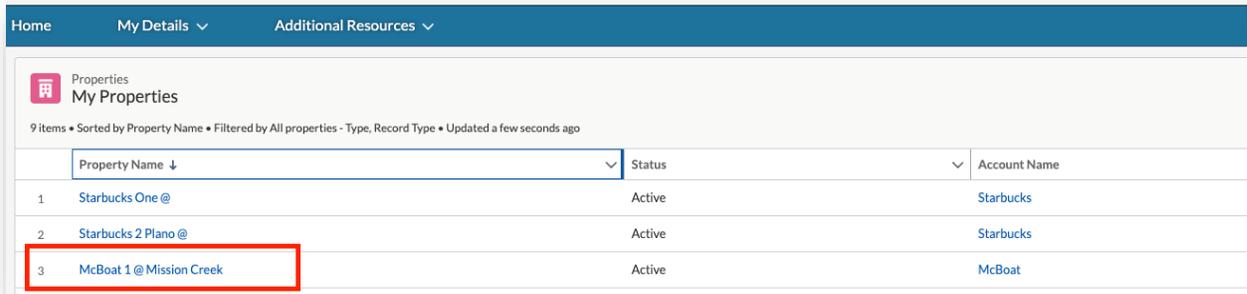
5. The Taxpayer receives a message with the new Customer Service Case number upon submission and clicks the **Finish** button to acknowledge the message.



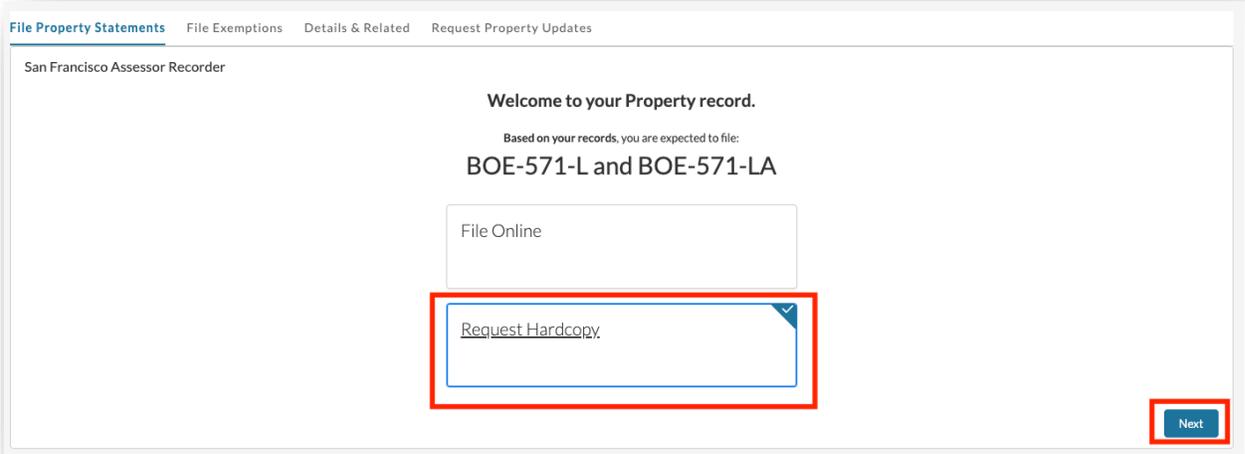
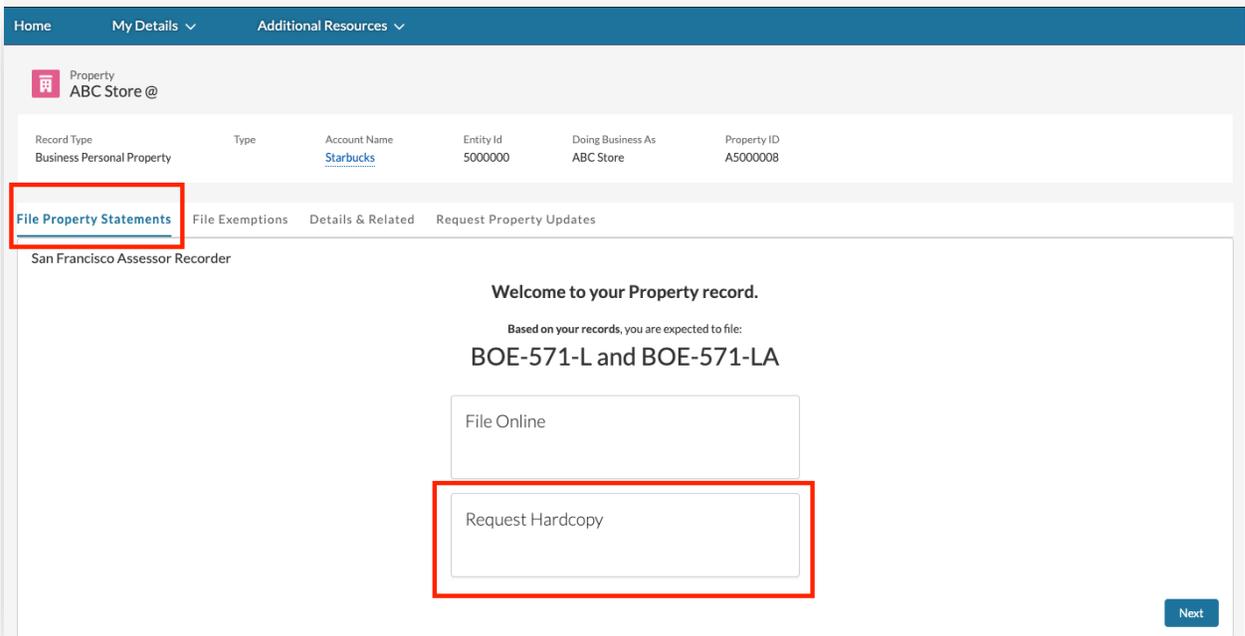
Requesting Prepopulated Hard Copy Statement

The Taxpayer can request a prepopulated hard copy of their statement via the Community Portal.

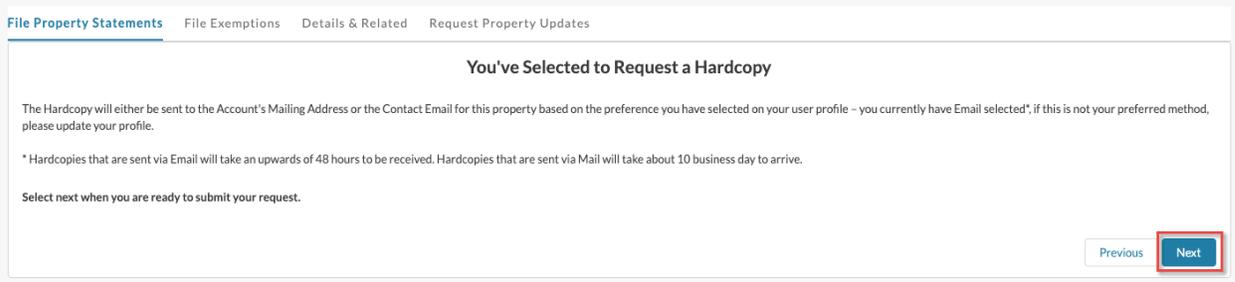
1. The Taxpayer can navigate to the Property for which they would like to request the prepopulated hard copy statement by either clicking the **Properties** tab on the Home page or by clicking the **My Details** link in the global menu bar and then **Properties**.
2. The Taxpayer can click the **Property Name** from the list of the properties.



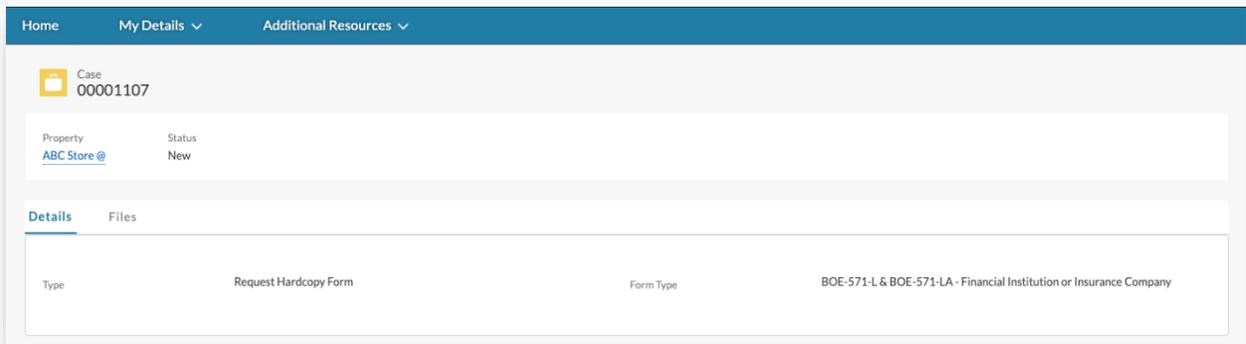
3. The Taxpayer navigates to the **File Property Statements** tab and clicks the **Request Hard copy** button.



- The Taxpayer clicks the **Next** button to create a Customer Service case.



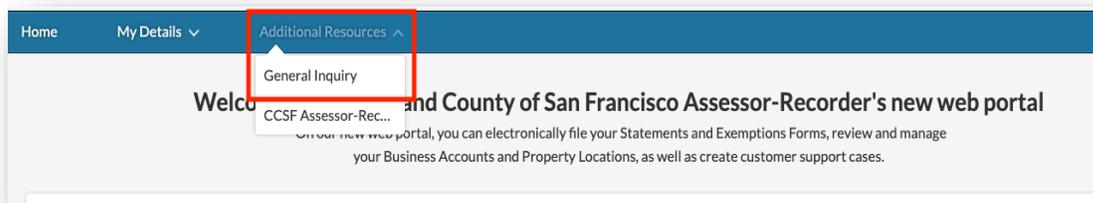
5. Upon completion, the Taxpayer is routed to the **Case** details, which displays that the request has been made.



Creating a New Customer Case

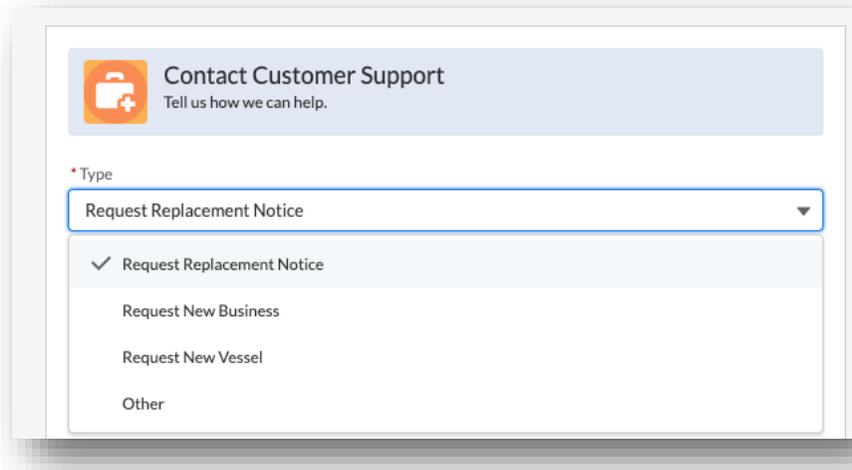
This section details the process of how a Taxpayer can create a customer service case for a replacement notice, to add a new business location, to add a new vessel or to make other requests via the Community Portal.

1. The Taxpayer can navigate to the **General Inquiry** menu item listed under **Additional Resources** in the menu bar.



2. The Taxpayer selects the **Type** of the request by choosing from the following options:
 - a. **Request Replacement Notice** to request a Replacement notice for an Account/Business
 - b. **Request New Business** to add a new business

- c. **Request New Vessel** to add a new vessel
- d. **Other** for any other inquiry



The following information is needed based on the **Type** chosen:

Type	Information Needed	Mandatory Information
Request Replacement Notice	Account Name	Yes
	Doing Business As	Yes
Request New Business	Business Owner	Yes
	Doing Business As	Yes
	Business Location Start Date	Yes
	New Business Location Address	Yes
Request New Vessel	Owner	Yes
	Vessel Name	Yes
	Vessel ID Type	Yes
	Vessel ID	Yes
	Location of Vessel	Yes
	Fish & Game Boat Number	No
	Date Vessel Moved into San Francisco	Yes
Other	N/A	

- 3. The Taxpayer provides the required information marked with a red asterisk (*) based on the fields in the previous table.


Contact Customer Support
 Tell us how we can help.

* Type
Request Replacement Notice

Upload File

Upload Files
Or drop files

File Name:

Note: Replacement Notice will be sent to the address in our records.

* Account Name
ABC Inc

* Doing Business As
ABC Inc

Submit

4. The Taxpayer clicks the **Submit** button, and new customer service case is created.

✔ Success
✕

We have received your request. You can find your request 00556480 in Customer Service Cases under "My Details" tab. We will review your request and proceed as needed. Thank you!

My Details ▾
Additional Resources ▾

This page is used for general inquires. For example, if you need a replacement notice, to add a new business location, to add a new vessel, or to make a general inquiry. You need to update a specific property (for example, it has moved, closed, or sold) or report it as a duplicate, please go to My Details, Properties, select the specific property and navigate to the 'Request Property Updates' tab. This will help us expedite your request.


Contact Customer Support
 Tell us how we can help.

* Type
Request Replacement Notice

Upload File

Upload Files
Or drop files

File Name:

Note: Replacement Notice will be sent to the address in our records.

* Account Name
ABC Inc

* Doing Business As
ABC Inc

Submit

Viewing and Tracking Existing Customer Case

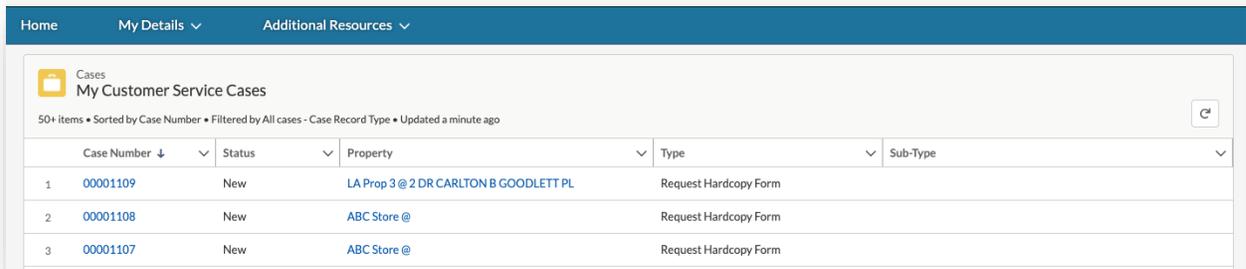
This section details the process of how a Taxpayer can view all existing customer service cases, view specific Case information, and upload a file/document to a Case in the community.

Viewing All Customer Service Cases

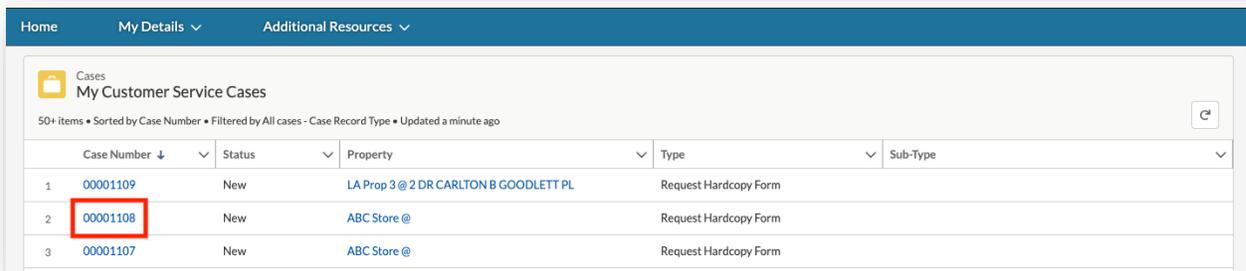
1. The Taxpayer can navigate to **My Details** menu and click the **Customer Service Cases** menu item.



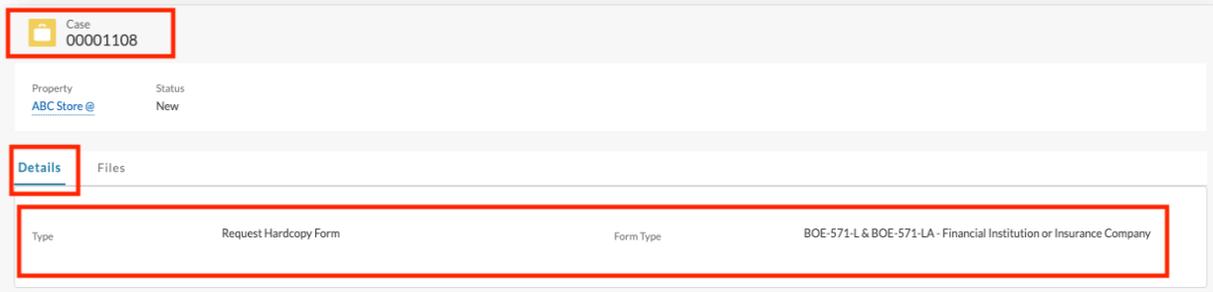
2. The Taxpayer can view all existing **Customer Service Cases**.



3. The Taxpayer can click a specific **Case Number** to see additional information regarding the **Case**.



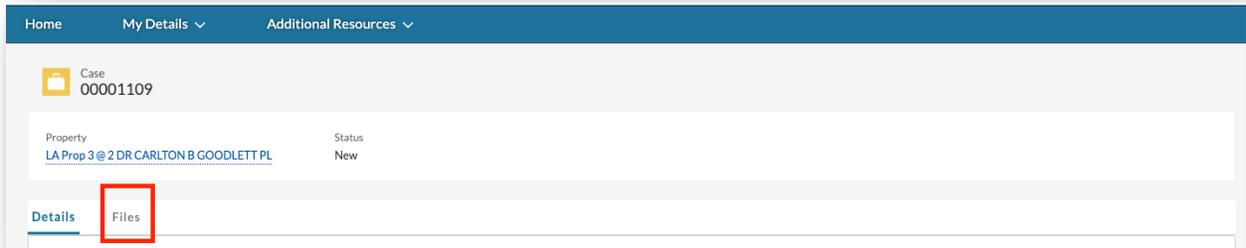
4. The Taxpayer can navigate to the **Details** tab to view the Customer Service Case information.



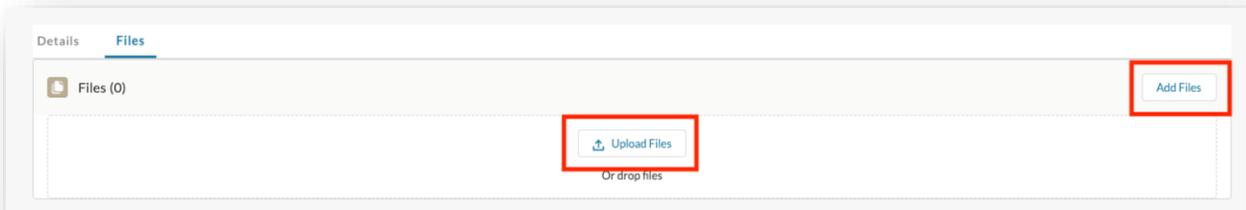
Uploading a File/Document to a Case

The Taxpayer can upload a file/document related to a case.

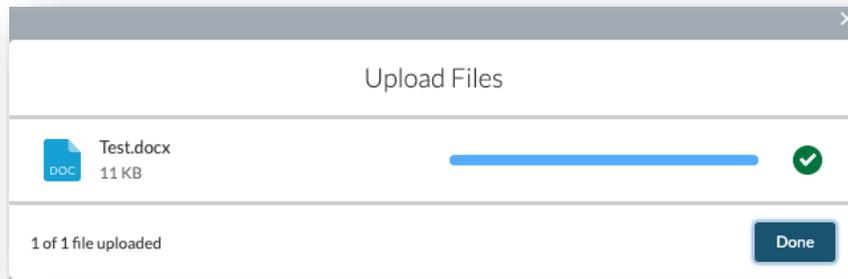
1. The Taxpayer can navigate to a specific **Case** and click the **Files** tab.



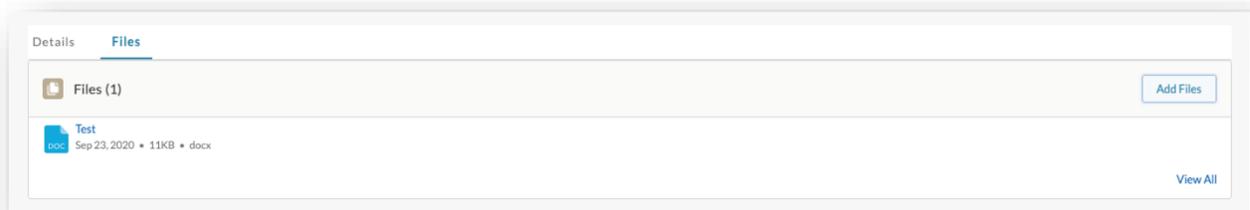
2. The Taxpayer can click the **Upload Files** or **Add Files** button to upload a document/file.



3. The Taxpayer can pick a file from their computer and attach to the **Case**. Once the file is uploaded, the user clicks the **Done** button.



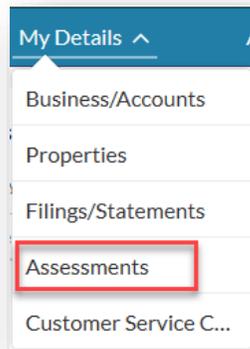
4. The Taxpayer can view the file that was uploaded.



Waiving Noticing Period for Assessments

The Taxpayer can request to have the Notice Period waived using the Community Portal.

1. The Taxpayer can navigate to **My Details** menu and click the **Assessments** menu item.



2. The Taxpayer clicks an assessment **Case Number** for which the noticing period needs to be waived.

Cases
My Assessments

5 items • Sorted by Case Number • Filtered by All cases - 4 more filters applied • Updated a few seconds ago

	Case Number ↑	Assessment Year	Property	Sub-Status
1	00578031	2019	576@ Richard Property @ 1706 S MILITARY ST ST	Completed
2	00578043	2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Completed
3	00607724	2020	Steven and Richard's @ 3/4 PO BOX 480 ALY	Completed
4	02236832	2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Completed
5	02236833	2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Noticing

3. The Taxpayer clicks the **Waive Notice Period** tab.

Case
BPP Assessment

Property	Type	Assessment Year	Total Assessed Value
Richards Townhouse Property @ 101 S I6...	Escape	2020	\$90,000

Details Files **Waive Notice Period**

4. The Taxpayer reviews the waiver rights details, signs the waiver form by entering **Name** and clicks the **Confirm** button.

Case
BPP Assessment

Property	Type	Assessment Year	Total Assessed Value
Richards Townhouse Property @ 101 S I6...	Escape	2020	\$90,000

Details Files **Waive Notice Period**

ESCAPE WAIVER FORM

I waive all my rights and privileges under Section 531.8 of the California R&T Code, which states "No escape assessment shall be enrolled under this article before 15 days after the Assessor has mailed or otherwise delivered to the affected taxpayer a "Notice of Proposed Escape Assessment" with respect to one of more specified tax years." Please issue escape assessment(s) and tax bill(s) immediately.

Name
Kevin Leonard

Confirm

5. The SMART system displays a Success message.

Case
BPP Assessment

Success
This has been submitted successfully

Property	Type	Assessment Year	Total Assessed Value
Richards Townhouse Property @ 101 S 16...	Escape	2020	\$90,000

Details Files **Waive Notice Period**

ESCAPE WAIVER FORM

I waive all my rights and privileges under Section 531.8 of the California R&T Code, which states "No escape assessment shall be enrolled under this article before 15 days after the Assessor has mailed or otherwise delivered to the affected taxpayer a "Notice of Proposed Escape Assessment" with respect to one of more specified tax years." Please issue escape assessment(s) and tax bill(s) immediately.

Name
Kevin Leonard

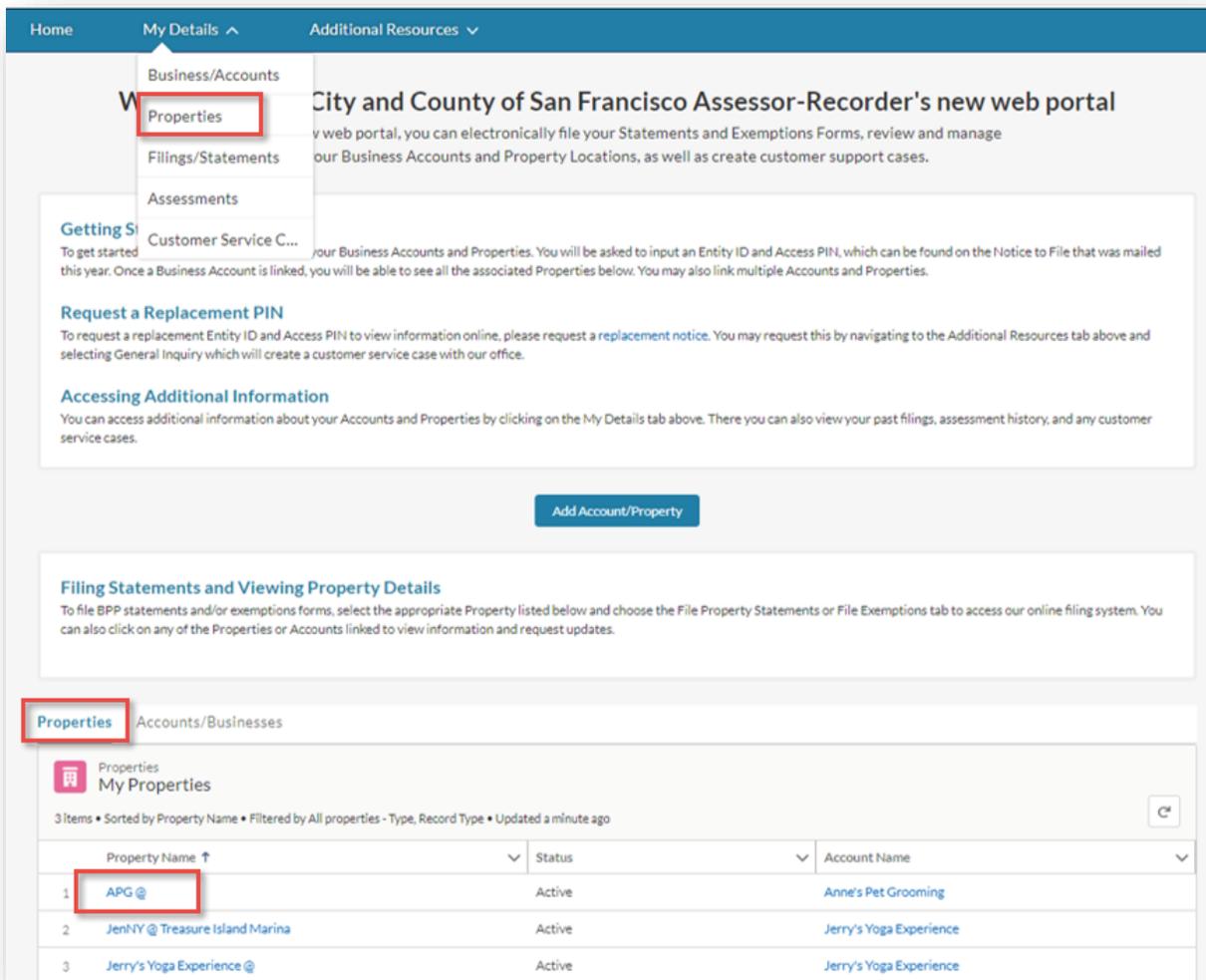
Confirm

Filing Business Personal Property Statement

Business property owners must file a business property statement each year detailing the acquisition cost of all supplies, equipment, fixtures, and improvements owned at each location within the City and County of San Francisco. This section details the process of filing a Business Personal Property Statement.

Navigating to the Form to be Filed

1. A Taxpayer navigates to the Property by clicking the **Property Name** item on the Home page under the **Properties** tab. If the Taxpayer is not on the Home page, the list of Properties will be displayed after clicking the **My Details** menu then clicking the **Properties** item. Then, the Taxpayer can click on the **Property Name**.



- The Community Portal displays **File Property Statements** tab by default. The Taxpayer cannot submit statements for inactive property.



- The SMART System provides the form to be filed based on the type of the Taxpayer business. The below table summarizes the types of business and the Form associated with that business type, for Business Personal Properties:

#	Property/Business Type	Form to be filed
1	Financial Institution or Insurance Company	BOE-571-L and BOE-571-LA
2	Apartment	BOE-571-R
3	Short Term Rental	BOE-571-STR
4	Leasing Company	BOE-571-L Leasing
5	Billboard Company	BOE-571-L Billboard
6	Biopharmaceutical Company	BOE-571-L Biopharma
7	Business Not Listed Above?	BOE 571-L

- The Taxpayer can start the filing process, then save the statement to return back to complete the statement at any point of time.

Filing Form BOE-571-L and BOE-571-LA for Financial/Insurance Company

If the property/business is a **Financial Institution or Insurance Company**, Taxpayer is required to submit a **BOE-571-L & BOE-571-LA** Statement. This section details the process of filing your **571-LA Business Personal Property** Statement on the Community Portal.

- The Taxpayer navigates to the Property (Financial Institution or Insurance Company), clicks on **File Property Statements** Tab.

Note: The System shows the option to file using form **Financial Institution or Insurance Company (BOE 571-L + BOE 571-LA)**

- The Taxpayer clicks **File Online**, then clicks the **Next** button to start filing for the property.

Property APG @

Record Type: Business Personal Property | Type: | Account Name: Anne's Pet Grooming | Entity ID: 7004667 | Doing Business As: APG | Property ID: A5492872

File Property Statements | File Exemptions | Details & Related | Request Property Updates

San Francisco Assessor Recorder

Welcome to your Property record.

Based on your records, you are expected to file:
BOE-571-L and BOE-571-LA

File Online

Request Hardcopy

Next

- The Taxpayer can enter **Mailing Address and Remarks** on the **My Property Location** section. Taxpayer is required to enter the **Mailing address** and can click on **Edit** button to enter/make any changes. The Taxpayer clicks the **Next** button to save and proceed to the next section.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost	2. Total Signs Camera TV Equipment etc Cost	3. Total Carpets Drapes Cost	4. Total ATMs Cost	5. Total Vault Door Night Depositories Cost	6. Total Drive-up/Walk-up Window Kiosk Cost
---	---	------------------------------	--------------------	---	---

My Property Location Part I: General Info Part II: Property Belonging to You Part III: Property Belonging to Others Submit

Provide your name and mailing address

Name
Anne's Pet Grooming

Mailing Address ⓘ
C/O ANNE MATTHEWS
350 BUSH ST
SAN FRANCISCO, CA 94104-2804

Business Location

Property name
APG @

Roll Code
Unsecured

Remarks

Back Next Print PDF

Note: The Taxpayer can click on **Print PDF** button to preview and print the statement.

- The Taxpayer can update any field in the **Part I: General Info** section. All fields marked with a red asterisk (*) are required to continue to the next section. The Taxpayer enters all the required fields and clicks the **Next** button to save & proceed to the next section.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions
etc Cost

2. Total Signs Camera TV
Equipment etc Cost

3. Total Carpets Drapes Cost

4. Total ATMs Cost

5. Total Vault Door Night
Depositories Cost

6. Total Drive-up/Walk-up
Window Kiosk Cost

My Property Location

Part I: General Info

Part II: Property Belonging to You

Part III: Property Belonging to Others

Submit

Part I: General Information

Complete (a) thru (g)

* a. Select type of business Other Services	* Select subtype of business Banking/Financial Institution
* b. Enter local telephone number 8008883890	* Email address amatthews@petgroom.com
Fax Number:	
* c. Do you own the land at this business location? No	
* d. When did you start business at this location? Oct 14, 2020	If your business name or location has changed from last year, enter the former name and/or location
* e. Enter location of general ledger and all related accounting records (include zip code): <input type="text"/> <input type="button" value="Edit"/>	
* f. Name of authorized person to contact at location of accounting records Anne Matthews	* Telephone number of authorized person to contact at location of accounting records 8008883890
g. During the period of January 1, 2020 through December 31, 2020	
* (1) Did any individual or legal entity (corporation, partnership, limited liability company, etc.) acquire a "controlling interest" (see instructions for definition) in this business entity? No	
Remarks <input type="text"/>	

Back

Next

Print PDF

5. The Taxpayer completes **Part II: Property Belonging to You** section. The Taxpayer can click the **Upload Files** button to attach any relevant documentation to this filing. The Taxpayer can also provide the details of the assets owned by them and any improvements they might have done to the property by clicking on the **New** button.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost 2. Total Signs Camera TV Equipment etc Cost 3. Total Carpets Drapes Cost 4. Total ATMs Cost 5. Total Vault Door Night Depositories Cost 6. Total Drive-up/Walk-up Window Kiosk Cost

My Property Location Part I: General Info **Part II: Property Belonging to You** Part III: Property Belonging to Others Submit

Part II: Declaration of Property Belonging to You

Below for your convenience, please find a list of assets reported last year. To make a change, please click on the pencil icon beside any asset to edit the value or click New to add a new asset not previously reported. Click Save to save changes; Cancel button will restore the list to when it was last saved. When finished, click Save and Next in order to move on to the next page of the form. If you need to remove an item, click on the pencil to change it's cost to \$0. If applicable, details related to recent acquisitions or disposals will be entered in the Schedule D in Part II, before you proceed to Part III.

Compare to Last Year's Assessed Costs

Cancel Save **New**

Add attachment

Upload Files Or drop files

You are still required to enter individual asset line items even if you upload a file. Uploading a file is meant to provide additional information if needed.

I certify that I have no individual Asset Classification Line Items

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost
<p>Cancel Save New</p> <p>Remarks</p> <input type="text"/>					

Back Next Print PDF

Upload Files

 Vessel_Valuation.xlsx
11 KB

1 of 1 file uploaded

Done

- If the Taxpayer reported assets in previous assessment years, then all previously assessed assets are displayed by default. The Taxpayer can make necessary changes and click **Save** to save them. The Taxpayer can change **This Year's Reported Cost** to zero, if the asset no longer applies.

Part II: Declaration of Property Belonging to You

Below for your convenience, please find a list of assets reported last year. To make a change, please click on the pencil icon beside any asset to edit the value or click New to add a new asset not previously reported. Click Save to save changes; Cancel button will restore the list to when it was last saved. When finished, click Save and Next in order to move on to the next page of the form. If you need to remove an item, click on the pencil to change it's cost to \$0. If applicable, details related to recent acquisitions or disposals will be entered in the Schedule D in Part II, before you proceed to Part III.

Compare to Last Year's Assessed Costs

Cancel Save New

Add attachment

Upload Files Or drop files

You are still required to enter individual asset line items even if you upload a file. Uploading a file is meant to provide additional information if needed.

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost
Construction in Progress	2020	Construction in Progress		\$30,000.00	
ATMs	2019	Alternate Schedule A	\$2,000.00	\$2,000.00	
Machinery & Equipment	2018	Equipment	\$23,000.00	\$23,000.00	

Cancel Save New

Remarks

Back Next Print PDF

- To add a new asset(s) to the filing, the Taxpayer can click the **New** button under **Asset Classifications**. This displays a popup to enter **Asset Classification**, **Acquisition Year** and the **Cost** of the new asset. The Taxpayer enters all fields marked with a red asterisk (*) and clicks the **Save** button.

Create Statement Reported Asset

Form: BOE-571-L & BOE-571-LA - Financial Institution or Insurance Company

* Asset Classification: Counterlines, Partitions, Cafeteria Equipment, etc.

Asset Type: --None--

* Acquisition Year: 2020

* Cost: \$5,000.00

Description: Large animal bath tub

Cancel Save

- The Taxpayer can click on the pencil icon to make any changes to assets and click the **Save** button. The Taxpayer can click **Cancel** to revert the changes.

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost
Leasehold Improvements - Fixtures	2020	Bldg/Bldg Impr/Leasehold Impr/Land/Land Impr		50000	
Leasehold Improvements - Structure	2020	Bldg/Bldg Impr/Leasehold Impr/Land/Land Impr		\$10,000.00	

Buttons: Cancel, Save, New

9. If there are no assets to declare, the Taxpayer clicks the certification check box before clicking the **Next** button to proceed.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost 2. Total Signs Camera TV Equipment etc Cost 3. Total Carpets Drapes Cost 4. Total ATMs Cost 5. Total Vault Door Night Depositories Cost 6. Total Drive-up/Walk-up Window Kiosk Cost

My Property Location Part I: General Info **Part II: Property Belonging to You** Part III: Property Belonging to Oth... Submit

Part II: Declaration of Property Belonging to You

Below for your convenience, please find a list of assets reported last year. To make a change, please click on the pencil icon beside any asset to edit the value or click New to add a new asset not previously reported. Click Save to save changes; Cancel button will restore the list to when it was last saved. When finished, click Save and Next in order to move on to the next page of the form. If you need to remove an item, click on the pencil to change it's cost to \$0. If applicable, details related to recent acquisitions or disposals will be entered in the Schedule D in Part II, before you proceed to Part III.

Compare to Last Year's Assessed Costs

Buttons: Cancel, Save, New

Add attachment: Upload Files, Or drop files

You are still required to enter individual asset line items even if you upload a file. Uploading a file is meant to provide additional information if needed.

I certify that I have no individual Asset Classification Line Items' by default

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost

Buttons: Cancel, Save, New

Remarks:

Buttons: Back, Next, Print PDF

The Taxpayer must either enter an Asset or click the certification button that there are no assets to declare.

10. The Taxpayer is required to complete **Schedule D**, if Leased Hold Improvements assets (Fixtures or Structures) are entered in **Part II: Property Belonging to You** section.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost \$0.00 2. Total Signs Camera TV Equipment etc Cost \$0.00 3. Total Carpets Drapes Cost \$0.00 4. Total ATMs Cost \$0.00 5. Total Vault Door Night Depositories Cost \$0.00 6. Total Drive-up/Walk-up Window Kiosk Cost \$0.00

My Property Location Part I: General Info Part II: Property Belonging to You **Part II - Schedule D** Part III: Property Belonging to Ot... Submit

Part II - Schedule D

✓ You have reported a cost of \$10,000.00 in Leasehold Improvements - Structure with acquisition year 2020 for a Net change of \$10,000.00.

Please click here to provide more information of the Acquisitions or Disposals that caused this change.

New

Type	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
------	----------------------------	---------------------------	------	-------------	--

✓ You have reported a cost of \$50,000.00 in Leasehold Improvements - Fixtures with acquisition year 2020 for a Net change of \$50,000.00.

Please click here to provide more information of the Acquisitions or Disposals that caused this change.

New

Type	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
------	----------------------------	---------------------------	------	-------------	--

Remarks

Back Next Print PDF

11. The Taxpayer can click the **New** button and enter each of their acquisitions and disposals related to the **Leasehold Improvements** entered in Part II. The Taxpayer enters all fields marked with a red asterisk (*) in the popup window and clicks the **Save** button.

Edit Reported Asset Schedule

* Type Addition

* Addition/Disposal Month January

Addition/Disposal Year 2020

* Cost \$10,000.00

* Description Leasehold Improvements done

Cancel Save

12. The Taxpayer can update the Schedule line items by clicking on the pencil icon. The Taxpayer completes Schedule D and clicks **Next** button to continue with the filing.

Note:

- The **Next** button is enabled only if the net change reported for each asset is equal to the total cost of **Additions and Disposals** for that asset.
- The Taxpayer cannot delete an **Addition/Disposal** line item. The Taxpayer can change the **Cost** to zero, if added by mistake.
- The net total of **Addition/Disposal** should be equal to the **Cost** entered for the Leasehold Improvement entered in **Part II: Property Belonging to You** section.

My Property Location > Part I: General Info > Part II: Property Belonging to You > Part II - Schedule D > Part III: Property Belonging to Ot... > Submit

Part II - Schedule D

✓ You have reported a cost of \$10,000.00 in Leasehold Improvements - Structure with acquisition year 2020 for a Net change of \$10,000.00.

New

Type	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
Addition	January	2020	\$10,000.00	Leasehold Improvements done	

✓ You have reported a cost of \$50,000.00 in Leasehold Improvements - Fixtures with acquisition year 2020 for a Net change of \$50,000.00.

New

Type	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
Addition	March	2020	\$60,000.00	more additions	
Disposal	January	2020	\$10,000.00	Disposed few items	

Remarks

Back Next Print PDF

13. All businesses that are leasing assets from other leasing companies can report the leased assets under **Part III: Property Belonging to Others** section. The Taxpayer can click the **Upload Files** button to attach any relevant documentation to this filing and click **New** button to report the assets leased. If there are no leased assets leased from Lessors to declare, the Taxpayer must click the certification check box and click **Next** to proceed to the next step.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines
Partitions etc Cost

2. Total Signs Camera TV
Equipment etc Cost

3. Total Carpets Drapes Cost

4. Total ATMs Cost

5. Total Vault Door Night
Depositories Cost

6. Total Drive-up/Walk-up
Window Kiosk Cost

My Property Location

Part I: General Info

Part II: Property Belonging to You

Part III: Property Belonging to Others

Submit

Part III: Declaration of Property Belonging to Others

If property belonging to others, or their business entities, is located on your premises, report the owner's name and mailing address. If it is leased equipment, read your agreement carefully and enter A (Lessor) or B (Lessee), and whether lessor or lessee has the tax obligation. For assessment purposes, the Assessor will consider, but is not bound to, the contractual agreement. You may either upload a file or enter the items individually by clicking 'New'.

Cancel Save New

Add attachment

Upload Files Or drop files

Lessor's Name	Tax Obligation	Leased Equipment Type	Year of Acq.	Cost to Purchase	Annual Rent	Description
---------------	----------------	-----------------------	--------------	------------------	-------------	-------------

Cancel Save New

The Taxpayer must add a Lessor's Name or click the certification button that there is no Lessor to declare.

I certify that I have no property to report that belongs to others

Remarks

Back Next Print PDF

14. Upon clicking **New** button, Taxpayer enters all fields in the **Create Statement Reported Assets** popup window and clicks **Save**. All fields marked with a red asterisk (*) are required.

Create Statement Reported Asset

Form	BOE-571-L & BOE-571-LA - Financial Institution or Insurance Company
Property Category	Leased Equipment
Leased Equipment Type	Government-Owned Property
* Asset Classification	ATMs
Lessor's Name	R Leasing Company
Lessor's Mailing address	1 Main Street San Francisco CA 99999
Tax Obligation	Lessor
* Acquisition Year	2020
Manufacture Year	2019
Description	
Leased Number	A1234
* Cost	\$10,000.00
Annual Rent	\$500.00

15. The Taxpayer enters all assets belonging to others and clicks **Next** button to proceed to the next section.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost \$0.00	2. Total Signs Camera TV Equipment etc Cost \$0.00	3. Total Carpets Drapes Cost \$0.00	4. Total ATMs Cost \$0.00	5. Total Vault Door Night Depositories Cost \$0.00	6. Total Drive-up/Walk-up Window Kiosk Cost \$0.00
---	---	--	------------------------------	---	---

Part III: Declaration of Property Belonging to Others

If property belonging to others, or their business entities, is located on your premises, report the owner's name and mailing address. If it is leased equipment, read your agreement carefully and enter A (Lessor) or B (Lessee), and whether lessor or lessee has the tax obligation. For assessment purposes, the Assessor will consider, but is not bound to, the contractual agreement. You may either upload a file or enter the items individually by clicking 'New'.

Add attachment

Lessor's Name	Tax Obligation	Leased Equipment Type	Year of Acq.	Cost to Purchase	Annual Rent	Description
R Leasing Company	Lessor	Government-owned property	2020	\$10,000.00	\$500.00	

I certify that I have no property to report that belongs to others

Remarks

16. The Taxpayer provides signature information (fields marked with a red asterisk (*) are required) and clicks the **Submit** button.

571-LA: Business Personal Property Statement

Property: APG @

1. Total Counterlines Partitions etc Cost \$5,000.00	2. Total Signs Camera TV Equipment etc Cost \$0.00	3. Total Carpets Drapes Cost \$0.00	4. Total ATMs Cost \$0.00	5. Total Vault Door Night Depositories Cost \$0.00	6. Total Drive-up/Walk-up Window Kiosk Cost \$0.00
---	---	--	------------------------------	---	---



Sign & Submit

I declare under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1, 2020.

* Signature of assessee or authorized agent <input type="text" value="Anne Matthews"/>	* Date <input type="text"/>
* Name of Assessee or Authorized Agent <input type="text" value="Anne Matthews"/>	* Title of Assessee or Authorized Agent <input type="text" value="Owner"/>
* Name of Legal Entity <input type="text" value="Anne's Pet Grooming"/>	Federal Employer ID Number <input type="text"/>
* Preparer's Name and Address <input type="text" value="Anne Matthews"/>	* Title of Preparers <input type="text" value="Owner"/>
* Telephone Number <input type="text" value="8008883890"/>	Business Description <input type="text" value="--None--"/>
Ownership Type <input type="text" value="--None--"/>	Remarks <input type="text"/>

THIS STATEMENT IS SUBJECT TO AUDIT

17. The Community Portal displays the completed certification.

Certification Complete

Thank you for electronically filing. Listed below is your confirmation number.

Statement Type: BOE-571-L & BOE-571-LA - Financial Institution or Insurance Company

Property Id: A5000006

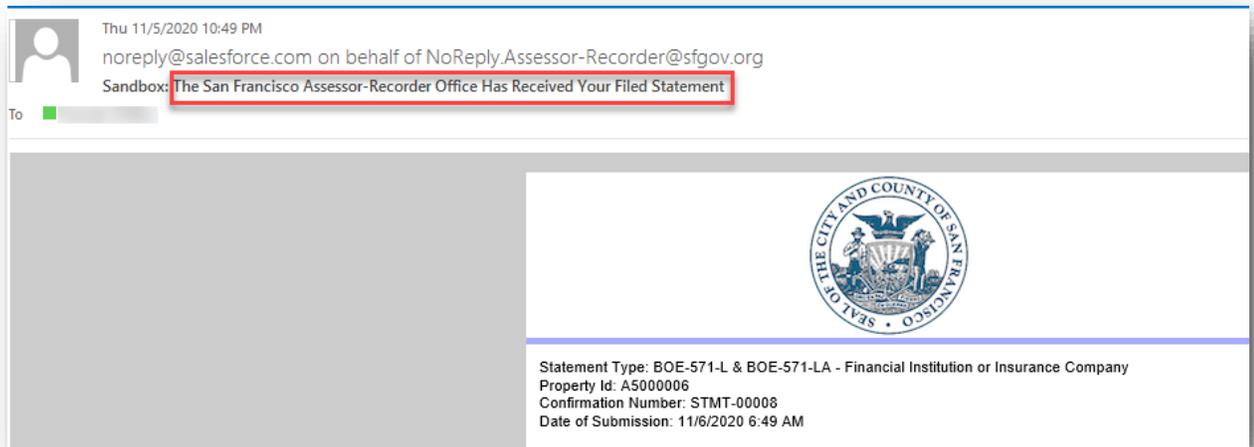
Confirmation Number: STMT-00008

Date of Submission: November 6, 2020

You may view your e-Filed statement by clicking "View Statement" below.

[Print](#)
[View Statement](#)

18. The Taxpayer receives an email informing them of their filing along with details related to the statement.

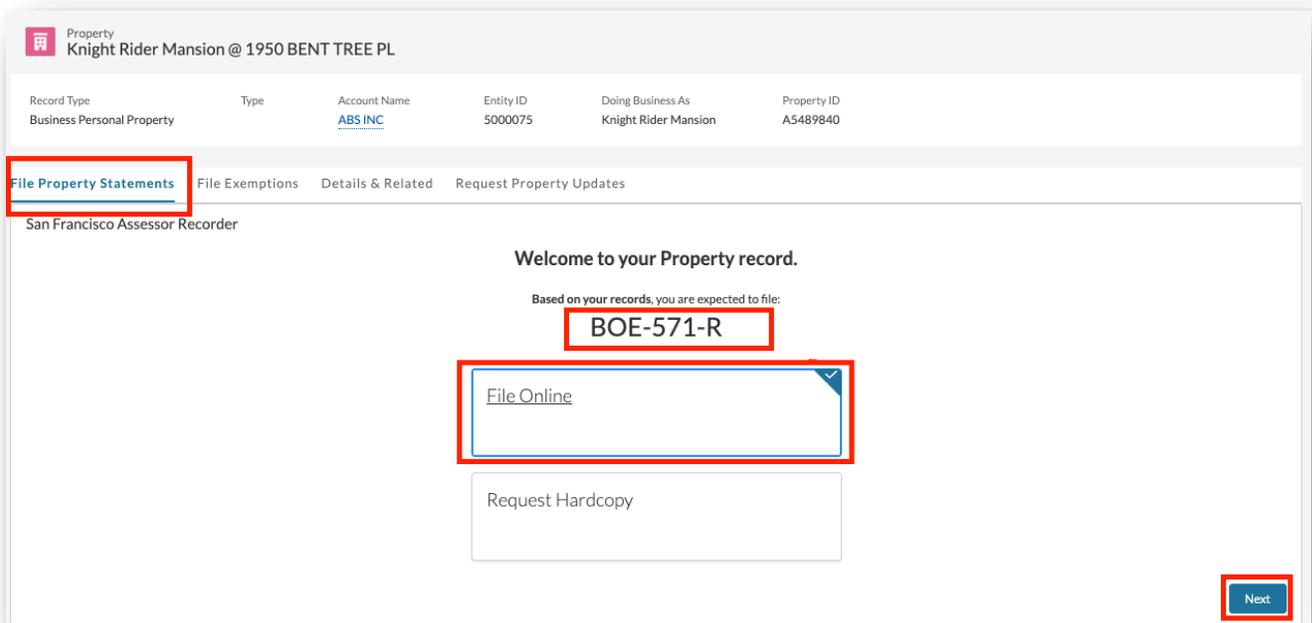


Filing Form BOE-571-R for Business Apartment Property

If the property is a Residential Rental Property (that collects transient occupancy taxes or engages in property rental activity), the Taxpayer is required to file **Form BOE-571-R** for that property. This section details the process of filing **BOE-571-R Apartment House Property Statement** on the Community Portal.

1. The Taxpayer navigates to the Property (Apartment), clicks on **File Online** link under **File Property Statements** tab, and then clicks the **Next** button to start the filing.

Note: The System shows the option to file using form **Apartment (BOE 571-R)**



2. The Taxpayer navigates to the form. The Taxpayer reads the instructions and clicks the **Next** button.

Home My Details ▾ Additional Resources ▾

INSTRUCTIONS INFO/ADDRESSES PART II: QUESTIONS UNIT TOTALS SCHEDULES A AND B DECLARATION BY ASSESSEE

BOE-571-R: APARTMENT HOUSE PROPERTY STATEMENT
INSTRUCTIONS

The Revenue and Taxation Code of the State of California requires that every person, upon request of the Assessor, shall file a written property statement under penalty of perjury with the Assessor within such time as the Assessor may appoint. Please complete this form according to the numbered instructions provided below as your statement of furnishings and related equipment owned, possessed or controlled by you as of 12:01 a.m., January 1, this year at the location listed. Property which you are purchasing under a conditional sales contract must be included. **Return the completed statement form to the Assessor on or before the date stated in the official requirement section.** In all instances, you must return the original BOE-571-R.

LINE 3. PROPERTY TRANSFER

Real Property – For purposes of reporting a change in control, real property includes land, structures, or fixtures owned or held under lease from (1) a private owner if the remaining term of the lease exceeds 35 years, including written renewal options, (2) a public owner (any arm or agency of local, state, or federal government) for any term or (3) mineral rights owned or held on lease for any term, whether in production or not.

Controlling Interest – When any person or legal entity obtains more than 50 percent of the voting stock of a corporation, or more than a 50 percent ownership interest in any other type of legal entity. The interest obtained includes what is acquired directly or indirectly by a parent or affiliated entity.

- The Taxpayer must provide information marked with a red asterisk (*) on all sections. The Taxpayer completes each section and clicks **Save** to save the contents. The Taxpayer clicks the **Next** button to save and proceed to the next section (or) **Previous** button to save and go to the previous section. The Taxpayer can click **Print PDF** button at any time to preview the data entered so far in a PDF format.

Note: Navigating to a different section by clicking on the section name in the status bar does not automatically save the form content. The Taxpayer has to click **Save, Next** or **Previous** to actually save the contents entered so far.

Accounting Unit Type --None--	Accounting Unit Number
* Accounting City SAN FRANCISCO	* Accounting State California
* Accounting Postal Code 94104	Accounting Postal Code Extension
* Accounting Country United States of America	
Enter name and telephone number of authorized person to contact at location of accounting records:	
* Accounting Contact Name Mike Rose	* Accounting Contact Number 9283038202
<input checked="" type="checkbox"/> Save <input type="checkbox"/> Print PDF	◀ Previous Next ▶

4. The Taxpayer enters mailing address, location address details on the **Info/Addresses** section, then clicks the **Next** button.

BOE-571-R: APARTMENT HOUSE PROPERTY STATEMENT

CARMEN CHU, ASSESSOR-RECORDER

APARTMENT HOUSE PROPERTY STATEMENT

CITY & COUNTY OF SAN FRANCISCO

1155 Market St., 5th Floor, San Francisco, CA 94103 • asklopp@sfgov.org • www.sfassessor.org

DECLARATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION

This Statement is filled for year 20__

General Information

Entity Name ABS INC	Property Id A5489840
LA By <input type="text"/>	Roll Unsecured
<small>Last time this was Audited</small>	
BLK LOT <input type="text"/>	Doing Business As (DBA) Knight Rider Mansion

Mailing Address

Mailing Care Of <input type="text"/>	* Mailing Street Number Main Stree	i This is where your correspondences will be mailed to
Mailing Street Fraction --None--	Mailing Street Pre-Direction --None--	
* Mailing Street Name Main Street	* Mailing Street Type Street	
Mailing Unit Type --None--	Mailing Unit Number <input type="text"/>	
* Mailing City SAN FRANCISCO	* Mailing State California	
* Mailing Postal Code 94102	Mailing Postal Code Extension 9410	
* Mailing Country United States of America		

Location/Address of the Property

Location Address
1950 BENT TREE PL
SANTA ROSA, CA 95404-1500

* Local Telephone Number <input type="text"/>	Fax Number <input type="text"/>	* E-Mail Address <input type="text"/>
---	---	---

Enter location of general ledger and all related accounting records (include zip code):

Accounting Care Of <input type="text"/>	* Accounting Street Number 350
Accounting Street Fraction --None--	Accounting Street Pre-Direction --None--
* Accounting Street Name bush	* Accounting Street Type Street
Accounting Unit Type --None--	Accounting Unit Number <input type="text"/>
* Accounting City SAN FRANCISCO	* Accounting State California
* Accounting Postal Code 94104	Accounting Postal Code Extension <input type="text"/>
* Accounting Country United States of America	

Enter name and telephone number of authorized person to contact at location of accounting records:

* Accounting Contact Name Mike Rose	* Accounting Contact Number 9283038202
---	--

Save Print PDF

Previous **Next**

5. The Taxpayer enters all fields in **Part II: Questions** section, then clicks the **Next** button.

INSTRUCTIONS INFO/ADDRESSES **PART II: QUESTIONS** UNIT TOTALS SCHEDULES A AND B DECLARATION BY ASSESSEE

BOE-571-R: APARTMENT HOUSE PROPERTY STATEMENT
CAREFULLY READ AND FOLLOW THE ACCOMPANYING INSTRUCTIONS

1. If you no longer own this property as of January 1 of this year, show the name and mailing address of the new owner:

Name

Mailing Address

City State Zip

Zip Extension

* 2. Enter the total number of units for the location listed * Do you live in one of the units?

3. During the period of January 1, 2020 through December 31, 2020:
3(1) - Did any individual or entity (corporation, partnership, limited liability company, etc.) acquire a "controlling interest" (see instructions for definition) in this business entity?

4. Do any other individuals, partnerships or corporations do business or own personal property (other than household furniture and personal effects of your tenants) located on your premises?

5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis?

6. ENTER BELOW the number of fully furnished, partly furnished (e.g., stoves and refrigerators, not built-in), and unfurnished units. Also complete Schedule A of the back. Do not include, either here or in Schedule A, any unit in which you live.

Sleeping Room

Fully Furnished	Partially Furnished	Unfurnished
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

Studio

Fully Furnished	Partially Furnished	Unfurnished
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

2 Bedroom

Fully Furnished	Partially Furnished	Unfurnished
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

Larger

Fully Furnished	Partially Furnished	Unfurnished
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

* 7. Supplies Cost

6. The Taxpayer checks the totals in **Unit Totals** section, then clicks the **Next** button.

The screenshot shows the 'UNIT TOTALS' section of the 'BOE-571-R: APARTMENT HOUSE PROPERTY STATEMENT' form. The navigation bar at the top includes 'INSTRUCTIONS', 'INFO/ADDRESSES', 'PART II: QUESTIONS', 'UNIT TOTALS' (highlighted with a red box), 'SCHEDULES A AND B', and 'DECLARATION BY ASSESSEE'. The 'Unit Totals' section lists the following categories and their values:

Category	Value
Total Sleeping Room	2
Total Studio	2
Total One Bed	2
Total Two Bed	2
Total Three Bed	2
Total Larger	0

At the bottom of the form, there are buttons for 'Save', 'Print PDF', 'Previous', and 'Next' (highlighted with a red box).

7. The Taxpayer reads the instructions and completes **Schedule A and B** section. The Taxpayer clicks on **Reported Assets (Furniture and Appliances)** and **Reported Assets (Other Furniture & equipment)** buttons to add reported assets. The Taxpayer enters **Year of Acquisitions** and **Original Installed Cost**, then clicks the **Save** button.

SCHEDULE A. Complete the schedule as instructed. If a portion of the furniture used in your rental units has been placed in storage, include the cost in the schedule and enter in the remarks the address where stored. **Do not** include built-in appliances, installed carpeting, or drapes as furniture; such items are considered part of the building. **Include** ranges, refrigerators, dishwashers, etc., if not built-in.

SCHEDULE B. Complete the schedule as instructed. Include all equipment not reported in Schedule A. If you care to attach a schedule listing types of equipment separately, you may do so.

Schedule A - Furniture and Appliances

+ Reported Assets (Furniture and Appliances)

Action	* Year of Acquisition	* Original Installed Cost (NOT depreciated book value)
--------	-----------------------	--

Furniture and Appliances - Total Cost

\$0.00

Press Save button on bottom left to see updated Total

Schedule B - Other Furniture and Equipment

+ Reported Assets (Other Furniture & Equipment)

Action	* Year of Acquisition	* Original Installed Cost (NOT depreciated book value)
--------	-----------------------	--

Other Furniture Equipment - Total Cost

\$0.00

Press Save button on bottom left to see updated Total

Remarks

My Remarks

Save Print PDF

Previous Next

Schedule A - Furniture and Appliances

Action	* Year of Acquisition	* Original Installed Cost (NOT depreciated book value)
--------	-----------------------	--



2020

\$ 10000

Furniture and Appliances - Total Cost

\$0.00

Press Save button on bottom left to see updated Total

- After entering all Reported Assets, the Taxpayer clicks the **Save** button at the bottom of the page to save the reported assets and update totals. The Taxpayer clicks **Next** button to proceed to the next section.

Schedule A - Furniture and Appliances

+ Reported Assets (Furniture and Appliances)

Action	* Year of Acquisition	* Original Installed Cost (NOT depreciated book value)
 	2020	\$10,000.00
 	2010	\$5,000.00
 	2010	\$5,000.00

Furniture and Appliances - Total Cost
\$20,000.00

 Press Save button on bottom left to see updated Total

Schedule B - Other Furniture and Equipment

+ Reported Assets (Other Furniture & Equipment)

Action	* Year of Acquisition	* Original Installed Cost (NOT depreciated book value)
 	2020	\$150,000.00

Other Furniture Equipment - Total Cost
\$150,000.00

 Press Save button on bottom left to see updated Total

Remarks

My Remarks

Save

9. The Taxpayer signs and submits the form by clicking the **Submit** button on **Declaration of Assessee** section.

Note: All sections need to be completed to submit the statement.

BOE-571-R: APARTMENT HOUSE PROPERTY STATEMENT

Note: The following declaration must be completed and signed. If you do not do so, it may result in penalties.

I declare under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the assessee in this statement at 12:01 a.m. on January 1, 2019.

*** Ownership Type**

Other

If Ownership Type = Other, enter the Ownership Type here:

Other Own

*** Signature of Assessee or Authorized Agent**

Tom Hanks
Signature of Person Making Claim

Date

The Signature Date will be populated upon submission.

*** Name of Assessee or Authorized Agent**

Tom Hanks

Title

*** Name of Legal Entity (other than DBA)**

ABS INC

Federal Employer ID number

Enter FEIN (also known as Tax ID). Please do not enter SSN.

*** Preparer's Name and Address**

Tom Hanks 1 Main Street Los Angeles 7567

*** Telephone Number**

111-111-1212

Remarks

My Remarks

THIS STATEMENT IS SUBJECT TO AUDIT

Submit

Save Print PDF

10. A completion certificate is issued to the Taxpayer. The Taxpayer can click **View Statement** link to view the detailed statement. The Taxpayer can click **Print** link to print the certificate (or) to save a copy for later reference.



Certification Complete

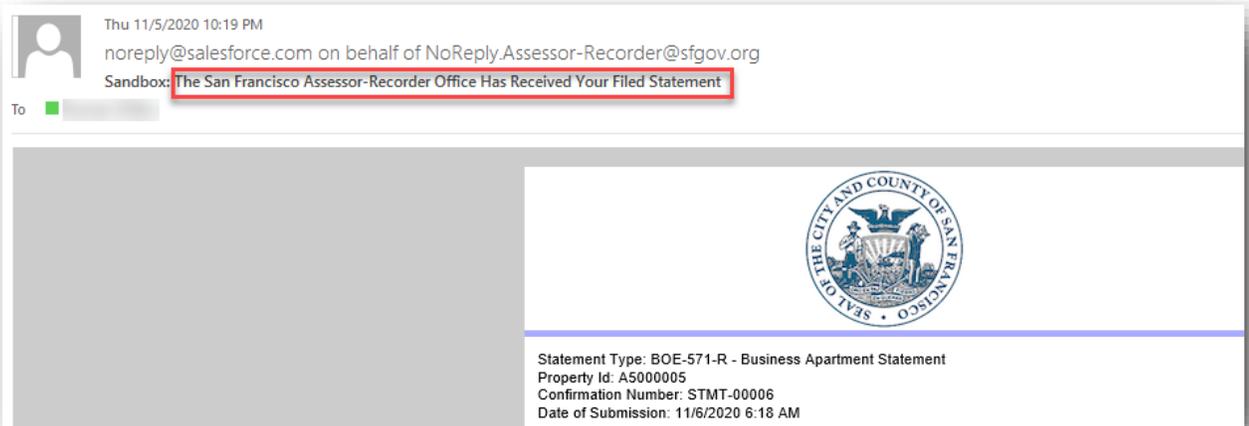
Thank you for electronically filing. Listed below is your confirmation number.

Statement Type: BOE-571-R - Business Apartment Statement
Property Id: A5489840
Confirmation Number: STMT-01646
Date of Submission: October 29, 2020

You may view your e-Filed statement by clicking "View Statement" below.

[Print](#) [View Statement](#)

11. The Taxpayer receives an email informing them of their filing along with details related to the statement.

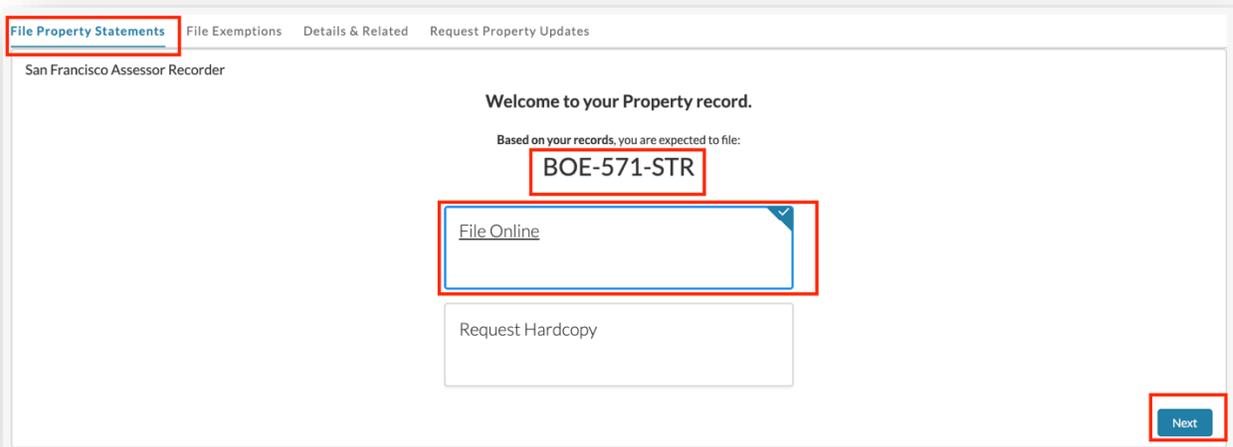


Filing Form BOE-571-STR for Short Term Rental Property

If the property is a Short Term Rental property, you are required to file **Form BOE-571-STR**. This section details the process of filing **BOE-571-STR Short Term Rental Property Statement** on the Community Portal.

1. The Taxpayer navigates to the Property (Short Term Rental property), clicks on **File Online** link within **File Property Statements** tab and then clicks the **Next** button to start filing.

Note: The System shows the option to file using the form **Short Term Rental (BOE 571-STR)**



2. The Taxpayer navigates to the form. The Taxpayer completes all sections of the form.

INFO/ADDRESSES PART 1 PART 2 SCHEDULE A PART 3 SIGNATURE

BOE-571-STR: SHORT-TERM RENTAL PROPERTY STATEMENT
 CARMEN CHU, ASSESSOR-RECORDER
 SHORT TERM RENTAL PROPERTY STATEMENT
 CITY & COUNTY OF SAN FRANCISCO
 1155 Market St., 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org
 DECLARATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION

General Information

Entity Name: MW Test 10012020 Account Number:

Roll: Unsecured Assessor's Parcel Number (APN): 1515 025

Doing Business As (DBA):

- The Taxpayer must provide information marked with a red asterisk (*) on all sections. Taxpayer completes each section and clicks **Save** to save the contents. Taxpayer clicks the **Next** button to save and proceed to the next section (or) **Previous** button to save and go to the previous section. Taxpayer can click **Print PDF** button to preview and print the statement.

Note: Navigating to a different section by clicking on the section name in the status bar does not automatically saves the form content. The Taxpayer has to click **Save**, **Next** or **Previous** to actually save the contents entered so far.

INFO/ADDRESSES PART 1 **PART 2** SCHEDULE A PART 3 SIGNATURE

BOE-571-STR: SHORT-TERM RENTAL PROPERTY STATEMENT

Part 2: Property

* 3a. Do you own the land used at this short term rental property location?

* 3b. Do you own the personal property (i.e., household furniture and personal effects) located at your short term rental property location?

Save Print PDF

← Previous Next →

- The Taxpayer signs and submits the form by clicking the **Submit** button.

Sign here

BOE-571-STR: SHORT-TERM RENTAL PROPERTY STATEMENT

I declare under penalty of perjury under the laws of State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1, 2021.

<p>* Owner</p> <p>John Doe</p> <p><small>Signature of Assessee or Authorized Agent</small></p>	<p>Date</p> <p></p> <p><small>The Signature Date will be populated upon submission.</small></p>	<p>THIS STATEMENT SUBJECT TO AUDIT</p>
<p>* Name of Assessee or Authorized Agent</p> <p>Bob Doe</p>	<p>Date</p> <p>10/27/2020</p>	
<p>* Preparer's Name and Address</p> <p>Bod Doe 1 Main Street San Francisco CA 95556</p>	<p>Date</p> <p></p>	

THIS STATEMENT IS SUBJECT TO AUDIT

[Submit](#)

- A completion certificate is issued to the Taxpayer. The Taxpayer can click **View Statement** link to view the detailed statement. The Taxpayer can click **Print** link to print the certificate (or) to save a copy for a later reference.



Certification Complete

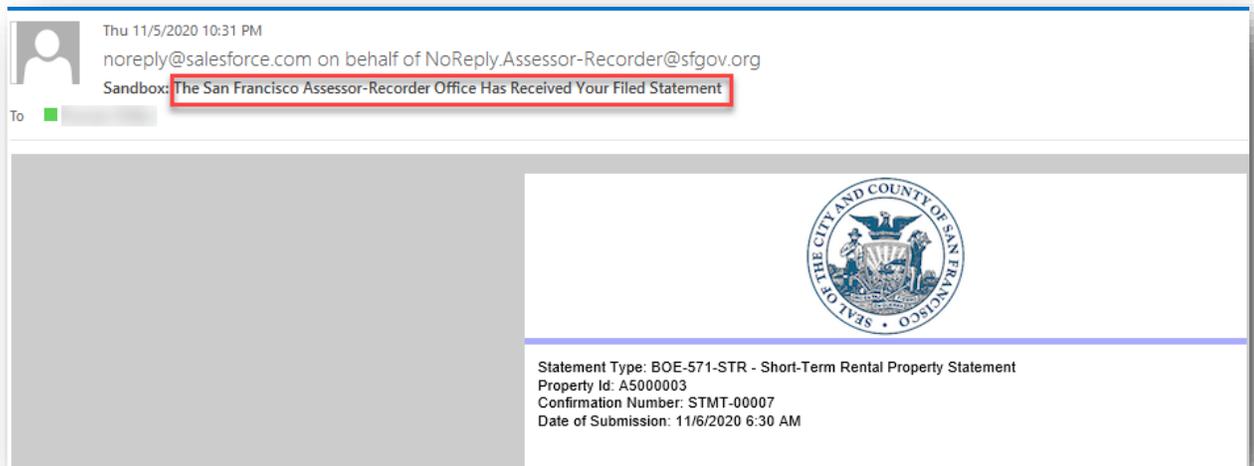
Thank you for electronically filing. Listed below is your confirmation number.

Statement Type: BOE-571-STR - Short-Term Rental Property Statement
Property Id: A5488051
Confirmation Number: STMT-01603
Date of Submission: October 27, 2020

You may view your e-Filed statement by clicking "View Statement" below.

[Print](#) [View Statement](#)

- The Taxpayer receives an email informing them of their filing along with details related to the statement.

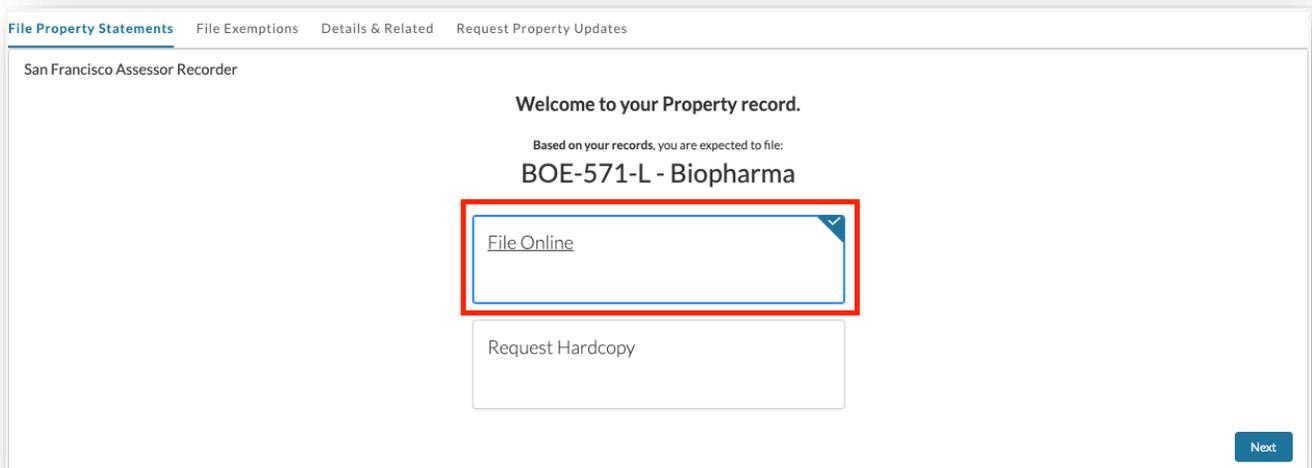


Filing Form BOE-571-L Biopharma for Biopharmaceutical Company

If the property/business is a **Biopharmaceutical/Biotech Company**, the Taxpayer is required to submit **Form BOE-571L + Biotech Certification**. This section details the process of filing **571-L – Biopharma Business Personal Property Statement** on the Community Portal.

1. The Taxpayer navigates to the Property (Biopharmaceutical Company), clicks on **File Online** link within **File Property Statements** tab. The Taxpayer clicks **File Online**, then clicks the **Next** button to start filing for the property. Clicking **Next** creates the 571-L Biopharma statement.

Note: The System shows the option to file using form **Biopharmaceutical Company (BOE 571-L + Biotech Certification)**



2. During the filing of the **571-L – Biopharma Statement**, the Taxpayer selects **Business Type** as **Biotech** and the appropriate subtype of business in the **Part I: General Info** section of the form.

571-L - Biopharma: Business Personal Property Statement

Property: M's Biopharma Company @

1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equipment \$0.00	4. Construction in Progress \$0.00	5. Leasehold Improvements \$0.00	Total Reported Cost \$0.00
-----------------------	------------------------	-------------------------------	---------------------------------------	-------------------------------------	--------------------------------------

My Property Location Part I: General Info Part II: Property Belonging to You Part III: Property Belonging to Others Submit

Part I: General Information
Complete (a) thru (g)

* a. Select type of business Biotech	* Select subtype of business --None-- ✓ Biotech General Laboratory
* b. Enter local telephone number <input type="text"/>	
Fax Number: <input type="text"/>	
* c. Do you own the land at this business location? <input type="checkbox"/>	

3. The Taxpayer completes **My Property Location, Part 1, Part II and Part III** sections of the form. Refer to [Filing Form BOE-571-L and BOE-571-LA for Financial/Insurance Company](#) for detailed steps.
4. The Taxpayer completes Biopharma Certification, Signs and Submits. **Note: Biopharma Certification** is required when filing for the first time.

571-L - Biopharma: Business Personal Property Statement

Property: M's Biopharma Company @

1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equipment \$0.00	4. Construction in Progress \$0.00	5. Leasehold Improvements \$0.00	Total Reported Cost \$0.00
-----------------------	------------------------	-------------------------------	---------------------------------------	-------------------------------------	--------------------------------------

My Property Location Part I: General Info Part II: Property Belonging to You Part III: Property Belonging to Others Submit

STATE BOARD OF EQUALIZATION

QUALIFICATIONS FOR A BIOPHARMACEUTICAL INDUSTRY EQUIPMENT AND FIXTURES

The California State Board of Equalization (SBE) has adopted in July 2008 (effective as of January 1, 2009 lien date) guidelines for the assessment of biopharmaceutical industry equipment and fixtures that meet the criteria as defined below. Instructions for reporting the specific types of property are addressed by the SBE guidelines (AH 581) on the Business Property Statement (571-L). The San Francisco County Assessor's Office requests that you **notify us if your equipment and fixtures located in San Francisco County meet the State Board of Equalization's criteria by signing and returning this form**. You may return this form with your 571-L.

The State Board of Equalization defines the qualifying biopharmaceutical industry equipment and fixtures as follows:

Equipment and fixtures utilized in connection with, or in support of, research and/or manufacturing activities that use organisms, or materials derived from organisms, their cellular, subcellular, or molecular components, to discover and/or provide products for human or animal therapeutics, diagnostics, and/or vaccines

Specific equipment and fixtures owned and/or used meeting the above criteria as described shall use the following reporting categories when completing Form 571-L:

Form 571-L Category	Description
Schedule A	
Column 1 - Machinery & Equipment	General Laboratory Equipment and High Tech Analytical Instruments
Column 3 - Other Equipment	Commercial Manufacturing Equipment
Column 4 - Tools, Dies, Jigs	Pilot Scale Manufacturing Equipment
Schedule B	
Column 2 - Fixtures	Fixtures and Process Piping

A sample listing of the equipment and fixtures covered by LTA 99/54 is attached

Firm Name	HALL BEATRICE	Account No.	A5493068
-----------	---------------	-------------	----------

meets the State Board of Equalization's criteria for biopharmaceutical industry equipment and fixtures for its property located in San Francisco County and requests assessment as a biopharmaceutical firm.

* Signature of Person Making Claim

Schedule A
Machinery and Equipment

General Laboratory Equipment	Hi-tech Analytical Instruments
Analytical Balances Anesthetic Machines Animal Cages Autoclaves Autosamplers Bacteria Identification Systems Cameras used in research Centrifuges (and rotors) Chart Recorders Conductivity Monitors Control Valves (laboratory scale) Densitometers Digital Counters Evaporator Fermentors (<100 liters) Fume Hoods (portable) Glass Handling Equipment Glassware Washers Glucose Analyzers Ice Machines Imaging Equipment Incubators Liquid Samplers Micromanipulators Microscopes Microtomes Optical Scanning Detectors Organic Synthesizers Osmometers Ovens pH Analyzers Pipettes Pumps (laboratory scale) Radiation Monitors Reactor Vessels (< 100 liters) Refrigerators and Freezers Sample Handling Equipment Samplers Shakers Sterilizers Stirrers Ultrasonic Cleaning Systems Waterbaths	Cell Fusion Devices Cell Sorting Instruments - FACS Chemstations - computer controlled Cryostats Chromatography - Desktop Cytometry Instruments DNA Sequencers and Analyzers DNA Synthesizers and Purifiers Electrolyte Analyzers Electron Scanning Microscopes Electrophoresis - Gas or Liquid Mass Spectrometers -NMR, FTIR, AA, MALDI Molecular Imaging Equipment Particle Counters and Analyzers Peptide Synthesizers and Sequencers Protein Synthesizers Scintillation Counters Spectrometers Spectrophotometers Thermal Analysis Instruments Viscometers X-Ray Diffractometers Other unspecified equipment that is similar in character, scale and technology

Sign & Submit

I declare under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1, 2020.

* Signature of assessee or authorized agent <input type="text"/>	* Date <input type="text"/>
* Name of Assessee or Authorized Agent <input type="text"/>	* Title of Assessee or Authorized Agent <input type="text"/>
* Name of Legal Entity HALL BEATRICE	Federal Employer ID Number <input type="text"/>
* Preparer's Name and Address <input type="text"/>	* Title of Preparers <input type="text"/>
* Telephone Number 738-184-3957	Remarks <input type="text"/>

THIS STATEMENT IS SUBJECT TO AUDIT

Filing Form BOE-571-L Leasing for Leasing Company

If the business property is a **Leasing Company**, the Taxpayer is required to submit **Form BOE-571L + Leasing schedule**. This section details the process of filing **571-L – Leasing Business Personal Property Statement** for Leasing Company on the Community Portal.

1. The Taxpayer navigates to the Property (Leasing Company), clicks on **File Online** link within **File Property Statements** tab and then clicks the **Next** button to start the filing process. Clicking **Next** creates the 571-L Leasing statement.

Note: The System shows the option to file using form **Leasing Company (BOE 571-L + Leasing Schedule)**

The screenshot shows the San Francisco Assessor Recorder website interface. At the top, there is a header for 'Property ABC Leasing Company @'. Below this is a table with the following information:

Record Type	Type	Account Name	Entity ID	Doing Business As	Property ID
Leased Equipment	Lessor	ABS INC	5000075	ABC Leasing Company	A5488401

Below the table, there are navigation tabs: 'File Property Statements' (selected), 'File Exemptions', 'Details & Related', and 'Request Property Updates'. The main content area displays 'San Francisco Assessor Recorder' and a welcome message: 'Welcome to your Property record.' Below this, it states 'Based on your records, you are expected to file:' followed by a red-bordered box containing 'BOE-571-L - Leasing'. Underneath, there are two buttons: 'File Online' (highlighted with a red border) and 'Request Hardcopy'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button also highlighted with a red border.

2. The Taxpayer can refer to [Filing Form BOE-571-L and BOE-571-LA for Financial/Insurance Companies](#) for completing all sections of the form, with following variations:
 - a. In **Part I: General Information** section, the Taxpayer chooses **Leasing** as business type. Taxpayer is *not required* to enter *subtype of business*.

571-L - Leasing: Business Personal Property Statement

Property: ABC Leasing Company @

1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equipment \$0.00	4. Construction in Progress \$0.00	5. Leasehold Improvements \$0.00	Total Reported Cost \$0.00
-----------------------	------------------------	-------------------------------	---------------------------------------	-------------------------------------	--------------------------------------

My Property Location

Part I: General Info

Part II: Property Belonging to You

Part III: Property Belonging to Others

Submit

Part I: General Information

Complete (a) thru (g)

* a. Select type of business

Leasing

* Select subtype of business

--None--

b. Enter local telephone number

123-121-1212

* Email address

madhu.satrasala@publicissapient.com

Fax Number:

* c. Do you own the land at this business location?

Yes

* If yes, is the name on your deed recorded as shown on this statement?

Yes

* d. When did you start business at this location?

Oct 29, 2020

If your business name or location has changed from last year, enter the former name and/or location

Mickey Mouse

* e. Enter location of general ledger and all related accounting records

(include zip code):

MAIN STREE 350 BUSH ST
SAN FRANCISCO, 94104-9410

Edit

* f. Name of authorized person to contact at location of accounting records

Tom Hanks

* Telephone number of authorized person to contact at location of accounting records

123-123-1212

g. During the period of January 1, 2020 through December 31, 2020

* (1) Did any individual or legal entity (corporation, partnership, limited liability company, etc.) acquire a "controlling interest" (see instructions for definition) in this business entity?

Yes

* (2) If YES, did this business entity also own "real property" (see instructions for definition) in California at the time of the acquisition?

Yes

(3) If YES to both questions (1) and (2), filer must submit form BOE-100-B, Statement of Change in Control and Ownership of Legal Entities, to the State Board of Equalization. See instructions for filing requirements.

Remarks

Lessor's Remarks

Back

Next

Print PDF

- b. The Taxpayer, who is in leasing business/Lessor, can use **Part II: Property Belonging to You** section to provide the details of the assets that have been leased to other businesses. These businesses are required to provide additional documentation, **Leasing Schedule**, with details of the leases, type of lease (true or conditional) and lessees. The Taxpayer can click the **Upload Files** button to attach any relevant documentation to this filing along with **Leasing Schedule**.

571-L - Leasing: Business Personal Property Statement

Property: Dax's Leasing Co @

1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equipment \$0.00	4. Construction in Progress \$0.00	5. Leasehold Improvements \$0.00	Total Reported Cost \$0.00
-----------------------	------------------------	-------------------------------	---------------------------------------	-------------------------------------	--------------------------------------

My Property Location > Part I: General Info > **Part II: Property Belonging to You** > Part III: Property Belonging to Others > Submit

Part II: Declaration of Property Belonging to You

Below for your convenience, please find a list of assets reported last year. To make a change, please click on the pencil icon beside any asset to edit the value or click New to add a new asset not previously reported. Click Save to save changes; Cancel button will restore the list to when it was last saved. When finished, click Save and Next in order to move on to the next page of the form. If you need to remove an item, click on the pencil to change it's cost to \$0. If applicable, details related to recent acquisitions or disposals will be entered in the Schedule D in Part II, before you proceed to Part III.

Compare to Last Year's Assessed Costs

Cancel Save New

Please attach the details of your reported assets by clicking the 'Upload Files' button below. Note: This is required for leasing companies.

Add attachment

 Or drop files

You are still required to enter individual asset line items even if you upload a file. Uploading a file is meant to provide additional information if needed.

I certify that I have no individual Asset Classification Line Items

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost
<p>Cancel Save New</p> <p>Remarks</p>					

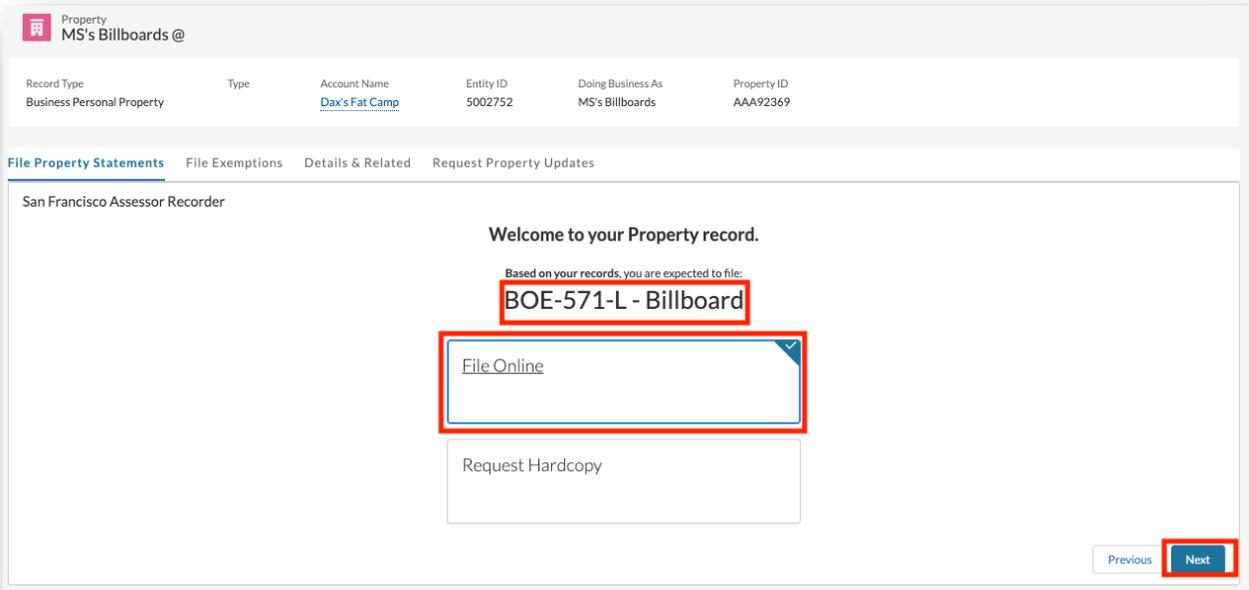
Back Next **Print PDF**

Filing Form BOE-571-L Billboard for Billboard Company

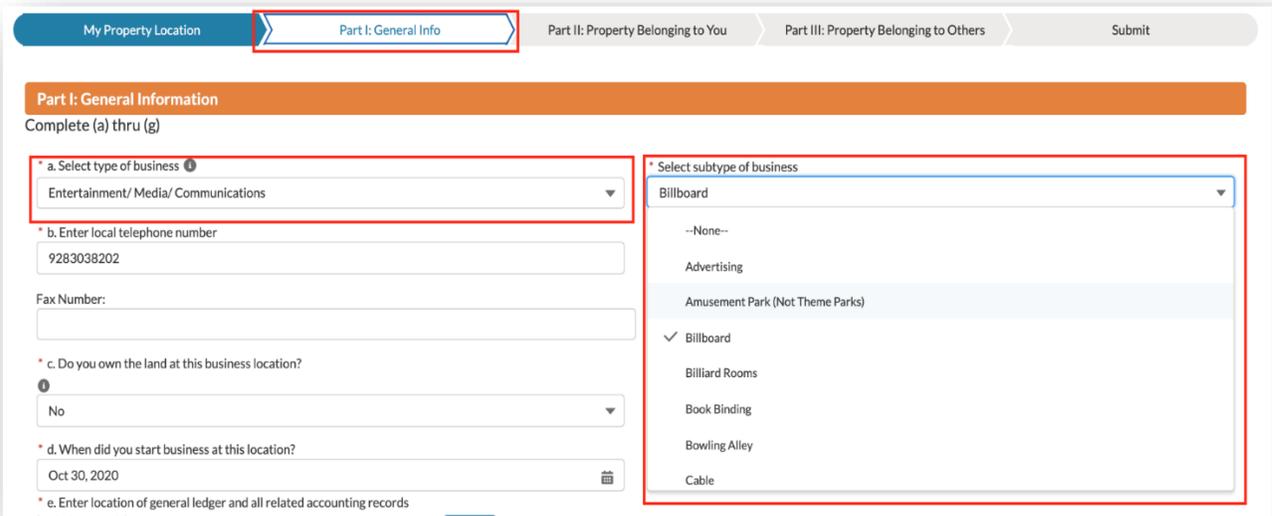
If the business property is a **Billboard Company**, the Taxpayer is required to submit **Form BOE-571L + Billboard Schedule**. This section details the process of filing **571-L – Billboard Business Personal Property Statement** on the Community Portal.

1. The Taxpayer navigates to the Property (Billboard Company), clicks on **File Online** link within **File Property Statements** tab and then clicks the **Next** button to start the filing process. Clicking **Next** button creates a 571-L Billboard statement for the property (if one does not already exist).

Note: The System shows the option to file using form **Billboard Company (BOE 571-L + Billboard Schedule)**



2. The Taxpayer can refer to [Filing Form BOE-571-L and BOE-571-LA for Financial/Insurance Companies](#) for completing all sections of the form, with following variations:
 - a. In **Part I: General Information** section, the Taxpayer chooses **Entertainment/Media/Communication** as business type and selects the appropriate subtype of their business.



- b. In **Part II: Property Belonging to You** section, the Taxpayer can attach/upload billboard schedule.

571-L - Billboard: Business Personal Property Statement

Property: MS's Billboards @

1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equipment \$0.00	4. Construction in Progress \$0.00	5. Leasehold Improvements \$0.00	Total Reported Cost \$0.00
-----------------------	------------------------	-------------------------------	---------------------------------------	-------------------------------------	--------------------------------------

My Property Location | Part I: General Info | **Part II: Property Belonging to You** | Part III: Property Belonging to Others | Submit

Part II: Declaration of Property Belonging to You

Below for your convenience, please find a list of assets reported last year. To make a change, please click on the pencil icon beside any asset to edit the value or click New to add a new asset not previously reported. Click Save to save changes; Cancel button will restore the list to when it was last saved. When finished, click Save and Next in order to move on to the next page of the form. If you need to remove an item, click on the pencil to change it's cost to \$0. If applicable, details related to recent acquisitions or disposals will be entered in the Schedule D in Part II, before you proceed to Part III.

[Compare to Last Year's Assessed Costs](#)

Cancel Save New

Please attach the details of your reported assets by clicking the 'Upload Files' button below. Note: This is required for leasing companies.

Add attachment

Upload Files Or drop files

You are still required to enter individual asset line items even if you upload a file. Uploading a file is meant to provide additional information if needed.

I certify that I have no individual Asset Classification Line Items

Asset Classification	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Description of This Year's Reported Cost

Cancel Save New

Back Next Print PDF

Filing Form BOE-571-L Statement

If the business property is not one of the following: **Financial or Insurance Company, Apartment, Short Term Rental, Leasing Company, Billboard Company, Biotech Company**, then the Taxpayer is required to submit **Form BOE-571-L**.

Note: The System shows the option to file using form **(BOE 571-L)**

Refer to Filing Form [BOE-571-L and BOE-571-LA for Financial/Insurance Companies](#) to file your BOE-571-L statement.

Filing a Vessel Property Statement (Includes 50 Ton Vessel Exemption)

This section details the process to file a 50 ton vessel exemption on the Community Portal.

1. On the Community Portal Home page, the Taxpayer clicks the vessel **Property Name** for which an exemption needs to be filed.

Home My Details Additional Resources

Welcome to the City and County of San Francisco Assessor-Recorder's new web portal

On our new web portal, you can electronically file your Statements and Exemptions Forms, review and manage your Business Accounts and Property Locations, as well as create customer support cases.

Getting Started in Community
To get started, click the button below to link your Business Accounts and Properties. You will be asked to input an Entity ID and Access PIN, which can be found on the Notice to File that was mailed this year. Once a Business Account is linked, you will be able to see all the associated Properties below. You may also link multiple Accounts and Properties.

Request a Replacement PIN
To request a replacement Entity ID and Access PIN to view information online, please request a [replacement notice](#). You may request this by navigating to the Additional Resources tab above and selecting General Inquiry which will create a customer service case with our office.

Accessing Additional Information
You can access additional information about your Accounts and Properties by clicking on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.

[Add Account/Property](#)

Filing Statements and Viewing Property Details
To file BPP statements and/or exemptions forms, select the appropriate Property listed below and choose the File Property Statements or File Exemptions tab to access our online filing system. You can also click on any of the Properties or Accounts linked to view information and request updates.

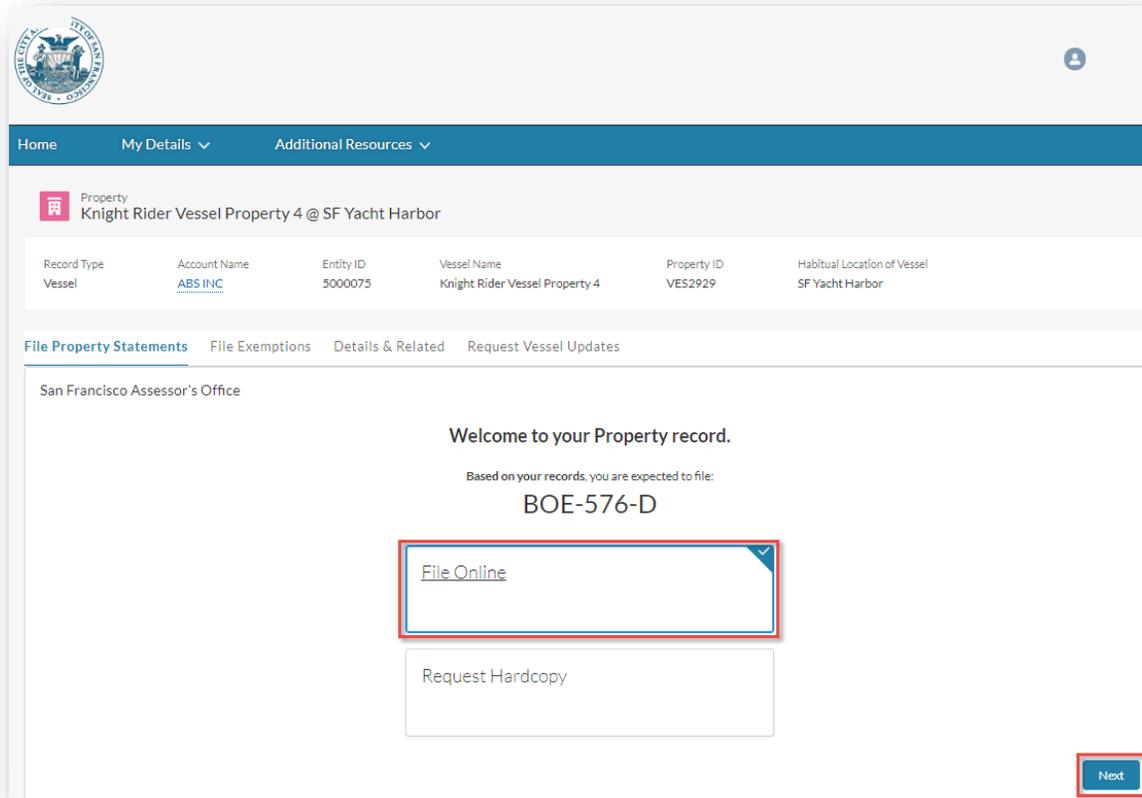
Properties Accounts/Businesses

Properties My Properties

3 items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated a few seconds ago

	Property Name ↑	Status	Account Name
1	APG @	Active	Anne's Pet Grooming
2	JenNY @ Treasure Island Marina	Active	Jerry's Yoga Experience
3	Jerry's Yoga Experience @	Active	Jerry's Yoga Experience

- The **File Property Statement** tab opens by default and the Taxpayer clicks the **File Online** link and clicks the **Next** button.



San Francisco Assessor's Office

Welcome to your Property record.

Based on your records, you are expected to file:
BOE-576-D

[File Online](#)

[Request Hardcopy](#)

[Next](#)

3. The Taxpayer reads the official statement and instructions and clicks the **Next** button.

Official Statement

BOE-576-D: VESSEL PROPERTY STATEMENT

A report on BOE-576-D is required of you by section 441(a) of the Revenue and Taxation Code (Code). The statement must be completed according to the instructions and filed with the Assessor on or before April 1. Failure to file it on time will compel the Assessor to estimate the value of your property from other information in the assessor's possession and add a penalty of 10 percent as required by Code section 463.

This statement is not a public document. The information contained herein will be held secret by the Assessor (Code section 451); it can be disclosed only to the district attorney, grand jury, and other agencies specified in Code section 408. Attached schedules are considered to be part of the statement. In all instances, you must return the original BOE-576-D.

General Instructions

ADDRESS BLOCK: Make necessary changes to assessee, mailing address, and enter all information that is applicable to your particular vessel.

1. PURCHASE INFORMATION: Enter the total original cost of the vessel as purchased. Include sales tax and all other relevant costs. If the vessel exceeds 27 feet in length a copy of your purchase agreement or invoice is required to be submitted with this statement.

9. CURRENT VESSEL CONDITION: Using the information below, check the line that reflects the condition of your vessel:

- NEW/BRISTOL:** is a vessel that is new or is maintained in mint or a fashion usually better than factory new — loaded with extras. Turnkey, no commissioning necessary.

ABOVE AVERAGE: Has had above average care and is equipped with extra electrical and electronic gear. A well-found vessel ready to go.

- AVERAGE:** Clean, ready for sale. Attractive inside and out, normally equipped. Mechanically sound, mid-time on mechanicals, and little or no additional work.

- GOOD:** Mechanically sound, requiring some interior and exterior cosmetic work. Some mechanicals on the down side of life expectancy.

- FAIR:** Cosmetics still show noticeable areas of wear and fading after cleanup. Mechanically sound but definitely on the down side of life. May require substantial yard work.

- POOR:** Vessel needs significant amount of structural yard repair. Most mechanicals, electronics, need overhaul or replacement. Cosmetics almost not restorable. Cost of repairs and restoration may exceed market value of the vessel.

10. INTENDED USE - COMMERCIAL FISHING, OCEANOGRAPHIC RESEARCH OR COMMERCIAL PASSENGER FISHING: A Vessel may be eligible for a special 4 percent assessment under the provisions of Code section 227 if the boat is engaged exclusively:

- In the taking and possession of fish or other living resource of the sea for commercial purposes.
- In instruction or research studies as an oceanographic research vessel.
- In carrying or transporting seven (7) or more people for commercial passenger fishing purposes and holds a current certificate of inspection issued by the United States Coast Guard.

If, in your opinion, the vessel meets the above criteria, obtain the BOE-576-E, *Affidavit for 4 Percent Assessment of Certain Vessels*, from the Assessor and file on or before February 15.

10. INTENDED USE - OTHER: If you file a Business Property Statement, or if this vessel is used in connection with any business, trade, or profession located within this County, enter the name and address of the business.

VESSEL EQUIPMENT LEASED, ADDED or RETIRED: If you lease equipment in connection with this vessel's operation, attach a schedule listing the name and address of the owner and description of the leased property cost if purchased, and annual rent. If you have added or retired equipment from date of acquisition of vessel to last day in December, last year, attach a schedule listing the description of equipment, the date added or retired, and the added or retired equipment's cost. Explain any major overhaul of the vessel, its engine, or other equipment.

DECLARATION BY ASSESSEE: The law requires that this property statement, regardless of where it is executed, shall be declared to be true under penalty of perjury under the laws of the State of California. The declaration must be signed by the assessee, a duly appointed fiduciary, or a person authorized to sign on behalf of the assessee. In the case of a **corporation**, the declaration must be signed by an officer or by an employee or agent who has been designated in writing by the board of directors, by name or by title, to sign the declaration on behalf of the corporation. In the case of a **partnership**, the declaration must be signed by a partner or an authorized employee or agent. In the case of a **Limited Liability Company (LLC)**, the declaration must be signed by an LLC manager, or by a member where there is no manager, or by an employee or agent designated by the LLC manager or by the members to sign on behalf of the LLC.

When signed by an employee or agent, other than a member of the bar, a certified public accountant, a public accountant, an enrolled agent or a duly appointed fiduciary, the assessee's written authorization of the employee or agent to sign the declaration on behalf of the assessee must be filed with the Assessor. The Assessor may at any time require a person who signs a property statement and who is required to have written authorization to provide proof of authorization.

A property statement that is not signed and executed in accordance with the foregoing instructions is not validly filed. The penalty imposed by Code section 463 for failure to file is applicable to unsigned property statements.

VETERANS EXEMPTION: To file a Claim for Veterans' Exemption on the declared vessel, obtain BOE-261 from the Assessor. The exemption claim must be filed on or before February 15. No such exemption shall apply if (a) the unmarried veteran or unmarried pensioned parent owns property valued at \$5,000 or more, (b) a married veteran or married pensioned parent who, together with the spouse, owns property valued at \$10,000 or more, or (c) the unmarried widow or widower of a deceased veteran owns property in excess of \$10,000.

HOMEOWNERS EXEMPTION: If the declared vessel is your principal place of residence, and you have not previously filed a Claim for Homeowners' Property Tax Exemption stating this fact, obtain BOE-266 from the Assessor. The exemption claim must be filed on or before February 15.

ARMED FORCES MEMBERS EXEMPTION: If you are not a resident of the State of California, but are in this state solely by the reason of compliance with military orders, you may declare tax situs elsewhere by filing BOE-261-D, Service members Civil Relief Act Declaration. Obtain the declaration form from the Assessor or from your unit Legal Officer.

OVER 50 NET TONS EXEMPTION: If your vessel is over 50 net tons burden, certified and engaged in the transportation of freight or passengers, complete the form and send with a copy of the vessel document and the U.S. Coast Guard or SOLAS certificate.

Save Print PDF

Next

4. The Taxpayer enters required information marked with a red asterisk (*), enters other general information about their vessel, and clicks the **Next** button.

BOE-576-D: VESSEL PROPERTY STATEMENT

For Assessor's Use Only

Vessel Id

A5000008

Vessel Name

Vessel Property

Name and Mailing Address

* Account Name

Test Account

* Contact Name

Vessel Property

 This is where your correspondences will be mailed to

Mailing Care Of

* Mailing Street Number

66

Mailing Street Fraction

--None--

Mailing Street Pre-Direction

--None--

* Mailing Street Name

Ceres

* Mailing Street Type

Street

Mailing Unit Type

--None--

Mailing Unit Number

* Mailing City

San Francisco

* Mailing State

California

* Mailing Postal Code

94124

Mailing Postal Code Extension

9412

* Mailing Country

United States of America

Save Print PDF

- 5. The Taxpayer completes **Section I** of the form by entering the required information marked with a red asterisk (*) on vessel and registration, then clicks the **Next** button.

INSTRUCTIONS GENERAL INFO **SECTION I** SECTION II SECTION III DECLARATION

Section I: Must be completed Annually

* **Vessel Name**

* **CF Number/Vessel Registration Number**

The vessel ID issued by either DMV or US Coast Guard

Vessel ID Type

Select whether the CF Number/Vessel Registration Number entered previously was provided by the DMV or US Coast Guard

* **Habitual Location of Vessel**

Slip Number

* **Telephone Number**

Save

◀ Previous **Next ▶**

- The Taxpayer filing for the first time or making changes within the last calendar year must fill **Section II** of the form. The Taxpayer completes this by providing purchase information and vessel classifications. In order to qualify for a 50-ton vessel exemption, a Taxpayer must enter **Net Tons** as **50 or greater**. The Taxpayer must enter required information marked with a red asterisk (*) before proceeding to the next step, then clicks the **Next** button.

INSTRUCTIONS GENERAL INFO SECTION I **SECTION II** SECTION III DECLARATION

BOE-576-D: VESSEL PROPERTY STATEMENT

Section II: Complete if First Time Filing or if any Change Within the Last Calendar Year

<p>* Vessel Manufacturer Boeing</p> <p>* Vessel Year 2015 <small>Vessel Manufacture Year</small></p> <p>* Length 42.00 <small>Measured in feet</small></p> <p>Draft <small>Measured in feet</small></p> <p>Gross Tons</p> <p>Engine Manufacturer</p> <p>Number of Engines 1</p> <p>Engine Year 2006</p> <p>Taxes Paid \$ <small>Taxes Paid in the previous year</small></p>	<p>Vessel Model CAT-1969</p> <p>HIN <small>Hull Identification Number</small></p> <p>Beam <small>Measured in feet</small></p> <p>Vessel Displacement</p> <p>Net Tons 60.00 <small>Coast Guard Documented</small></p> <p>Engine Model</p> <p>Engine HP Each 39.00 <small>Vessel Engine horsepower, for each individual engine if there are more than one.</small></p> <p>Last County Assessed</p> <p>Date Vessel First Moved to County mm/dd/yyyy</p>
--	---

If Net Tons is >50, a vessel exemption will be generated.

1. Purchase Information

<p>Purchase From</p> <p><input type="checkbox"/> Purchased with Engine?</p> <p>Address (city, county, state, zip code)</p>	<p>Purchase Price \$</p> <p><input type="checkbox"/> Purchased with Trailer?</p> <p>Purchase Date mm/dd/yyyy</p>
--	--

Sale Information

<p>Sold To</p> <p><input type="checkbox"/> Sold with Engine?</p> <p>Address (city, county, state, zip code)</p>	<p>Sale Price \$</p> <p><input type="checkbox"/> Sold with Trailer?</p> <p>Sale Date mm/dd/yyyy</p>
---	---

Removal Information

Vessel Permanently Removed from County

Address moved To (city, county, state, zip code)

Removal Date
mm/dd/yyyy

Vessel Classifications

*** Boat Type**
Power Boat

Vessel Classifications

<p>* Power Boat Type Motor Yacht</p> <p>Hull Type --None--</p> <p>Hull Material --None--</p> <p>* Condition When Purchased Average</p> <p>* Current Vessel Condition Average</p> <p>Intended Use Other</p> <p>Intended Use - Other Service business</p> <p>Propulsion --None--</p> <p>Engine Fuel Type --None--</p>	<p>Power Boat Type - Other</p> <p><small>This is required to fill out if you select Other as the Power Boat Type.</small></p>
--	--

- The Taxpayer completes **Section III** of the form by providing loss information. The Taxpayer can attach additional documentation, if needed, to support the statement, then click the **Next** button.

INSTRUCTIONS GENERAL INFO SECTION I SECTION II **SECTION III** DECLARATION

BOE-576-D: VESSEL PROPERTY STATEMENT

Section III: Loss

Explain exact nature of loss and include all supporting documentation, i.e., accident report, police report, Coast Guard report or insurance report. **Note:** If repossessed, include a copy of the original repossession notification from the lending institution.

ADDITIONS/MODIFICATIONS - Explain any additional modifications to the vessel since purchase, i.e., extension, railing, upper deck or cabin, canopy, flybridge, interior, or cabinetry.

ATTACH STATEMENT REGARDING ANY ADDITIONAL INFORMATION YOU FEEL WOULD ASSIST US IN VALUING YOUR VESSEL. IF OWNERSHIP TYPE IS LLC, PLEASE ATTACH A LIST OF MEMBERS NAMES.

Choose File No file chosen

Upload document

Action	Document Name	Update Date/Time

Save Print PDF Previous Next

- The Taxpayer must enter required information marked with a red asterisk (*), then signs the declaration and clicks the **Submit** button.

Declaration by Assessee

BOE-576-D: VESSEL PROPERTY STATEMENT

Note: The following declaration must be completed and signed. If you do not do so, it may result in penalties.

I certify (or declare) under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the assessee in this statement at 12:01 a.m. on January 1, 2021.

Ownership Type

Proprietorship

*** Signature of Assessee or Authorized Agent**

Sig

Date

The Signature Date will be populated upon submission.

*** Title**

Mr.

*** Name of Assessee or Authorized Agent**

David Bill

*** Name of Legal Entity (other than DBA)**

Vessel Property

Federal Employer ID Number

Enter FEIN (also known as Tax ID). Please do not enter SSN.

*** Preparer's Title**

Mr.

*** Preparer's Name**

Don Joe

*** Preparer's Address**

68 Dakota St
San Francisco, California(CA), 94107

*** Preparer's Telephone**

(415) 647-1268

*** Preparer's Email Address**

THIS STATEMENT IS SUBJECT TO AUDIT

Submit

Save Print PDF

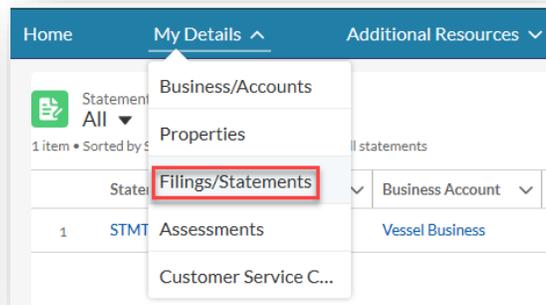
Previous

- The Taxpayer receives an email informing them of their filing along with details related to the statement.



10. The Taxpayer receives automated exemption approval or denial notice via email.

11. The Taxpayer can view the submitted statement by navigating to the **My Details** menu and clicking the **Filings/Statements** menu item. The Taxpayer clicks the **Statement Number** to view its details.



Statements
All

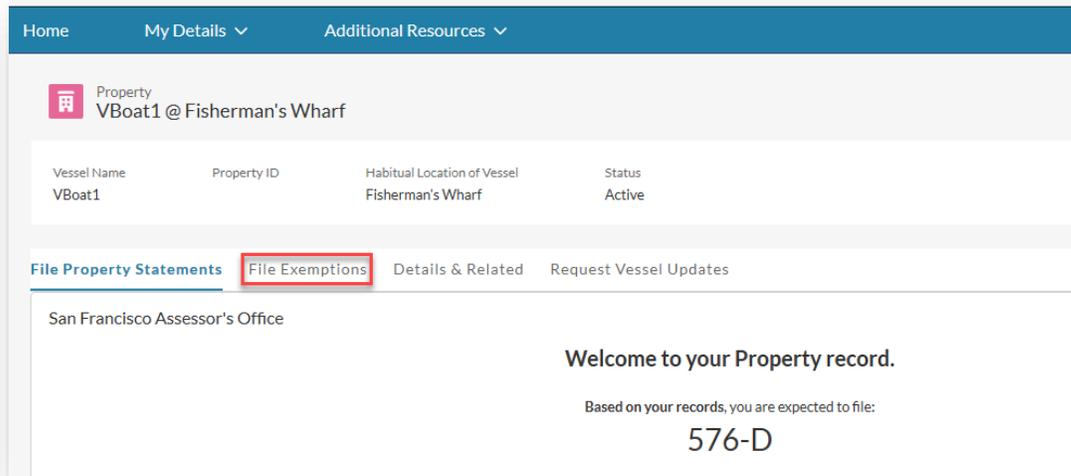
9 items • Sorted by Statement Number • Filtered by All statements

	State...	Amend...	Busines...	Property	Form	Status	File Date	As...	File...
1	STMT-00000		Test Account	Test BPP 1 @	BOE-571-STR - Short-Term Rental Property Statement	Processed	10/30/2020	2021	eFile
2	STMT-00001	STMT-00000	Test Account	Test BPP 1 @	BOE-571-STR - Short-Term Rental Property Statement	Processed	10/30/2020	2021	eFile
3	STMT-00002		Test Account	Test BPP 2 @	BOE-571-STR - Short-Term Rental Property Statement	Processed	10/30/2020	2021	eFile
4	STMT-00006		Test Account	Rental Property @	BOE-571-R - Business Apartment Statement	Processed	11/6/2020	2021	eFile
5	STMT-00007	STMT-00002	Test Account	Test BPP 2 @	BOE-571-STR - Short-Term Rental Property Statement	Processed	11/6/2020	2021	eFile
6	STMT-00008		Test Account	L Form Property @	BOE-571-L & BOE-571-LA - Financial Institution or Insurance Co...	Processed	11/6/2020	2021	eFile
7	STMT-00009	STMT-00000	Test Account	Test BPP 1 @	BOE-571-STR - Short-Term Rental Property Statement	Processed	11/6/2020	2021	eFile
8	STMT-00010		Test Account	Rental Property 2 @	BOE-571-R - Business Apartment Statement	Processed	11/6/2020	2021	eFile
9	STMT-00011		Test Account	Vessel Property @ Fisherman's Wharf	BOE-576-D - Vessel Property Statement	Processed	11/6/2020	2021	eFile

Filing a Vessel Exemption (4% affidavit)

This section details the process to file an online vessel exemption for 4% affidavit.

1. On the Community Portal Home page, the Taxpayer selects the vessel Property for which an exemption needs to be filed and clicks the **File Exemptions** tab.

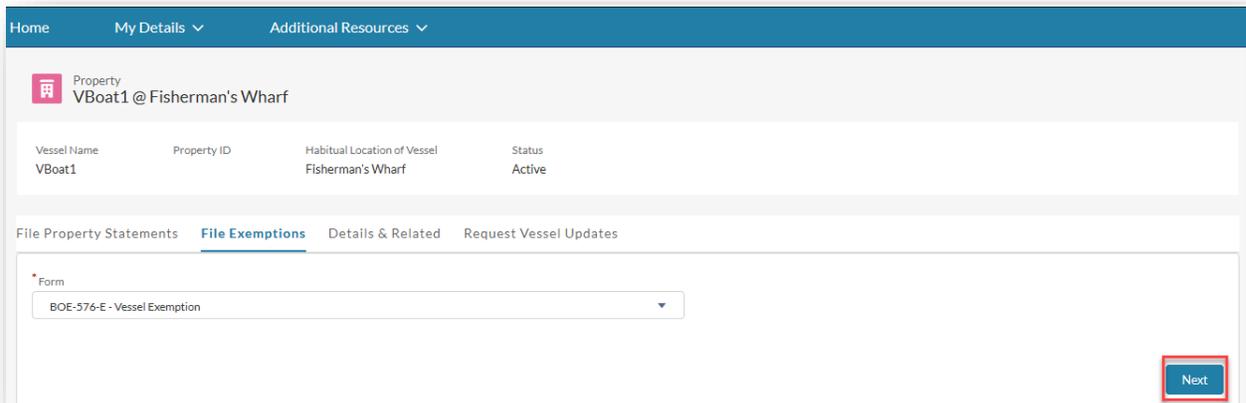


The screenshot shows the Community Portal Home page for a property named 'VBoat1 @ Fisherman's Wharf'. The page has a blue header with 'Home', 'My Details', and 'Additional Resources' dropdown menus. Below the header, there is a property icon and name. A table displays vessel information:

Vessel Name	Property ID	Habitual Location of Vessel	Status
VBoat1		Fisherman's Wharf	Active

Below the table, there are four tabs: 'File Property Statements', 'File Exemptions' (highlighted with a red box), 'Details & Related', and 'Request Vessel Updates'. The main content area shows 'San Francisco Assessor's Office' and a welcome message: 'Welcome to your Property record. Based on your records, you are expected to file: 576-D'.

2. The form BOE-576-E Vessel Exemption is already selected, and the Taxpayer clicks the **Next** button.



The screenshot shows the Community Portal Home page for the same property. The 'File Exemptions' tab is now selected and highlighted with a blue underline. Below the tabs, there is a 'Form' dropdown menu with 'BOE-576-E - Vessel Exemption' selected. A blue 'Next' button is highlighted with a red box in the bottom right corner of the form area.

3. The **General Information** pages displays with instructions for completing the form. The Taxpayer reads this section. On any of the pages, the Taxpayer can click the **Print PDF** button to print the form in PDF format and can click the **Save** button to save the information filled out in the form and resume form completion at a later time. The Taxpayer clicks the **Next** button to proceed to the next page.

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION VESSEL INFORMATION CERTIFICATION **Form completion status bar**

General Information

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Revenue and Taxation Code section 227 states: "A documented vessel, as defined in Section 130, shall be assessed at 4 percent of its full cash value only if the vessel is engaged or employed exclusively in any of the following:

(a) In the taking and possession of fish or other living resource of the sea for commercial purposes.

(b) In instruction or research studies as an oceanographic research vessel.

(c) In carrying or transporting seven or more people for hire for commercial passenger fishing purposes and holds a current certificate of inspection issued by the United States Coast Guard.

A vessel shall not be deemed to be engaged or employed in activities other than the carrying or transporting of seven or more persons for hire for commercial passenger fishing purposes by reason of that vessel being used occasionally for dive, tour, or whale watching purposes. For purposes of this subdivision, 'occasionally' means 15 percent or less of the total operating time logged for the immediately preceding assessment year."

Revenue and Taxation Code section 275.5 states: "If a person claiming classification of a vessel as a documented vessel eligible for assessment under Section 227 fails to file the affidavit required by Section 254 by 5 p.m. on February 15 of the calendar year in which the fiscal year begins, but files that affidavit on or before the following August 1, the assessment shall be reduced in a sum equal to 80 percent of the reduction that would have been allowed had the affidavit been timely filed."

Save Print PDF **Next**

- On the Filing Year page, the **Claim Fiscal Year** is pre-filled. The Taxpayer clicks the **Next** button to proceed to the next page.

GENERAL INFORMATION **FILING YEAR** APPLICANT INFORMATION VESSEL INFORMATION CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

20__ Affidavit for 4 Percent Assessment of Certain Vessels

Claim Fiscal Year

2020 **Year is pre-filled**

This claim must be filed by February 15, 2020.

To receive the full benefit of the reduced assessment, file this affidavit with the Assessor by February 15. If the affidavit is filed between February 16 and August 1, 80% of the reduced assessment is available.

Save Print PDF **Next**

- The Taxpayer completes the **Applicant Information** section of the form. The Taxpayer enters the required information marked with a red asterisk (*) before proceeding to the next step, then clicks the **Next** button.

[GENERAL INFORMATION](#) [FILING YEAR](#) **[APPLICANT INFORMATION](#)** [VESSEL INFORMATION](#) [CERTIFICATION](#)

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

*** Applicant First Name** Applicant Middle Name

*** Applicant Last Name** Applicant Title

Corporation, Partnership, DBA

Mailing Care Of *** Mailing Street Number**

Mailing Street Fraction **Mailing Street Pre-Direction**

*** Mailing Street Name** *** Mailing Street Type**

Mailing Unit Type **Mailing Unit Number**

*** Mailing City** *** Mailing State**

*** Mailing Postal Code** **Mailing Postal Code Extension**

Mailing Country

Save Print PDF

6. For the **Vessel Information** page of the application, the below table summarizes the dynamic field display logic based on the Taxpayer selections:

User Selection	Associated Required Fields Displayed on the Form
United States Coast Guard	Vessel Name Port of Documentation Fish and Game Boat Number Vessel Activity Commercial Fishing Fish and Game Boat Number Commercial Passenger Fishing

User Selection	Associated Required Fields Displayed on the Form
California Department of Motor Vehicles	CF Number Fish and Game Boat Number Vessel Activity Commercial Fishing Fish and Game Boat Number Commercial Passenger Fishing

7. The Taxpayer completes the **Vessel Information** section of the form. The Taxpayer enters the required information marked with a red asterisk (*) before proceeding to the next step, then clicks the **Next** button.

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION **VESSEL INFORMATION** CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Complete the following, as applicable:

* The applicant or organization is the owner of a vessel that is:

registered by the California Department of Motor Vehicles

CF number:

ZA5678

The vessel is engaged or employed *exclusively* in one or more of the following activities:

Commercial Fishing Oceanographic Research Commercial Passenger Fishing

Taking and possession of fish or other living resource of the sea for commercial purposes.

Instruction or research studies as an oceanographic research vessel. Attach evidence of official classification by United States Department of Homeland Security or Coast Guard, and attach a contract, statement, or agreement from a recognized college, university, government agency, private foundation, or organization outlining the nature of research and time duration.

Carrying or transporting seven or more people for hire for commercial passenger fishing purposes, and holds a current certificate of inspection issued by the United States Coast Guard (attach a copy). A vessel shall not be deemed to be engaged or employed in activities other than the carrying or transporting of seven or more persons for hire for commercial passenger fishing purposes by reason of that vessel being used occasionally for dive, tour, or whale-watching purposes. For purposes of this subdivision, occasionally means 15 percent or less of the total operating time logged for the immediately preceding assessment year.

Fish & Game Boat Number

A007

i If Commercial Fishing or Commercial Passenger Fishing are checked above, provide the Fish & Game Boat Number

Save Print PDF Previous **Next**

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION **VESSEL INFORMATION** CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Complete the following, as applicable:

* The applicant or organization is the owner of a vessel that is:

documented by the United States Coast Guard

* Vessel name: VBoat1 @ Fisherman's Wharf, * Port of documentation: San Francisco

The vessel is engaged or employed *exclusively* in one or more of the following activities:

Commercial Fishing Oceanographic Research Commercial Passenger Fishing

Taking and possession of fish or other living resource of the sea for commercial purposes.

Instruction or research studies as an oceanographic research vessel. Attach evidence of official classification by United States Department of Homeland Security or Coast Guard, and attach a contract, statement, or agreement from a recognized college, university, government agency, private foundation, or organization outlining the nature of research and time duration.

Carrying or transporting seven or more people for hire for commercial passenger fishing purposes, and holds a current certificate of inspection issued by the United States Coast Guard (attach a copy). A vessel shall not be deemed to be engaged or employed in activities other than the carrying or transporting of seven or more persons for hire for commercial passenger fishing purposes by reason of that vessel being used occasionally for dive, tour, or whale-watching purposes. For purposes of this subdivision, occasionally means 15 percent or less of the total operating time logged for the immediately preceding assessment year.

Fish & Game Boat Number: A007

If Commercial Fishing or Commercial Passenger Fishing are checked above, provide the Fish & Game Boat Number

Save Print PDF Previous **Next**

8. Depending on the vessel engagement selection, the Taxpayer may be required to upload documentation to help processing of the form and select the acknowledgement checkbox.
9. The following table summarizes the type of documentation to be uploaded:

User Selection	Associated Documentation
Commercial Fishing	N/A
Oceanographic Research	Evidence of official classification by United States Department of Homeland Security or Coast Guard, and have attached a contract, statement, or agreement from a recognized college, university, government agency, private foundation, or organization outlining the nature of research and time duration
Commercial Passenger Fishing	Current certificate of inspection issued by the United States Coast Guard

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION VESSEL INFORMATION **VESSEL UPLOAD** CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Upload File(s)

Browse... No file selected.

Upload document

Action	Document Name	Update Date/Time
<input checked="" type="checkbox"/> I have uploaded a current certificate of inspection issued by the United States Coast Guard*		

Save **Print PDF** **Previous** **Next**

Based on your previous response, you're required to submit supporting information. Please choose your file(s) below then click the Upload document button

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION VESSEL INFORMATION **VESSEL UPLOAD** CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Upload File(s)

Browse... No file selected.

Upload document

Action	Document Name	Update Date/Time
<input checked="" type="checkbox"/> I have uploaded evidence of official classification by United States Department of Homeland Security or Coast Guard, and have attached a contract, statement, or agreement from a recognized college, university, government agency, private foundation, or organization outlining the nature of research and time duration.*		

Save **Print PDF** **Previous** **Next**

Based on your previous response, you're required to submit supporting information. Please choose your file(s) below then click the Upload document button

10. The Taxpayer signs and submits the form by clicking the **Submit** button.

GENERAL INFORMATION FILING YEAR APPLICANT INFORMATION VESSEL INFORMATION CERTIFICATION

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Certification

*** Signature of Applicant** **Signature Date**

Sig

The Signature Date will be populated upon submission.

Applicant Title

Mr.

i I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

Whom should we contact during normal business hours for additional information?

Name	E-mail Address	Daytime Telephone
<input type="text" value="John Doe"/>	<input type="text" value=""/>	<input type="text" value="(415) 647-1268"/>

Form Submission

Once you have filled out all the required information in each section, you will be able to submit this form.

THIS STATEMENT IS SUBJECT TO AUDIT

11. A completion certificate is issued to the Taxpayer. The Taxpayer can click the **View Statement** link to view the detailed statement.

07/29/2020 EFile: Certification Complete

Carmen Chu
Assessor-Recorder
1155 Market Street, 5th Floor
San Francisco, CA 94103
(415) 554-5531
askbpp@sf.gov.org
Log Off

Property Id :

BOE-576-E Statement - 2020

Certification Complete

Thank you for electronically filing form BOE-576-E. Listed below is your confirmation number.

Statement Type: BOE-576-E
Property Id:
Confirmation Number: STMT-00807
Date of Submission: Jul 29,2020,11:12:15 PM

You may view your e-Filed statement by clicking "View Statement" below.

[View Statement](#) Link to view submitted statement

12. The Taxpayer receives an email informing them of their filing along with details related to the statement.

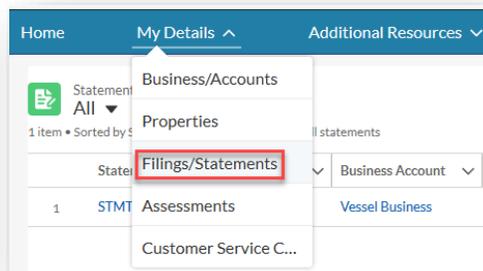


13. The Taxpayer receives an automated exemption approval or denial notice via email.

Amending a Filed Statement

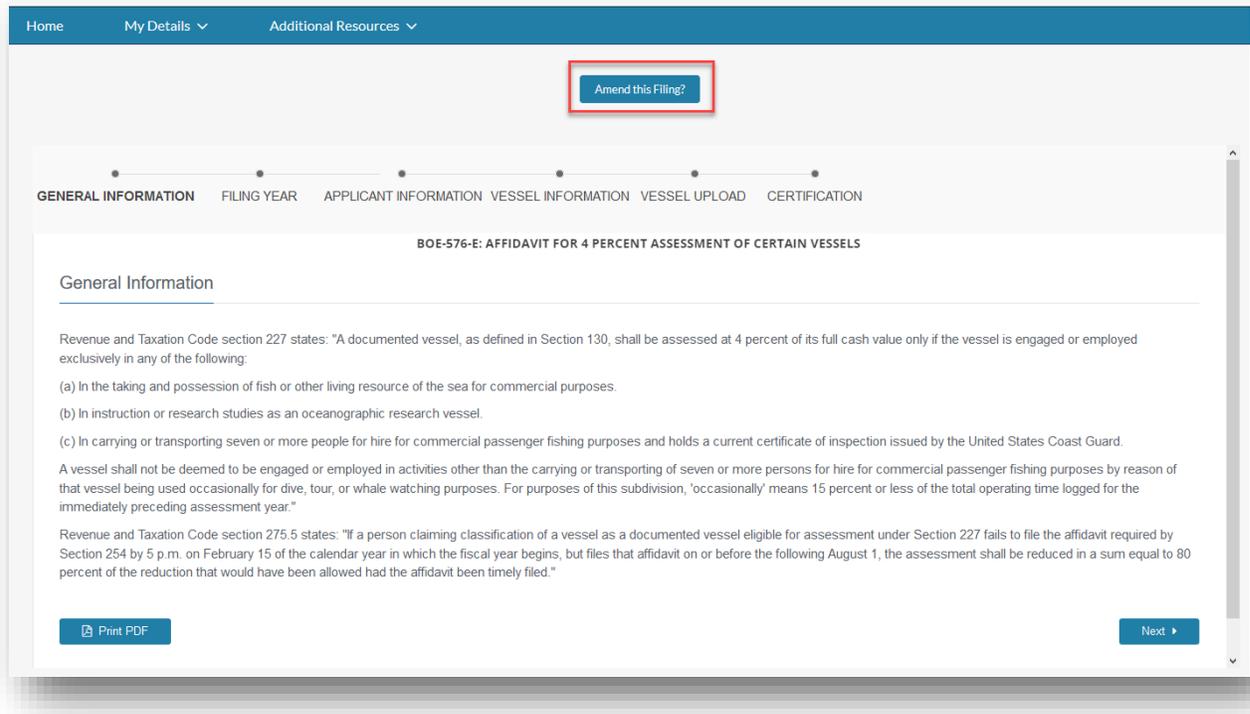
This section details the process that a Taxpayer can follow to amend an existing statement. Post amendment, a new statement is created from the previously submitted statement.

1. The Taxpayer can access a previously filed statement by navigating to the **My Details** menu and clicking the **Filings/Statements** menu item. The Taxpayer can click the **Statement Number** to view its details.



Statement N...	Amended...	Business Account	Property	Form	Status	File Date	Assessme...	Filing Me...
1		Vessel Business	VBoat1 @ Fisherman's Wharf	BOE-576-E - Vessel Exemption	Submitted	7/29/2020	2020	eFile

- The Taxpayer clicks the **Amend this Filing?** button to modify an existing statement. This feature can be used for amending BPP electronic filings as long as assessment year is still open to accept amendments. For exemptions, the Taxpayer can submit amendments, and ASR can process these as allowed by policy and law.



- Taxpayer can update the form, upload the file, sign it and click the **Submit** button. The **Date of Submission** on the certificate updates to reflect current date and time.

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS

Certification



I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

* Signature of Applicant

Signature Date

The Signature Date will be populated upon submission.

Applicant Title

Whom should we contact during normal business hours for additional information?

Name

E-mail Address



Daytime Telephone

Form Submission

Once you have filled out all the required information in each section, you will be able to submit this form.

THIS STATEMENT IS SUBJECT TO AUDIT

 Save

- The Taxpayer can print the certificate or save the certificate as a PDF on their local computer by clicking the **Print** button. The Taxpayer can view the certificate within the Community Portal by clicking the **View Statement** button.



Certification Complete

Thank you for electronically filing. Listed below is your confirmation number.

Statement Type: BOE-576-E - Vessel Exemption

Property Id: A5492931

Confirmation Number: STMT-01708

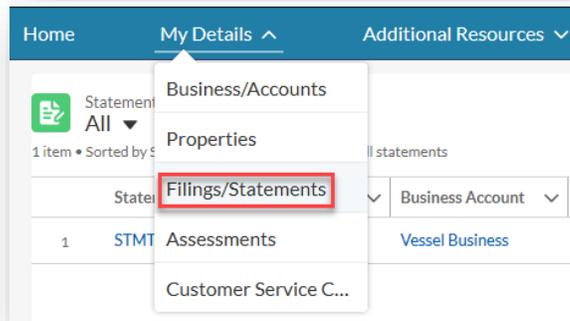
Date of Submission: November 2, 2020

You may view your e-Filed statement by clicking "View Statement" below.

[Print](#)

[View Statement](#)

5. The Taxpayer can view the amended statement by navigating to the **My Details** menu and clicking the **Filings/Statements** menu item. The amended statement has the **Amended From** information associated with it.



The screenshot shows the 'Statements' table with two rows. The second row is highlighted with a red box. The table has columns for Statement N., Amended From, Business Account, Property, Form, Status, File Date, Assessm..., and Filing M... The second row contains the following data: 2, STMT-00808, STMT-00807, Vessel Business, VBoat1 @ Fisherman's Wharf, BOE-576-E - Vessel Exemption, Submitted, 7/30/2020, 2020, eFile.

Statement N...	Amended From	Business Account	Property	Form	Status	File Date	Assessm...	Filing M...	
1	STMT-00807	Vessel Business	VBoat1 @ Fisherman's Wharf	BOE-576-E - Vessel Exemption	Submitted	7/29/2020	2020	eFile	
2	STMT-00808	STMT-00807	Vessel Business	VBoat1 @ Fisherman's Wharf	BOE-576-E - Vessel Exemption	Submitted	7/30/2020	2020	eFile

Filing an Institutional Exemption

This section details the process to file an institutional exemption on the Community Portal. The following exemptions are available for the Taxpayer to file:

#	Form Name
1	BOE-267-S - Religious Exemption
2	BOE-267-A- Welfare Exemption (Annual)
3	BOE-267- Welfare Exemption (First Filing)
4	BOE-260 - Work of Art Exemption
5	BOE-268-B - Free Public Library or Museum Exemption
6	BOE-262-AH - Church Exemption
7	BOE-264-AH - College Exemption

1. On the Community Portal Home page, the Taxpayer clicks the BPP **Property Name** for which an exemption needs to be filed.

The screenshot displays the user interface of the City and County of San Francisco Assessor-Recorder's web portal. At the top, there is a navigation bar with 'Home', 'My Details', and 'Additional Resources'. A welcome message is centered on the page. Below the welcome message, there are three informational sections: 'Getting Started in Community', 'Request a Replacement PIN', and 'Accessing Additional Information'. A blue button labeled 'Add Account/Property' is positioned below these sections. The 'Properties' section is active, showing a table of properties. The table has columns for 'Property Name', 'Status', and 'Account Name'. The table contains four rows, with the last row, 'Jerry's Yoga Experience @', highlighted with a red box.

Property Name	Status	Account Name
1 APG @	Active	Anne's Pet Grooming
2 APG @	Active	Anne's Pet Grooming
3 JenNY @ Treasure Island Marina	Active	Jerry's Yoga Experience
4 Jerry's Yoga Experience @	Active	Jerry's Yoga Experience

2. The Taxpayer clicks the **File Exemptions** tab.

3. The Taxpayer selects an exemption type and clicks the **Next** button.

4. The below table summarizes the various sections for each type of exemption form. Once the form is selected, the first page displayed contains the **Instructions** for the form. The Taxpayer reads the instructions to determine all requirements to file the needed exemption.

#	Form Name	Sections of the Form	Conditions for Submission
1	BOE-267-S - Religious Exemption	Instructions Filing Years Applicant Info Property Info Use of Property Contact Info Certification	The Instructions section explains all of the requirements and conditions for filing this exemption. The Submit button on the Certification page will not appear if these conditions are not met: <ul style="list-style-type: none"> On the Use of Property page, question #7: Is there a sanctuary (church) on or adjacent to this property? On the Use of Property page, question #9: Are bingo games being operated on this property?
2	BOE-267-A- Welfare Exemption (Annual)	Instructions Filing Info Property Info	The Submit button on the Certification page will not appear if these conditions are not met:

#	Form Name	Sections of the Form	Conditions for Submission
		Exemption Info (P.1) Exemption Info (P.2) Contact Info Certification	<ul style="list-style-type: none"> • On the <i>Exemption Info (P.2)</i> page, question #5: <i>Is any portion of the property used for living quarters (other than transitional or emergency shelter, low-income housing or housing for the elderly or handicapped listed under questions 6 or 7)?</i> • On the <i>Exemption Info (P.2)</i> page, question #6: <i>Is this property used as low-income housing?</i> • On the <i>Exemption Info (P.2)</i> page, question #7: <i>Is this property used as a housing for the elderly or handicapped?</i> • On the <i>Exemption Info (P.2)</i> page, question #8: <i>Do other persons or organizations use any of this property?</i> • On the <i>Exemption Info (P.2)</i> page, question #9: <i>Did this or any portion of this property generate taxable "unrelated business taxable income," as defined in section 512 of the Internal Revenue Code?</i> • On the <i>Exemption Info (P.2)</i> page, question #10: <i>Have the organization's income and/or expenses increased by more than 25 percent since last year?</i>
3	BOE-267- Welfare Exemption (First Filing)	Instructions Filing Info Property Identification Property Type(s) Use of Property Exemption Info Contact Info Certification	<p>The Submit button on the Certification page will not appear if these conditions are not met:</p> <ul style="list-style-type: none"> • On the Filing Info page, question: <i>Filed For OCC With The Board?</i> <p>Please refer to the Instructions page to see all requirements for this exemption.</p>
4	BOE-260 - Work of Art Exemption	Instructions Filing Year Claimant Info Work of Art Info	N/A

#	Form Name	Sections of the Form	Conditions for Submission
		Certification Director Certification	
5	BOE-268-B - Free Public Library or Museum Exemption	Filing Info Addresses Exemption Info Attachments Owned Property Contact Info Certification	Please refer to the Instructions page to see all requirements for this exemption
6	BOE-262-AH - Church Exemption	Filing Info Addresses Church Info (P.1) Church Info (P.2) Contact Info Certification	The Submit button on the Certification page will not appear if these conditions are not met: <ul style="list-style-type: none"> On the Church Info (P.1) page, question #6: School or Day Care Operated at this Location? On the Church Info (P.2) page, question #9: Are bingo games being operated on this property? On the Church Info (P.2) page, question #10: Is any portion of this property being used for living quarters for any person?
7	BOE-264-AH - College Exemption	Filing Info Addresses Property Info (P.1) Property Info (P.2) Attachments Certification	Please refer to the Instructions page to see all requirements for this exemption

- The Taxpayer navigates to the form. The Taxpayer reads the **Instructions** and completes the various sections of the form. The Taxpayer must provide information marked with a red asterisk (*) before proceeding to the next step. On each page of the forms, the Taxpayer can click the **Save** button to save the changes and click the **Print PDF** button to print the form in PDF format. The Taxpayer can also return to the previous page of the form by clicking the **Previous** button. When all required fields are entered in the current page of the form, the Taxpayer clicks the **Next** button to proceed to the next page. *Note:* Navigating to a different section by clicking on the section in the status bar does not save the contents. The Taxpayer must click the **Save** button to actually save the contents entered so far.

Below are examples of the Religious Exemption form pages.

6. **Instructions:** Upon selecting **BOE-267-S - Religious Exemption**, the **Instructions** for filing this form are displayed. The Taxpayer reads all of the instructions to understand the required information for filing this form. The Taxpayer clicks the **Next** button to proceed to the next step.

INSTRUCTIONS FILING YEARS APPLICANT INFO PROPERTY INFO USE OF PROPERTY CONTACT INFO CERTIFIC

INSTRUCTIONS FOR FILING A CLAIM FOR RELIGIOUS EXEMPTION FROM PROPERTY TAX

BOE-267-S: RELIGIOUS EXEMPTION

This affidavit is required under the provisions of sections 206.1, 207, 207.1, 214.4, 251, 255, 257, 257.1, 260, 270, and 271 of the Revenue and Taxation Code.

GENERAL INFORMATION

The Religious Exemption may be claimed on property owned by a religious organization and used exclusively for religious purposes. This includes religious worship and school purposes, including preschools, nursery schools, kindergartens, schools of less than collegiate grade, or schools of collegiate grade and less than collegiate grade. The exemption is also available if another church uses the property part time for religious worship and operates a school, provided that the owner church continues to conduct worship services on the property. Property used for school purposes only, where there are no church services, does not qualify for the Religious Exemption but may qualify for the Welfare Exemption.

The law provides for one-time filing for the Religious Exemption by the claimant and the annual mailing of a termination notice by the Assessor. Penalties for failure to terminate the exemption when no longer eligible are also a part of the law.

FILING OF AFFIDAVIT

To receive the full exemption, this form must be filed with the Assessor by February 15. (Section 270 provides a partial exemption for late filing of the Religious Exemption.) Once granted, the exemption remains in effect until terminated.

IDENTIFICATION OF APPLICANT

Identify the corporate or organization name of the church seeking exemption on the property. Include the mailing address, website address (if any), and corporate identification number (if any).

IDENTIFICATION OF PROPERTY

Identify the location of the property for which you are seeking exemption. A separate claim form must be filed for each location.

USE OF PROPERTY

Please answer all questions in this section of the claim form.

Please note that there are three exemptions that may be claimed on church property: the Church Exemption, the Religious Exemption, and the Welfare Exemption. If it does not appear that your organization qualifies under the Religious Exemption, please contact the Assessor.

The Church Exemption may be claimed on property that is owned, leased, or rented by a religious organization and **used exclusively for religious worship services**. The Church Exemption is the most restrictive of the three exemptions available to a church since the organization's property must be used solely for religious worship and other activities reasonably necessary for the accomplishment of the church's religious purposes. The welfare exemption may be claimed on property that is used for other than religious worship and schools, such as housing for clergy, bingo, a convent or a retreat, summer camp, or if the church property is used regularly by a charitable organization.

Save Print PDF

7. **Filing Years:** The Taxpayer provides information marked with a red asterisk (*). The Taxpayer can click the **Save** button to save the changes and click the **Print PDF** button to print the form in PDF format. The Taxpayer can also return to the previous page of the form by clicking the **Previous** button. When all required fields are entered in the current page of the form, the Taxpayer clicks the **Next** button to proceed to the next page.

The screenshot displays the 'FILING YEARS' section of the 'BOE-267-S: RELIGIOUS EXEMPTION' form. At the top, a progress bar shows the current step. Below the progress bar, the text reads 'This claim is filed for fiscal year 20__ - 20__.'. The main title is 'BOE-267-S: RELIGIOUS EXEMPTION'. An example text states: '(Example: a person filing a timely claim in January 2011 would enter "2011" in Claim Fiscal Year From and "2012" in Claim Fiscal Year To)'. There are two input fields: '* Claim Fiscal Year From' with the value '2020' and '* Claim Fiscal Year To' with the value '2021'. At the bottom left, there are 'Save' and 'Print PDF' buttons. At the bottom right, there are 'Previous' and 'Next' navigation buttons. A red callout box points to the progress bar with the text 'Form completion status bar'.

8. **Applicant Info:** The Taxpayer provides information marked with a red asterisk (*), then clicks the **Next** button to proceed to the next page.

BOE-267-S: RELIGIOUS EXEMPTION

Identification of Applicant

* Corporate or Organization Name of Church

West Side Church

Local Church Name

Corporate ID (If Any)

Website Address (If Any)

Mailing Address

Mailing Care Of

* Mailing Street Number

4610

Mailing Street Fraction

--None--

Mailing Street Pre-Direction

--None--

* Mailing Street Name

Mission

* Mailing Street Type

Street

Mailing Unit Type

--None--

Mailing Unit Number

* Mailing City

San Francisco

* Mailing State

California

* Mailing Postal Code

94112

Mailing Postal Code Extension

* Mailing Country

United States of America

Save Print PDF

9. **Property Info:** The Taxpayer provides information marked with a red asterisk (*), then clicks the **Next** button to proceed to the next page.

BOE-267-S: RELIGIOUS EXEMPTION

Property Address

Care Of	* Street Number
<input type="text"/>	<input type="text" value="4610"/>
Street Fraction	Street Direction
<input type="text" value="--None--"/>	<input type="text" value="--None--"/>
* Street Name	* Street Type
<input type="text" value="Mission"/>	<input type="text" value="Street"/>
Unit Type	Unit Number
<input type="text" value="--None--"/>	<input type="text"/>
* City	* State
<input type="text" value="San Francisco"/>	<input type="text" value="California"/>
* Zip Code	Zip Extension
<input type="text" value="94112"/>	<input type="text"/>
Assessor's Parcel Number	
<input type="text"/>	

Identification of Property

BPP Account Number

*** 1. Is this real property owned by the church?**

*** If Yes, Enter the Date the Property was Acquired**

*** Enter date first used for Church/School Purposes**

2a. The property is owned by an entity organized and operating exclusively for religious purposes.*

2b. The entity is a nonprofit organization.*

2c. No part of the net earnings inures to the benefit of any private individual.*

10. **Use of Property:** The Taxpayer provides information marked with a red asterisk (*). For some of the answers, other required fields will display that require entry based on the answer provided. When complete, the Taxpayer clicks the **Next** button to proceed to the next page.

BOE-267-S: RELIGIOUS EXEMPTION

3. Are all buildings, equipment, and land claimed used exclusively for religious purposes?

•

4. Is there any portion of the property currently under construction?

•

5. Has any new construction been completed on this property since January 1, 12:01 a.m. last year?

•

6. Does the real property include property used for parking purposes?

•

If Yes, is all real property owned by or leased to the church, upon which exemption is claimed for parking purposes, necessarily and reasonably required for parking of automobiles of persons attending or engaged in religious worship or religious activity, and which is not at other times used for commercial purposes?

Note: Commercial purposes does not include the parking of vehicles or bicycles, the revenue of which does not exceed the ordinary and necessary costs of operating and maintaining the property for parking purposes.

7. Is there a sanctuary (church) on or adjacent to this property?

•

If No, a claim for Welfare Exemption must be filed with the Assessor by February 15 each year for the property or portion of the property.

Select, as applicable, the type(s) of schools being operated on this property.

School Type(s)

Nursery school
Kindergarten
Elementary

In order to chose multiple selections please hold down ctrl (windows) or command (mac) and click on the relevant options.

9. Are bingo games being operated on this property?

•

If Yes, a claim for Welfare Exemption must be filed with the Assessor by February 15 each year for the property or portion of the property.

10. Is any equipment or other property at this location being leased or rented from someone else?

•

If Yes, list in the remarks section the name and address of the owner, and the type, make, model, and serial number of the property. Note: Leased personal property is eligible for the Religious Exemption if the personal property is used exclusively for religious purposes.

11. Is any portion of this property used for living quarters for any person?

•

12. Is any portion of this property vacant and/or unused?

•

13. Is any portion of this property being rented to, leased to, used and/or operated by a person or organization other than the claimant?

•

14. Has there been any change in the use of this property since 12:01 a.m., January 1 of last year?

•

Remarks.

11. **Contact Info:** The Taxpayer provides information marked with a red asterisk (*), then clicks the **Next** button to proceed to the next page.

INSTRUCTIONS FILING YEARS APPLICANT INFO PROPERTY INFO USE OF PROPERTY **CONTACT INFO** CERTIFICATION

BOE-267-S: RELIGIOUS EXEMPTION

Whom should we contact during normal business hours for additional information?

* Name: Gerald Patrick

* Title: Chief Officer

Daytime Telephone: [Empty]

* Email Address: revgerald@jny.com

Save Print PDF Previous **Next**

12. **Certification:** The Taxpayer provides information marked with a red asterisk (*). If the **Submit** button is not available, this indicates that the prerequisite information has not been provided. The Taxpayer can click on the **Instructions** section to review the instructions for all required information needed to file this form.

INSTRUCTIONS FILING YEARS APPLICANT INFO PROPERTY INFO USE OF PROPERTY CONTACT INFO **CERTIFICATION**

BOE-267-S: RELIGIOUS EXEMPTION

Certification

* Claimant Name - First: Gerald

Claimant Name - Middle: [Empty]

* Claimant Name - Last: Patrick
Name of Person Making Claim

* Claimant Title: Owner

* Signature: Gerald Patrick

Signature Date: [Empty]
The Signature Date will be populated upon submission.

i I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

THIS STATEMENT IS SUBJECT TO AUDIT

Save Print PDF Previous

13. **Certification:** Once all required information has been provided, the Taxpayer signs and submits the form by clicking the **Submit** button.

INSTRUCTIONS FILING YEARS APPLICANT INFO PROPERTY INFO USE OF PROPERTY CONTACT INFO **CERTIFICATION**

BOE-267-S: RELIGIOUS EXEMPTION

Certification

* Claimant Name - First: Claimant Name - Middle:

* Claimant Name - Last: * Claimant Title:
Name of Person Making Claim

* Signature: Signature Date:
The Signature Date will be populated upon submission.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

THIS STATEMENT IS SUBJECT TO AUDIT

Form Submission

Once you have filled out all the required information in each section, you will be able to submit this form.

14. A completion certificate is issued to the Taxpayer. The Taxpayer can click the **View Statement** link to view detailed statement and the **Print** link to print the certificate.

Certification Complete

Thank you for electronically filing. Listed below is your confirmation number.

Statement Type: BOE-267-S - Religious Exemption
Property Id: A5492926
Confirmation Number: **STMT-01544**
Date of Submission: October 30, 2020

You may view your e-Filed statement by clicking "View Statement" below.

15. The Taxpayer receives an email informing them of their filing along with details related to the statement.

