

# 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 <u>https://online.sfassessor.org</u>. 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.

Username	
Password	
Log In to Sandbox	
Remember me	
Forgot Your Password? Sign	Up
Or log in using:	
f Facebook	
& Google	

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

	A STATE OF S	CONUNA CONUNA	
First Name			
John			
Last Name			
Smlth			
Username			
Johnsmith@	abc.com		
Emali			
Johnsmith@	abc.com		
Password			
•••••			
Confirm Passwo	ord		
••••••			
	Sign	Up	

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

			6
ome	My Details 🗸	Additional Resources 🗸	
		Welcome to the City and County of San Francisco Assessor-Recorder's new web portal	l .
		Un our new web portal, you can electronically hie your Statements and Exemptions Forms, review and manage your Business Accounts and Property Locations, as well as create customer support cases.	2
	Properties A	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. Link Your Business/Property Accounts/Businesses	
	Properties A T Propert My Pl 0 items • Sorted	Accounts/Businesses ties roperties Iby Property Name + Filtered by All properties - Type, Record Type • Updated 14 minutes ago	C'

#### Log in using Facebook

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

Username		
Password		
Log In to Sandbox		
Remember me		
Forgot Your Password?	Sign Up	
Or log in using:		
Facebook		
& Google		

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

Log Into Facebook	- 1
JohnSmith	
******	
Log In	
Forgot account?	
or	
Create New Account	
Not now	

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

salesforce
Salesforce.com, inc. will receive: your name and profile picture and email address.
🔀 Edit This
Continue as JohnSmith
Cancel
This doesn't let the app post to Facebook
Salesforce.com, inc.'s Privacy Policy and Terms

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

Home       My Details v       Additional Resources v         Welcome to the City and County of San Francisco Assessor-Recorder's new w         On our new web portal, you can electronically file your Statements and Exemptions Forms, review your Business Accounts and Property Locations, as well as create customer support case         Ink Your Business/Property         Properties         Accounts/Businesses         Image: Properties         My Properties	e						
Welcome to the City and County of San Francisco Assessor-Recorder's new w On our new web portal, you can electronically file your Statements and Exemptions Forms, review your Business Accounts and Property Locations, as well as create customer support case Link Your Business/Property Accounts/Businesses Accounts/Businesses Properties My Properties				25 🗸	Additional Resource	My Details 🗸	Home
Properties Accounts/Businesses Properties My Properties	<b>Jortal</b> nanage	order's new web portal ons Forms, review and manage omer support cases.	unty of San Francisco . ctronically file your Stateme and Property Locations, as we Link Your Business/Prop	o the City and C reb portal, you can e r Business Accounts	Welcome t On our new y you		
Properties My Properties					Accounts/Businesses	Properties	
O items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 14 minutes ago	C		Type • Updated 14 minutes ago	All properties - Type, Recor	verties <b>Properties</b> ted by Property Name • Filtered by	0 items • Sorted	
Property Name 🕇 🗸 Status 🗸 Account Name	~	✓ Account Name	Status	~	operty Name 🕇	Prop	

## Log in using Google

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

	)
Username	
Password	
Log In to Sandbox	ć
Remember me	
Forgot Your Password?	Sign Up
Or log in using	g:
f Facebook	
St Google	1

2. The Taxpayer selects their existing Google account.

G Sign	in with Google			
	Choose	an accoun	t	
	to continue to	o salesforce.coi	m	
0	JohnSmith@gmai	il.com		
٢	Use another accoun	it		
To co langu sales sales	ontinue, Google will sha uage preference, and p sforce.com. Before usi sforce.com's <b>privacy p</b>	are your name, em rofile picture with ng this app, you ca olicy and terms of	ail address, n review service.	

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

Home       My Details v       Additional Resources v         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.         Image: Properties       Link Your Business/Property         Properties       Accounts/Businesses         Image: Properties       Image: Properties         Otems + Sorted by Property Name + Filtered by All properties - Type, Record Type + Updated 14 minutes ago       C         Property Name 1       V						8
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.   Link Your Business/Property   Properties   Accounts/Businesses     Items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 14 minutes ago     Property Name • Type, Record Type • Updated 14 minutes ago     Property Name • Type, Record Type • Updated 14 minutes ago	Home	My Details 🗸	Additional Resources 🗸			
Properties       Accounts/Businesses         Image: Properties       My Properties         Otems + Sorted by Property Name + Filtered by All properties - Type, Record Type + Updated 14 minutes ago       C*         Property Name +       Status       Account Name			Welcome to the City and C On our new web portal, you can e your Business Accounts	County of San Francisco Assessor-Recor electronically file your Statements and Exemptions s and Property Locations, as well as create custom Link Your Business/Property	der's new web portal Forms, review and manage er support cases.	
Properties My Property       C*         Oitems • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 14 minutes ago       C*         Property Name •       Status       Account Name		Properties	Accounts/Businesses			
O items • Sorted by Property Name • Filtered by All properties - Type, Record Type • Updated 14 minutes ago     C*       Property Name • O Status     Account Name		Proper My P	<sub>ties</sub> roperties			
Property Name 🕇 🗸 Status V Account Name V		0 items • Sorted	d by Property Name • Filtered by All properties - Type, Reco	rd Type • Updated 14 minutes ago		C
		Prop	erty Name 🕇 🗸 🗸	Status 🗸	Account Name	~

## 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 <u>https://online.sfassessor.orq</u> in an internet browser.
- 2. The Taxpayer enters *Username* and *Password* that was created during the signup process and clicks the *Log In* button.

THE REPORT OF TH	
Username	
Johnsmith@abc.com	
Password	
Log In to Sandbox	
Remember me	
Forgot Your Password?	Sign Up
Or log in using:	
<b>F</b> Facebook	
Re Google	

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

flome My	Details 🗸	Additional Resources ∨ Welcome to the City and				
		Welcome to the City and				
		On our new web portal, you ca your Business Accou	d County of San Francisc an electronically file your State unts and Property Locations, a Link Your Business/F	co Assessor-Record ements and Exemptions I s well as create custome Property	der's new web portal Forms, review and manage er support cases.	
	Properties Ac	counts/Businesses				
	Propertie My Pro 0 items • Sorted by	is operties y Property Name • Filtered by All properties - Type, R	Record Type • Updated 14 minutes ago			Ċ
	Propert	y Name 🕇	✓ Status	~	Account Name	~

#### Password Reset

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

Username	
Johnsmith@abc.com	
Password	
Log In to Sandbox	
Remember me	
Forgot Your Password?	Sign Up
Or log in using:	
f Facebook	
8 Google	

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

íour Email
vith a link to finish resetting
hecking your spam folder.
e us resend the email or r.
n to Login

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

⊟ ୬ ୯ ↑ ↓ <del>-</del>	Sandbox: Your new SF Assessor Of	ffice password - Me	ssage (Plain Text)	(7) 🖪	5 – B	/×/
File Message Help Q Te	me what you want to do					
Reply to Reply to Reply to Reply to Reply and the Reply All S - Delete Archive → Forward to T	CCSF ^ → To Manager ▼ ☑ Team Email ▼	Move Sr Poli	ign Pollow L	ize * Editing	A <sup>())</sup> ( Speech Z	Q oom
Delete Respond	Quick Steps 🕞	Move	Tags	5	Z	oom 🛛 🔺
Sandbox: Your new SF Ass	essor Office password	ł				
noreply@salesforce.com	n behalf of San Francisco A	ssessor Office	← Reply	≪ Reply All	→ Forwar	d •••
SF To				1	Thu 12:00 PI	M
(i) This message was sent with High import	nce.					
Hi ,						
Your password has been reset fo	SF Assessor Office. Go to:					
https://	/sfassessor/secur/forg	otpassword.jsp?				
=00Dr00000001xwt005r0000004FvHU	QWKMWOPMDBECJAWMDAWM	IDAxeHd0Eg8wMk		MFILU0gaDzAwN	WWWDAWN	1DA0RnZI
WcEO2 b60SI3HrGziON/VyKaN&display=	page&fpot=76ea15b8-a49d-4	3e7-a1a6-3719bf5	ee902cd9768e	7-1dda-4868-a1	<u>.c6-a0.ee4.eb5</u>	<u>502a</u>
Thanks						
Testing sandbox - City and Count	/ of San Francisco					
_						

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.

	101 THE CIT		
	Change \	/our Pas	sword
Enter a	a new password	for	
		Mak	e sure to include a
least:			
Ø	8 characters		
0	1 letter		
00	1 number 1 special chara	icter 🚯	
* New	Password		
[			Good
* Conf	irm New Passwo	ord	
[			Match
	Cha	inge Password	i
Passwo	ord was last chang	ed on 9/24/2	020 5:05 PM.

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

iome	My Details 🗸	Additional Resources 🗸			
		Welcome to the City and ( On our new web portal, you can your Business Account	County of San Francisco Assessor-Recor electronically file your Statements and Exemptions is and Property Locations, as well as create custom Link Your Business/Property	r <b>der's new web portal</b> s Forms, review and manage ier support cases.	
	Properties A	.ccounts/Businesses			
	Ditems • Sorted	es operties Jy Property Name • Filtered by All properties - Type, Rec	ord Type • Updated 14 minutes ago		C
	Proper	rty Name 🕈 🗸 🗸	Status	Account Name	~

#### 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

Vars . 0281	\$					
me	My Details 🗸	Additional Resources	~	Main navigation menu		
	Welcom	e to the City and (	County of San I	Francisco Assessor	-Recorder's new web	portal
		On our new web portal, yo	ou can electronically file	your Statements and Exemptio	ons Forms, review and manage	
		your Business A	ccounts and Property Lo	ocations, as well as create custo	mer support cases.	
Gettin	ng Started in Commu	nity				
To get st	tarted, click the button below	to link your Business Accounts and	Properties. You will be asked	to input an Entity ID and Access PIN, v	which can be found on the Notice to File that v	was mailed this year. Once a
Business	s Account is linked, you will be	e able to see all the associated Prope	erties below. You may also link	cmultiple Accounts and Properties.		
Reque	est a Replacement Pl	Ν				
To reque	est a replacement Entity ID ar	nd Access PIN to view information o	nline, please request a replace	ement notice. You may request this by	navigating to the Additional Resources tab a	bove and selecting General
inquiry v	which will create a customer s	service case with our office.				
inquiryv	which will create a customers	service case with our office.				
Acces You can a	ssing Additional Infor	service case with our office. • <b>mation</b> • about your Accounts and Propertie	es by clicking on the My Detai	ils tab above. There you can also view	your past filings, assessment history, and any (	customer service cases.
Acces You can a	which will create a customer s ssing Additional Infor access additional information	service case with our office. T <b>mation</b> n about your Accounts and Propertie	es by clicking on the My Detai	ils tab above. There you can also view t	your past filings, assessment history, and any (	customer service cases.
Acces You can a	which will create a customer s	service case with our office. mation n about your Accounts and Propertie	es by clicking on the My Detai Add A	Is tab above. There you can also views	Click here to add new Accounts or Properties	customer service cases.
Acces You can a	which will create a customer s	service case with our office. <b>mation</b> n about your Accounts and Propertie	es by clicking on the My Detai Add A	Is tab above. There you can also views	Click here to add new Accounts or Properties	customer service cases.
Acces You can:	Statements and View	service case with our office. Tmation Tabout your Accounts and Propertie Wing Property Details	es by clicking on the My Detai Add /	Is tab above. There you can also view	Click here to add new Accounts or Properties	customer service cases.
Filing To file BF of the Pr	Statements and/or exemptorements inked to be the second se	service case with our office.  mation Tabout your Accounts and Propertie  wing Property Details tions forms, select the appropriate P oview information and request upd	es by clicking on the My Detai Add / Property listed below and choo	Is tab above. There you can also view Account/Property	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases.
Filing To file Br of the Pr	statements and Viev PP statements and/or exempt	service case with our office.  mation about your Accounts and Propertie  wing Property Details tions forms, select the appropriate P to view information and request upd	es by clicking on the My Detai Add A Property listed below and choo lates.	Is tab above. There you can also view Account/Property	Click here to add new Accounts or Properties	customer service cases.
Filing To file BP of the Pr	which will create a customer s ssing Additional information access additional information Statements and View PP statements and/or exempt roperties or Accounts linked t	service case with our office. <b>mation</b> habout your Accounts and Propertie wing Property Details tions forms, select the appropriate P to view information and request upd	es by clicking on the My Detai Add / Property listed below and choo lates.	is tab above. There you can also view Account/Property	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases. system. You can also click on any
Filing To file BF of the Pr	s Accounts/Businesss	service case with our office.  mation nabout your Accounts and Propertie  wing Property Details tions forms, select the appropriate P to view information and request upd es Tabs	es by clicking on the My Detai Add # Property listed below and choo lates.	is tab above. There you can also view the count/Property account/Property account/Property Statements or File Property Statements or File existing Properties	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases.
Filing To file Br of the Pr	which will create a customer s sing Additional Infor access additional information Statements and View PP statements and/or exempt roperties or Accounts linked t s Accounts/Businesse	service case with our office. mation habout your Accounts and Propertie wing Property Details tions forms, select the appropriate P to view information and request upd es Tabs	es by clicking on the My Detai Add A Property listed below and choo lates. : displaying the user's and Accounts/Bu	is tab above. There you can also view the Account/Property account/Property Statements or File Property Statements or File Statements or Fi	Click here to add new Accounts or Properties	customer service cases. system. You can also click on any
Filing To file BF of the Pr	which will create a customer s  sing Additional Infor access additional information  Statements and Viev PP statements and/or exempt roperties or Accounts linked t  s Accounts/Businesse  roperties // Properties // Properties	service case with our office.  mation nabout your Accounts and Propertie  wing Property Details tions forms, select the appropriate P to view information and request upd es	es by clicking on the My Detai Add A Property listed below and choo lates. c displaying the user's and Accounts/Bu	is tab above. There you can also view the Account/Property Count / Property Statements or File Property Statements or File Properties usine sets of the Statement of Properties (Statements of Properties)	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases.
Filing To file Br of the Pr	which will create a customer s sing Additional Infor access additional information Statements and Viev PP statements and/or exempt roperties Accounts/Businesse roperties YP Properties Sorted by Property Name • Filte	service case with our office. <b>mation</b> Tabout your Accounts and Propertie wing Property Details tions forms, select the appropriate P tions forms, select the appropriate P to view information and request upd es Tabs ered by All properties - Type, Record Ty	es by clicking on the My Detai Add / Property listed below and choo lates. c displaying the user's and Accounts/Bu	Is tab above. There you can also view Account/Property	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases.
Filing To file BF of the Pr Coperties M 4 items • S	which will create a customer s ssing Additional information access additional information Statements and/or exempt roperties or Accounts linked t s Accounts/Businesse y Properties y Properties Sorted by Property Name ◆ Filte Property Name ↑	service case with our office. <b>mation</b> h about your Accounts and Propertie wing Property Details tions forms, select the appropriate P to view information and request upd es <b>Tabs</b> ared by All properties - Type, Record Ty	es by clicking on the My Detail Add A Property listed below and choo lates. c displaying the user's and Accounts/Bu pe • Updated a minute ago v Status	is tab above. There you can also view the Account/Property	Vour past filings, assessment history, and any of Click here to add new Accounts or Properties	customer service cases.

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

					0
ne	My Details A	Additional Resources 🗸			
	Business/Accounts				
	Properties	the City and County of	of San Francisco Assessor-Re	ecorder's new web po	rtal
	Filings/Statements	our new web portal, you can electro your Business Accounts and F	Property Locations, as well as create customer	orms, review and manage support cases.	
_	Assessments				
Gettin	Customer Service C				
Business	rceo Account is linked, you will be able	to see all the associated Properties below. You	will be asked to input an Entity ID and Access PIN, which o a may also link multiple Accounts and Properties.	can be round on the Notice to Pilé that was r	nalleo this year. Once a
To reques Inquiry wi Access You can a	t a replacement Entity ID and Acc hich will create a customer service ing Additional Information about the state of the second s	ees FIN to view information online, please req e case with our office. ion it your Accounts and Properties by clicking on	the My Details tab above. There you can also view your p	ating to the Additional Resources tab above ast filings, assessment history, and any custo	and selecting General
To reques Inquiry wi Access You can a	t a replacement Entity ID and Acc hich will create a customer service ing Additional Informat ccess additional information abou	ees PIN to view information online, please req e case with our office. ion It your Accounts and Properties by clicking on	the My Details tab above. There you can also view your pa	ating to the Additional Resources tab above ast filings, assessment history, and any custo	and selecting General
To reques Inquiry with Access You can at Filing S To file BPI of the Pro	t a replacement Entry ID and Acc hich will create a customer service ing Additional Information ccess additional information about statements and Viewing P statements and/or exemptions f perties or Accounts linked to view	ees PIN to view information online, please reg e case with our office. ion It your Accounts and Properties by clicking on Property Details forms, select the appropriate Property listed by information and request updates.	the My Details tab above. There you can also view your pa Add Account/Property elow and choose the File Property Statements or File Exer	ating to the Additional Resources tab above ast filings, assessment history, and any custo mptions tab to access our online filing syste	and selecting General amer service cases. m. You can also click on a
To reques Inquiry with Access You can all Filing S To file BPI of the Pro-	t a replacement Entity ID and Acc hick will create a customer service ing Additional Informati ccess additional information about itatements and Viewing 9 statements and/or exemptions f perties or Accounts linked to view Accounts/Businesses	ees PIN to view information online, please reg e case with our office. ion it your Accounts and Properties by clicking on Property Details orms, select the appropriate Property listed by information and request updates.	the My Details tab above. There you can also view your pa Add Account/Property elow and choose the File Property Statements or File Exer	ating to the Additional Resources tab above ast filings, assessment history, and any custo mptions tab to access our online filing syste	and selecting General omer service cases. m. You can also click on a
Filing S To file BPI of the Pro	ta replacement Entity ID and Acc hick will create a customer service ing Additional Information about the service of the service ing Additional information about ing Additional information about interest and/or exemptions f perties or Accounts linked to view Accounts/Businesses apperties y Properties under the Property Name + Elitanethe	ees FIN to view information online, please reg e case with our office. ion it your Accounts and Properties by clicking on Property Details orms, select the appropriate Property listed by winformation and request updates.	the My Details tab above. There you can also view your pa Add Account/Property elow and choose the File Property Statements or File Exer	ast filings, assessment history, and any custo	and selecting General amer service cases.
To request Inquiry with Access You can an Filing S To file BPI To file BPI Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Properties Pr	ta replacement Entry ID and Acc hick will create a customer service ing Additional Informati ccess additional information abou itatements and Viewing P statements and/or exemptions f perties or Accounts linked to view Accounts/Businesses aperties y Properties rted by Property Name • Filtered by roperty Name †	etes FIN to view information online, please reg e case with our office. ion it your Accounts and Properties by clicking on Property Details orms, select the appropriate Property listed by winformation and request updates. y All properties - Type, Record Type • Updated an I	the My Details tab above. There you can also view your po Add Account/Property elow and choose the File Property Statements or File Exer hour ago Status	ast filings, assessment history, and any custo	and selecting General omer service cases. m. You can also click on a

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



#### CITY & COUNTY OF SAN FRANCISCO OFFICE OF THE ASSESSOR-RECORDER

ome	My Details 🗸	Additional Resources A		
		General Inquiry		
	Wele	O User Manual	d (	County of San Francisco Assessor-Recorder's new web portal
		FAQ	55 A	counts and Property Locations, as well as create customer support cases.
		SF Assessor Home Page		
linked, your Request To request a customer se	will be able to see all the associ <b>a Replacement PIN</b> a replacement Entity ID and Ac ervice case with our office.	ated Properties below. You may als	o link n e, pleas	ultiple Accounts and Properties. e request a replacement notice. You may request this by navigating to the Additional Resources tab above and selecting General Inquiry
Accessir You can acc	ng Additional Informa ess additional information abo	tion ut your Accounts and Properties by	/ clickin	g on the My Details tab above. There you can also view your past filings, assessment history, and any customer service cases.
				Add Account/Property

- General Inquiry Allows the Taxpayer to contact Customer Support. (See <u>Creating a New</u> <u>Customer Case</u>)
- 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 <u>City & County of San</u> <u>Francisco Office of the Assessor-Recorder</u>.

#### 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.

			Anne Dudric
me	My Details 🗸	Additional Resources 🗸	
	We	Come 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 To get start linked, you	Started in Commun ted, click the button below to will be able to see all the ass	ity 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 Busines ociated Properties below. You may also link multiple Accounts and Properties.	s Account is
To request customer s	a replacement Entity ID and ervice case with our office.	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 v	vhich will create a
Accessi You can acc	ng Additional Inform	nation bout 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 St To file BPP Accounts li	statements and View statements and/or exemption inked to view information ar	ing Property Details ons 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 th d request updates.	ne Properties or
	_		

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 <u>To</u> File Without Penalty: May 7, 2021
NOTIC 2021 BUS	OF REQUIREMENT TO FILE NESS PROPERTY STATEMENT
February 12, 2021	
Dear Business Owner:	I
This Notice informs you of your business pers by the assessor to file for 2021. State law r with the County Assessor for every business without incurring a penalty is May 7, 2021; j of Treasurer & Tax Collector will mail tax will be due by August 31, 2021.	mal property filing obligations for 2021. <u>Your business is being required</u> equires business owners to file the Business Property Statement annually ocated within the County (R & T Code, Sec. 441(a)). The last day to file enalty for filing after May 7 <sup>th</sup> is 10% of total assessed value. <b>The Office</b> bills for unsecured property to taxpayers by July 2021, and payments

	Link your ASR Account and Vessel Properties here	
intity ID 🕚		
123456		
Access PIN		1
•••••		

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	8
ome My Details 🗸	Additional Resources 🗸		
W	<b>/elcome to the City and</b> On our new web portal your Busines	County of San Francisco Assessor-f you can electronically file your Statements and Exemptions Accounts and Property Locations, as well as create custom	Recorder's new web portal Forms, review and manage er support cases.
Getting Started in Comm To get started, click the button bek linked, you will be able to see all th Request a Replacement 1	tunity w to link your Business Accounts and Propert e associated Properties below. You may also lin PIN	ies. You will be asked to input an Entity ID and Access PIN, which can be to it multiple Accounts and Properties.	und on the Notice to File that was mailed this year. Once a Business Account is
To request a replacement Entity ID customer service case with our off Accessing Additional Infr You can access additional informat	and Access PIN to view information online, place. ormation ion about your Accounts and Properties by clit	ease request a replacement notice. You may request this by navigating to t sking on the My Details tab above. There you can also view your past filing	he Additional Resources tab above and selecting General Inquiry which will create a s, assessment history, and any customer service cases.
		Add Account/Property	
Filing Statements and Vi To file BPP statements and/or exer Accounts linked to view informatic	ewing Property Details nptions forms, select the appropriate Property in and request updates.	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
operties Accounts/Busine	sses		
Properties		ited 27 minutes ago	c
My Properties 1 Item • Sorted by Property Name • Fil	itered by All properties - Type, Record Type • Upda		
My Properties I Item • Sorted by Property Name • Fil Property Name †	Itered by All properties - Type, Record Type • Upda	Status	Account Name

	ANS TRA			0
me	My Details 🗸	Additional Resources 🗸		
	Wel	Come to the City and Cour On our new web portal, you can a your Business Account	nty of San Francisco Assessor-Reco electronically file your Statements and Exemptions Forms, s and Property Locations, as well as create customer supp	rder's new web portal review and manage ort cases.
Getting To get star linked, you Reques	g Started in Communi rted, click the button below to u will be able to see all the asso st a Replacement PIN	ty ink your Business Accounts and Properties. You will ciated Properties below. You may also link multiple A	be asked to input an Entity ID and Access PIN, which can be found on th ccounts and Properties.	e Notice to File that was mailed this year. Once a Business Account is
Accessi You can ad	t a replacement Entity ID and J service case with our office. ing Additional Inform ccess additional information at	ation out your Accounts and Properties by clicking on the	a replacement notice. You may request this by navigating to the Addit My Details tab above. There you can also view your past filings, assessn	nal Resources tab above and selecting General Inquiry which will create ent history, and any customer service cases.
			Add Account/Property	
Filing S To file BPF Accounts	Statements and Viewin P statements and/or exemption linked to view information and	ng Property Details is forms, select the appropriate Property listed below irequest updates.	v and choose the File Property Statements or File Exemptions tab to acc	ess our online filing system. You can also click on any of the Properties or
perties	Accounts/Businesses			
Acc My	counts y Accounts orted by Account Name • Filtered	by All accounts - Is Current User's Community Account •	Updated a few seconds ago	
	ccount Name 🕇		Entity ID	✓ Phone
A				
A 1 A	nne's Pet Grooming		7004667	

#### 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.

	A LOW PLAY		Θ
lome	My Details 🗸	Additional Resources V	
	Wel	<b>Come to the City and County of San Francisco Assessor-Recorder's new web portal</b> 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 To get sta linked, yo	<b>g Started in Commun</b> arted, click the button below to ou will be able to see all the ass	nity 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. On sociated Properties below. You may also link multiple Accounts and Properties.	ce a Business Account is
Reques To reques customer	st a Replacement PIN st a replacement Entity ID and r service case with our office.	N d 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 Gene	ral Inquiry which will create a
Access You can a	sing Additional Inform access additional information a	mation 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 S To file BPI Accounts	Statements and View P statements and/or exemption s linked to view information an	ving Property Details ions 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 clich nd request updates.	con any of the Properties or
roperties	Accounts/Businesses		
M	ly Accounts		G
2 items • So	IV Accounts	ed by All accounts - Is Current User's Community Account • Updated a few seconds ago	C
2 items • So A	IV Accounts orted by Account Name • Filtere Account Name ↑	ed by All accounts - Is Current User's Community Account • Updated a few seconds ago           Entity ID         Phone           7004667         2004667	C

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

Accounts				
MY ACCOUNTS tems • Sorted by Account Name • Filtered by All accounts - Is (	Current User's Community Account • Updated a few seconds ago			C
Account Name 1	✓ Entity ID	~	Phone	
Anne's Pet Grooming	7004667			

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

me My D	etails 🗸 🦳 Add	itional Resources 🗸		
Account Anne's Pet	Grooming		Update	Account Info Manage Mailing Address
Account Record Type Business Account	Entity ID 7004667	Business Status Active		
Account Details	on			
Account Name	Anne's Pet Groomir	ng	Business Account Number  🕕	
	350 BUSH ST ST		Contact Name	

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

		L
	Update Account Info	
* Contact Name		
Anne Matthews		
*Contact Email		
amatthews@petgroom.c	om	
*Contact Phone		
(800) 888-3890		
		Cancel Save

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

			✓ Account "An	ne's Pet Groom	ing" was saved.	$\boxtimes$			0
me My Details 🗸	Additional Reso	urces 🗸							
Account Anne's Pet Groomin	g							Update Account Info	Manage Mailing Address
Account Record Type Business Account	Entity ID Business 7004667 Active	Status							
Account Record Type I Business Account :	Entity ID Business : 7004667 Active	Status							
Account Record Type Business Account Count Details Account Information	Entity ID Business : 7004667 Active	Status							
Account Record Type Business Account Count Details Account Information Account Name	Anne's Pet Grooming	Status			Business Account Number	0			
Account Record Type Business Account Count Details Account Information Account Name Mailing Address	Anne's Pet Grooming 350 BUSH ST ST SAN FRANCISCO, CA 941	107			Business Account Number Contact Name	• Anne M	atthews		
Account Record Type Business Account  count Details  Account Information  Account Name Mailing Address Contact Phone	Anne's Pet Grooming 350 BUSH ST ST SAN FRANCISCO, CA 943 (800) 888-3890	107			Business Account Number Contact Name Contact Email	Anne M     amatthe	atthews	com	

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

ome	My Details 🗸	Add	litional Resources 🗸			
Acco Anr	<sup>unt</sup> ne's Pet Groom	ing			Update Account Info	Manage Mailing Address
Account Rec Business Ac	ord Type count	Entity ID 7004667	Business Status Active			
ccount Det	ails					
Account Ir	nformation					
Account Ir	nformation ne Ai	nne's Pet Groomi	ng	Business Account Number 🌘		

7. 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.

350 Bush St			<b>^</b>
*ZinCode			
94107			
Q Validate with USPS	X Clear Search		
USPS Result 350 BUSH ST SAN FRANCISCO US-CA Use This Information	24104 - 2804 × Clear Validation Result		
Care Of Anne Matthews	-		
		Character Stration	
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			

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

Account Anne's Pet	Grooming				Update Account Info	Manage Mailing Address
Account Record Type Business Account	Entity ID 7004667	Business Status Active				
Account Informatic	on					
Account Informatic	on Anne's Pet Grooming	2	Business Account Number	G		
Account Information	Anne's Pet Grooming C/O ANNE MATTHE 350 BUSH ST SAN FRANCISCO, C	WS A 94104-2804	Business Account Number Contact Name	An	ne Matthews	

#### 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.

	My Details 🔨	Ad	ditional Resources 🗸					
	Business/Acco Properties Filings/Statem	unts I ents	e to the City On our new web p your Bu	and County of Sa portal, you can electronically siness Accounts and Proper	an Francisco As y file your Statements and rty Locations, as well as cr	Sessor-Recorder's Exemptions Forms, review ar eate customer support cases.	<b>new web porta</b> <sup>Id manage</sup>	
Getting To get star you will be	Assessments g St customer Service able to see all the asso	vice C iated Properti	r Business Accounts and P es below. You may also linl	roperties. You will be asked to inp k multiple Accounts and Propertie	ut an Entity ID and Access PIN, 15.	which can be found on the Notice to	File that was mailed this year. Or	ice a Business Account is linked,
To reques customer	st a replacement Entity II service case with our of	) and Access P ice.	IN to view information on	ine, please request a replacement	notice. You may request this by	navigating to the Additional Resour	ces tab above and selecting Gen	eral Inquiry which will create a
Access You can a	sing Additional In access additional informa	ormation tion about you	r 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 S To file BPI Accounts	Statements and V P statements and/or exe I linked to view informati	iewing Pro mptions forms, on and request	pperty Details select the appropriate Pro- updates.	operty listed below and choose th	Add Account/Property	ile Exemptions tab to access our onli	ne filing system. You can also clic	k on any of the Properties or
Filing S To file BPI Accounts	Statements and V P statements and/or exe linked to view informati	iewing Pro mptions forms, on and request	perty Details select the appropriate Pri updates.	operty listed below and choose th	Add Account/Property	ile Exemptions tab to access our onli	ne filing system. You can also clic	k on any of the Properties or
Filing S To file BPI Accounts	Statements and V P statements and/or exe linked to view informati Accounts/Busine operties ly Properties	iewing Pro mptions forms, on and request sses	perty Details select the appropriate Pri updates.	operty listed below and choose th	Add Account/Property	ile Exemptions tab to access our onli	ne filing system. You can also clic	k on any of the Properties or
Filing S To file BPI Accounts	Statements and V P statements and/or exe linked to view informati Accounts/Busine operties ly Properties orted by Property Name •	iewing Pro nptions forms on and request sses	operty Details select the appropriate Pri updates.	operty listed below and choose th	Add Account/Property e File Property Statements or F	ile Exemptions tab to access our onli	ne filing system. You can also clic	k on any of the Properties or
Filing S To file BPI Accounts operties Press 9 items • So Pri	Statements and V P statements and/or exe linked to view informati Accounts/Busine Accounts/Busine Dy Properties Drede by Property Name +	iewing Pro mptions forms, on and request sses	roperties - Type, Record Type	operty listed below and choose th	Add Account/Property e File Property Statements or F	ile Exemptions tab to access our onli	ne filing system. You can also clic	k on any of the Properties or C <sup>a</sup>
Filing S To file BPI Accounts	Statements and /v P statements and/or exe I inked to view informati Accounts/Busine Accounts/Busine operties Iv Properties orted by Property Name • Property Name † IBC Store @	iewing Pro nptions forms, on and request sses	operty Details select the appropriate Pri updates.	operty listed below and choose th	Add Account/Property e File Property Statements or F	ile Exemptions tab to access our onli	ne filing system. You can also clic Account Name Starbucks	k on any of the Properties or C <sup>e</sup>

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

₩	Properties My Properties					
9 item	s • Sorted by Property Name • Filtere	d by All properties - Type, Record Type + Updated a few seconds ago				C
	Property Name 🕇	~	Status	~	Account Name	~
1	ABC Store @		Active		Starbucks	
2	Biopharma 1 Inc @		Active		Starbucks	
3	Frisco Starbucks@		Active		Starbucks	

3. 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 Business Personal Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008		
ile Property Statements	File Exemptions	Details & Related	Request Property U	Jpdates			
* Update Reason Moved – outside of San Francis				<b>•</b>			
Note: To update an already su Statements tab on the Proper	 Ibmitted statement, · ty.	click on 'Amend Your Fili	ng' button on the statem	ent. If you have not alread	y submitted a statement this	year and would like to file your statement, plea	ase go to File Property
							Next

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

Record Type Business Personal Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008
Property Statements	File Exemptions	Details & Related	Request Property Upd	lates	
Update Reason	neisco				
Moved – outside of San Fran Moved – within San Francisc	:0				

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

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

Update Reason	Information Needed	Mandatory Information	
Mound outside of	Lease Terminated?	Yes	
San Francisco	Lease Termination Date	Conditional - required if <i>Lease</i> <i>Terminated?</i> is Yes	
	Date Business Moved	Yes	
	Did Doing Business As Change?	Yes	
Mound within Con	New Doing Business As Name	Conditional - required if <i>Did Doing</i> <i>Business As Change?</i> is Yes	
Francisco	Lease Terminated?	Yes	
	Lease Termination Date	Conditional - required if <i>Lease</i> <i>Terminated</i> ? is Yes	
	New Business Location Address (Situs)	Yes	
Other Information	Subject	Yes	
Other mormation	Description	No	
	Date Business Sold	Yes	
	New Owner/Entity	No	
	Lease Terminated?	Yes	
Sold	Lease Termination Date	Conditional - required if <i>Lease</i> <i>Terminated?</i> 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.

ne №	ly Details 🗸	Additi	ional Resources 🗸				
Property ABC Sto	ore @						
Record Type Business Persona	I Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008	
Property Stat	tements File	Exemptions	Details & Related	Request Proper	ty Updates		
ou have rep	orted your B	usiness as M	loved to a new Loca	tion in San Fra	ncisco:		
lease provide the	e following informa	tion					
Date Business M	loved						
Did Daira Busiana	- A- Channa 2						
No	s As Change:				•		
Lease Terminated?	?				-		
New Business Lo	ocation Address (Situ	is) 🚺					
							Devidence March

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

ome N	1y Details 🗸	Additior	nal Resources 🗸					
Property ABC Ste	ore @							
Record Type Business Persona	I Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008		
ile Property Sta	tements File E	xemptions	Details & Related	Request Property	Updates			
We've rece	lived your reques	t, Case# 0000	1098. You can find y	our request in Cu	stomer Service Cases un	der 'My Details' tab. We	'll review your request and pr	oceed as needed. Thank you!

#### 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.

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

ome	My Details 🗸 🛛 Ad	lditional Resources 🗸		
Ħ	Properties My Properties			
9 items	Sorted by Property Name • Filtered by All p	roperties - Type, Record Type • Updated a few seconds ago		
	Property Name ↓	· · · · · · · · · · · · · · · · · · ·	Status 🗸	Account Name
1	Property Name ↓ Starbucks One @	· · · · · · · · · · · · · · · · · · ·	Status ~	Account Name Starbucks
1 2	Property Name ↓ Starbucks One @ Starbucks 2 Plano @	· · · · · · · · · · · · · · · · · · ·	Status ~ Active Active	Account Name Starbucks Starbucks

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

Prope McB	erty Boat 1@ Mission Cre	ek			
Record Type Vessel	Account Name McBoat	Entity Id 5000001	Vessel Name McBoat 1	Property ID A5000002	Habitual Location of Vessel Mission Creek
ile Property	Statements File Exe	mptions Details & R	Related Request Ve	essel Updates	

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

ecord Type Iusiness Personal Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008	
Property Statements	File Exemptions	Details & Related	Request Property U	Jpdates		
ease select a reason fr	om the following li	st				
Ipdate Reason Moved – outside of San Fran	sisco					
Moved - within San Francisco						
Business Closed					submitted a statement this year and would like to file your statem	ant, plaase go to File Property

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
	Date Moved	Yes
Vessel Moved – within San	Moved To	Yes
Francisco	Other Marina	Yes
	Slip Number	No
	Date Inoperable?	Yes
Vessel Inoperable	Reason Inoperable	Yes
	Attach Proof/Bill of Sale	Yes
Vessel Cold	Date Sold	Yes
vessel sold	Attach Proof/Bill of Sale	Yes
Other Information	Other Information	Yes
Report Duplicate	Property ID	Yes
Vessel/Multiple Notices	Vessel Name	Yes
Received	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**.

u have reported your Vessel Moved Outside of San Francisco:		
ase provide the following information		
Date Moved		
Sep 22, 2020	首	
Moved To		
Yacht Haven Marina, LA		
		Previous Next

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

	We've received your request,	Case# 00001100. 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 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.

Ħ	Properties My Properties			
9 item:	s • Sorted by Property Name • Filtered by All propert	ties - Type, Record Type • Updated a few seconds ago	~	Account Name
1	Starbucks One @	Active		Starbucks
2	Starbucks 2 Plano @	Active	:	Starbucks

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

Home	My Details 🗸	Additi	onal Resources 🗸					
Pro AE	operty BC Store @							
Record Typ Business P	e Personal Property	Туре	Account Name Starbucks	Entity Id 5000000	Doing Business As ABC Store	Property ID A5000008		
File Propert	ty Statements Fil	e Exemptions	Details & Related	Request Property	y Updates			
				Welcc Based BOE-5 File Online Request H	ome to your Propert	y record. Eted to file: -571-LA		
	_		_				_	 Next

an Francisco Assessor R	ecorder		
		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

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

	You've Selected to Request a Hardcopy	
Hardcopy will either be ser ise update your profile.	t to the Account's Mailing Address or the Contact Email for this property based on the preference you have selected on your user	profile - you currently have Email selected*, if this is not your preferred method,
ardcopies that are sent via E	mail will take an upwards of 48 hours to be received. Hardcopies that are sent via Mail will take about 10 business day to arrive.	
ect next when you are read	y to submit your request.	
		Previous

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

ome	My Details 🗸	Additional Resources 🗸		
Case 00001	1107			
Property ABC Store @	Status New			
etails Fi	iles			
Туре		Request Hardcopy Form	Form Type	BOE-571-L & BOE-571-LA - Financial Institution or Insurance Company

#### 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

Contact Customer Support Tell us how we can help.	
Туре	
Request Replacement Notice	•
✓ Request Replacement Notice	
Request New Business	
Request New Vessel	
Other	

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

Туре	Information Needed	Mandatory Information
Dequect Deplecement Nation	Account Name	Yes
Request Replacement Notice	Doing Business As	Yes
	Business Owner	Yes
Dequest New Dusiness	Doing Business As	Yes
Request New Business	Business Location Start Date	Yes
	New Business Location Address	Yes
	Owner	Yes
	Vessel Name	Yes
	Vessel ID Type	Yes
Request New Vessel	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.

Request Replacem	ent Notice 🔹
pload File	
▲ Upload Files	Or drop files
le Name:	
Note	: Replacement Notice will be sent to the address in our records.
Account Name	
Account Name	
Account Name ABC Inc Doing Business As	

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

My Details 🗸	Additional Resources V
page is used for general i	nquires. For example, if you need a replacement notice, to add a new business location, to add a new vessel, or to make a general inquir
l to update a specific prop	perty (for example, it has moved, closed, or sold) or report it as a duplicate, please go to My Details, Properties, select the specific prope 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
	1 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
## 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.

	<u> </u>	
	Business/Accounts	
N	Properties	City and County of San Francisco Assessor-Recorder's new web portal
	Filings/Statements	our Business Accounts and Property Locations, as well as create customer support cases.
	Assessments	
Getting SI To get started this year. Once	Customer Service C	rour 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 Service Cases all the associated Properties below. You may also link multiple Accounts and Properties.
Request a	Replacement PIN	ress PIN to view information online please request a replacement notice. You may request this hy paying to the Additional Resources tab above and

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

lome	My Details 🗸	Addi	tional Resources $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$					
8	Cases My Customer Servi	ce Cases						
50+ iten	ns • Sorted by Case Number	Filtered by All cas	es - Case Record Type • U	pdated a minute ago				C
	Case Number 🦊 🗸 🗸	Status	✓ Property	~	Туре	~	Sub-Type	~
1	00001109	New	LA Prop 3@	2 DR CARLTON B GOODLETT PL	Request Hardcopy Form			
2	00001108	New	ABC Store @	<u>ð</u>	Request Hardcopy Form			
3	00001107	New	ABC Store @	<u>)</u>	Request Hardcopy Form			

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

me	My Details	~	Addition	al Resources 🗸				
	Cases My Customer So	ervic	e Cases					a
50+ iten	is • Sorted by Case Num	ıber • F	iltered by All cases - C	Case Record Type • Updated a minute	ago	I		e
	Case Number 🕹	$\sim$	Status	✓ Property	~	Туре	✓ Sub-Type	$\checkmark$
1	00001109		New	LA Prop 3 @ 2 DR CARLTON	NB GOODLETT PL	Request Hardcopy Form		
2	00001108		New	ABC Store @		Request Hardcopy Form		
	00001107		New	ABC Store @		Request Hardcopy Form		

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

Case 00001108	]		
Property S ABC Store @ N	tatus Iew		
Details Files			
Type	Request Hardcopy Form	Form Type	ROF-571.1 & ROF-571.1 A - Einancial Institution or Insurance Company

## 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.

lome	My Details 🗸	Additional Resources 🗸	
Case 0000	01109		
Property LA Prop 3 @ 2	DR CARLTON B GOODLETT	Status PL New	
Details	Files		

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

🕒 Files (0)		Add Files
	C Upload Files Or drop files	

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.

		>
	Upload Files	
Test.docx 11 KB		•
of 1 file uploaded		Done

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

Files (1)	Add Files
Test Sep 23,2020 • 11KB • docx	
	View All

### 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.

ems	• Sorted by Case Number •	Filtered by	y All cases - 4 more filters applied	Updated a few seconds ago		C
	Case Number 1	~	Assessment Year 🗸	Property 🗸	Sub-Status	
	00578031		2019	576@ Richard Property @ 1706 S MILITARY ST ST	Completed	
	00578043		2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Completed	
	00607724		2020	Steven and Richard's @ 3/4 PO BOX 480 ALY	Completed	
	02236832		2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Completed	
	02236833		2020	Richards Townhouse Property @ 101 S I65 SERVICE RD RD	Noticing	

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

BPP Assessment				
Property Richards Townhouse Property @ 101 S I6	Type Escape	Assessment Year 2020	Total Assessed Value \$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 Richards Townhouse Property @ 101 S I6	Type Escape	Assessment Year 2020	Total Assessed Value \$90,000
Details Files Waive Notice Period			
I waive all my rights and privileges under Section 531.8 of the California mailed or otherwise delivered to the affected taxpayer a "Notice of Pro immediately.	ESCAP a R&T Code, which state posed Escape Assessme	E WAIVER FORM as "No escape assessment shall be e ant" with respect to one of more sp	enrolled under this article before 15 days after the Assessor has actified tax years." Please issue escape assessment(s) and tax bill(s)
Kevin Leonard			
			Confirm

5. The SMART system displays a Success message.

Case BPP Assessment	Success This has been submitte	id successfully	0
Property Richards Townhouse Property @ 101 S I6	Type Escape	Assessment Year 2020	Total Assessed Value \$90,000
Details Files Waive Notice Period			
	ESCAR	PE WAIVER FORM	
I waive all my rights and privileges under Section 531.8 of the Californi mailed or otherwise delivered to the affected taxpayer a "Notice of Pro immediately.	a R&T Code, which stat posed Escape Assessm	tes "No escape assessment shall be e nent" with respect to one of more sp	enrolled under this article before 15 days after the Assessor has ecified tax years." Please issue escape assessment(s) and tax bill(s)
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

 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*.

me	My Details	Additional Resources 🗸			
	Business/Accounts				
V	Properties	City and County of	San Francisco Assesso	or-Recorder's new w	veb portal
	Filings/Statements	v web portal, you can electronic our Business Accounts and Pro	cally file your Statements and Exemp operty Locations, as well as create cu	tions Forms, review and manage stomer support cases.	
	A		, ,		
Getting	Assessments				
To get starte	Customer Service C	our Business Accounts and Propertie	s. You will be asked to input an Entity ID and A	Access PIN, which can be found on the N	otice to File that was mailed
this year. On	ice a Business Account is linke	d, you will be able to see all the associate	d Properties below. You may also link multiple	e Accounts and Properties.	
Request	a Replacement PIN	sees DIN to view information colline plan	en convert a conference to ation. You may const	nuest this burn insting to the Additions	Decourses tab above and
selecting Ger	neral Inquiry which will create	e a customer service case with our office.	se request a replacement notice. You may rec	quest this by havigating to the Additiona	r Resources tab above and
Accessin	g Additional Informa	tion			
You can acce	ess additional information abo	ut your Accounts and Properties by click	ing on the My Details tab above. There you ca	in also view your past filings, assessment	history, and any customer
service cases	5.				
			Add Account Property		
Filing Sta	atements and Viewing	g Property Details			
To file BPP st can also click	tatements and/or exemptions k on any of the Properties or A	forms, select the appropriate Property In accounts linked to view information and r	sted below and choose the File Property Stat equest updates.	ements or File Exemptions tab to access	our online filing system. You
operties	Accounts/Businesses				
Prope	erties Properties				
3items • Sorte	ed by Property Name • Eiltered b	w All properties - Tune Record Tune • Linda	ed a minute ano		C
o number o o num		y ni properties - Type, needro Type - opain	Status		
Prop	perty Name T	~	status	Account Name	~
1 100	s @		ACTIVE	Anne's Pet Grooming	
1 APG			· · · · ·		
1 APG 2 Jent	NY @ Treasure Island Marina		Active	Jerry's Yoga Experience	

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

File Property Statements File Exemptions Details & Related Request Property Updates	10
San Francisco Assessor Recorder	
Property is Inactive. If you need to update this property, navigate to the 'Request Property Updates' tab.	
Finish	

3. 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

4. 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.

1. 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)* 

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

Property APG @						
Record Type Business Personal Property	Туре	Account Name Anne's Pet Grooming	Entity ID 7004667	Doing Business As APG	Property ID A5492872	
File Property Statements	File Exemptions	Details & Related Re	quest Property Upda	ites		
			Welcome t	o your Property re	cord.	
		_	Based on you BOE-571-	r records, you are expected to -L and BOE-57	file: 71-LA	
			<u>File Online</u>			
			Request Hardo	ору		
						 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.

operty: APG @					
. Total Counterlines Partitions etc iost	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: Gener	al Info Part II: Pro	operty Belonging to You	Part III: Property Belonging to Others	Submit
Provide your name and mai	ling address				
Name Anne's Pet Grooming			Mailing Address ① C/O ANNE MATTHEV 350 BUSH ST SAN FRANCISCO, CA	vs 94104-2804	Edit
Business Location					
Property name APG @			Roll Code Unsecured		•
emarks					
		Back	Next Print PDF		

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

4. 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.

iperty: APG @				
lotal Counterlines Partitions 2. lotal signs Camera I V 3. Total Carpets Drapes ( Cost Equipment etc Cost 3. Total Carpets Drapes (	Cost	4. Total ATMs Cost Depositories Cost Window Klosk Cost		
My Property Location Part I: General Info Part I	ll: Propert	y Belonging to You Part III: Property Belonging to Others Submit		
Part I: General Information				
omplete (a) thru (g)				
a. Select type of business 🕚		* Select subtype of business		
Other Services	•	Banking/Financial Institution		
b. Enter local telephone number		* Email address		
8008883890		amatthews@petgroom.com		
d. When did you start business at this location?     Oct 14, 2020     e. Enter location of general ledger and all related accounting     ecords (include zip code):     Edit	Ħ	If your business name or location has changed from last year, enter the former name and/or location		
f. Name of authorized person to contact at location of accounting records		* Telephone number of authorized person to contact at location of accounting records		
Anne Matthews		8008883890		
z. During the period of January 1, 2020 through December 31, 2020	_			
* (1) Did any individual or legal entity (corporation, partnership, imited liability company, etc.) acquire a "controlling interest" (see nstructions for definition) in this business entity? No • Remarks				

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.

My Property Location	n 👌 Part I: G	ieneral Info Part II: Pr	roperty Belonging to You Part	III: Property Belonging to Others	Submit
rt II: Declaration of P	roperty Belonging to You	L			
ow for your convenience, please cel button will restore the list to ted to recent acquisitions or dis	find a list of assets reported last yea o when it was last saved. When finish posals will be entered in the Schedul	r. To make a change, please click on the per red, click Save and Next in order to move or le D in Part II, before you proceed to Part II	ncil icon beside any asset to edit the value n to the next page of the form. If you need II.	or click New to add a new asset not previo to remove an item, click on the pencil to cl	ously reported. Click Save to save changes; nange it's cost to \$0. If applicable, details
ompare to Last Year's Assessed	Costs				
Cancel Save New					
attachment	25				
are still required to enter indivi	dual asset line items even if you uplo	ad a file. Uploading a file is meant to provid	de additional information if needed.		
	ual Asset Classification Line Items				
] I certify that I have no individ	ual Asset Classification Line Items				Description of This Versia Description
] I certify that I have no individ	Acquisition Year	Property Category	Last Year's Assessed Cost	This Year's Reported Cost	Cost

Upload Files	
Vessel_Valuation.xlsx 11 KB	o
l of 1 file uploaded	Done

6. 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.

Dest III Declaration of Drog	estu Beleveire te Veu				
art II: Declaration of Prop	erty Belonging to You				
low for your convenience, please find ncel button will restore the list to who ated to recent acquisitions or disposa	a list of assets reported last year. To m en it was last saved. When finished, cliu Is will be entered in the Schedule D in	ake a change, please click on the pencil icor k Save and Next in order to move on to the Part II, before you proceed to Part III.	n beside any asset to edit the value or clic e next page of the form. If you need to ren	k New to add a new asset not previously nove an item, click on the pencil to chang	v reported. Click Save to save changes; re it's cost to \$0. If applicable, details
Compare to Last Year's Assessed Cost	15				
Cancel Save New					
d attachment					
1 Upload Files Or drop files					
ou are still required to enter individual	asset line items even if you upload a fi	e. Uploading a file is meant to provide addi	tional 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 🖋	1
ATMs	2019	Alternate Schedule A	\$2,000.00	\$2,000.00 💉	1
Machinery & Equipment	2018	Equipment	\$23,000.00	\$23,000.00 💉	/
Cancel Save New					
emarks					
emarks		Back Next	Print PDF		

7. 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						

8. 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		
easehold Improvements - Fixtures	2020	Bldg/Bldg Impr/Leasehold Impr/Land/Land Impr		50000			
easehold Improvements - Structure	2020	Bidg/Bidg Impr/Leasehold Impr/Land/Land Impr		\$10,000.00 🖋	1		
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: Busine	ss Personal Pro	perty Statement			
Property: APG @					
1. Total Counterlines Partitions etc Cost	2. Total Signs Camera TV Equipment etc Cost	3. Total Carpets Drapes Cost	t 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: Gene	aral Info Part II: Prop	erty Belonging to You	Part III: Property Belonging to Oth	Submit
Part II: Declaration of	Property Belonging to	o You			
Below for your convenience, plea reported. Click Save to save chan item, click on the pencil to change Compare to Last Year's Assess	ase find a list of assets reported la iges; Cancel button will restore ti e it's cost to \$0. If applicable, det ed Costs	st year. To make a change, please cl 1e list to when it was last saved. Wh alls related to recent acquisitions or	lick on the pencil icon besi ten finished, click Save and r disposals will be entered	ide any asset to edit the value or click Nev d Next in order to move on to the next pag in the Schedule D in Part II, before you pr	v to add a new asset not previously ge of the form. If you need to remove an roceed to Part III.
Cancel Save New	 ] ,				
	files				
✓ou are still required to enter ind ✓ I certify that I have no indi	lividual asset line items even if yo vidual Asset Classification Line It	u upload a file. Uploading a file is m .ems' by default	eant to provide additiona	l information if needed.	
Asset Classification	Acquisition Year	Property Category	Lasting	Cost This Year's Reported Cos	t Description of This Year's Reported Cost
Cancel Save New	]		The Ta an Ass button t	axpayer must either enter et or click the certification that there are no assets to declare.	
		Back	lext Print PDF		

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.

Dei ty. AFG @					
otal Counterlines Partitions etc t X0	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
: II - Schedule D					
✓ You have reported a cos	st of \$10,000.00 in Leasehold Improve	ements - Structure with acquisition yea	r 2020 for a Net change of \$10,000	.00.	
Please click here to provide more	e information of the Acquisitions or Dis	posals that caused this change.			
New					
Туре	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
Туре	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
Type V You have reported a cos	Month of Addition/Disposal	Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0	Description	
Type You have reported a cos	Month of Addition/Disposal	Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0	Description	
Type You have reported a cost Please click here to provide more	Month of Addition/Disposal st of \$50,000.00 in Leasehold Improve information of the Acquisitions or Dis	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change.	Cost 2020 for a Net change of \$50,000.0	Description 10.	
Type       Vou have reported a cost       Please click here to provide more       New	Month of Addition/Disposal st of \$50,000.00 in Leasehold Improve c information of the Acquisitions or Dis	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change.	Cost 2020 for a Net change of \$50,000.0	Description 0.	
Type You have reported a cos Please click here to provide more New	Month of Addition/Disposal	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change.	Cost 2020 for a Net change of \$50,000.0	Description 10.	
Type You have reported a cos Please click here to provide more New Type	Month of Addition/Disposal at of \$50,000.00 in Leasehold Improve a information of the Acquisitions or Disposal Month of Addition/Disposal	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change. Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0 Cost	Description 10. Description	
Type You have reported a cos Please click here to provide more New Type	Month of Addition/Disposal at of \$50,000.00 in Leasehold Improve e Information of the Acquisitions or Disposal Month of Addition/Disposal	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change. Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0 Cost	Description	
Type You have reported a coo Please click here to provide more New Type	Month of Addition/Disposal st of \$50,000.00 in Leasehold Improve e information of the Acquisitions or Disposal Month of Addition/Disposal	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change. Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0 Cost	Description 10. Description	
Type You have reported a cos Please click here to provide more New Type tks	Month of Addition/Disposal at of \$50,000.00 in Leasehold Improve information of the Acquisitions or Dis Month of Addition/Disposal	Year of Addition/Disposal ements - Fixtures with acquisition year posals that caused this change. Year of Addition/Disposal	Cost 2020 for a Net change of \$50,000.0 Cost	Description	

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
*Туре	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 Belongings to You* section.

New					
Туре	Month of Addition/Disposal	Year of Addition/Disposal	Cost	Description	
Addition	January	2020	\$10,000.00	Leasehold Improvements done	
You have reported a Now	cost of \$50,000.00 in Leasehold Improvement	is - Fixtures with acquisition year 2020 f	for a Net change of \$50,000.00.		
You have reported a New	cost of \$50,000.00 in Leasehold Improvement Month of Addition/Disposal	ts - Fixtures with acquisition year 2020 f	for a Net change of \$50,000.00.	Description	
V You have reported a New Type Addition	cost of \$50,000.00 in Leasehold Improvement Month of Addition/Disposal March	ts - Fixtures with acquisition year 2020 f	for a Net change of \$50,000.00.	. Description more additions	
Vou have reported a New Type Addition Disposal	Cost of \$50,000.00 in Leasehold Improvement Month of Addition/Disposal March January	ts - Fixtures with acquisition year 2020 f Year of Addition/Disposal 2020 2020	Cost         \$60,000.00           \$60,000.00         \$10,000.00	Description more additions Disposed few items	<ul> <li></li> <li></li></ul>

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: Busin	ess Personal Pro	operty Statement			
Property: APG @		<u>,                                     </u>			
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 Depositories Cost	Night ó. Total Drive-up/Walk-up Window Klosk Cost
My Property Locati	on Part I: Ge	eneral Info Part II: Propert	y Belonging to You	Part III: Property Belonging to O	thers Submit
Part III: Declaration	of Property Belonging	to Others			
If property belonging to others (Lessee), and whether lessor or individually by clicking 'New'.	, or their business entities, is loca lessee has the tax obligation. For	ed on your premises, report the owner's in assessment purposes, the Assessor will o	name and mailing addr onsider, but is not bou	ress. If it is leased equipment, read y nd to, the contractual agreement. Yo	our agreement carefully and enter A (Lessor) or B ou may either upload a file or enter the items
Cancel Save New Add attachment Upload Files Or dro	v op files				
Lessor's Name	Tax Obligation L	eased Equipment Type Year of Acq.	Cos	t to Purchase Annual R	ent Description
Cancel Save New	v	Hers The Less certi is	e Taxpayer mu sor's Name or fication button no Lessor to c	st add a click the that there leclare.	
		Back	t 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
orm	BOE-571-L& BOE-571-LA - Financial Institution or Insurance Company
roperty 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
Cancel Save	

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

Part I: General Info					
	Part II: Property Belonging to You	Part II	- Schedule D Part III: F	Property Belonging to Ot	Submit
ssment purposes, the Assessor will	consider, but is not bound to, the contractu	ai agreement. You m	ay either upioad a hie or enter the	items individuality by clicking 'Nev	w.
Obligation Leas	ed Equipment Type Year of Acq.		Cost to Purchase	Annual Rent	Description
sor Gov	ernment-owned property 2020	1	\$10,000.00 🖋	\$500.00 🖋	1
eport that belongs to others					
	business entities, is located on you essment purposes, the Assessor will     Cobligation Lease sor Gov	Obligation     Leased Equipment Type     Year of Acq.       sor     Government-owned property     2020	Obligation       Leased Equipment Type       Year of Acq.         sor       Government-owned property       2020	Obligation       Leased Equipment Type       Year of Acq.       Cost to Purchase         sor       Government-owned property       2020       \$10,000.00	• 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 (Lesso essment 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. Nex         (Obligation       Lessed Equipment Type       Year of Acq.       Cost to Purchase       Annual Rent         sor       Government-owned property       2020       X       \$10,000.00       \$500.00       X

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

roperty: 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	ó. Total Drive-up/Walk-up Window Kiosk Cost \$0.00
My Property Location	Part I: Genera	al Info Part II: Propert	y Belonging to You 💙 Part I	III: Property Belonging to Others	Submit
ign & Submit					
J declare under penalty of perjur my knowledge and belief it is tru statement at 12:01 a.m. on Janua	y under the laws of the State of Ca e, correct, and complete and inclu ary 1, 2020.	lifornia that I have examined this pro des all property required to be report	perty statement, including acco ed which is owned, claimed, po:	ompanying schedules, statements or oth ssessed, controlled, or managed by the	her attachments, and to the best o person named as the Assessee in t
<ul> <li>Signature of assessee or autho</li> </ul>	rized agent		* Date 🚯		
Anne Matthews					
* Name of Assessee or Authoriz	ed Agent		* Title of Assessee or Auth	orized Agent	
Anne Matthews			Owner		
* Name of Legal Entity			Federal Employer ID Numb	er	
Anne's Pet Grooming					
* Preparer's Name and Address			* Title of Preparers		
Anne Matthews			Owner		
* Telephone Number			Business Description		
			None		~
8008883890			Remarks		
Ownership Type					
Ownership Type		•			
Ownership Type None		•	THIS STATEMENT IS SUBJ	ECT TO AUDIT	

571-LA: Business Personal Property Statement

17. The Community Portal displays the completed certification.

	Certi	fication Complete
Thank you f	or electronically filin	g. Listed below is your confirmation number.
Statement Type:	BOE-571-L & BO	E-571-LA - Financial Institution or Insurance Company
Property Id:	A5000006	
Confirmation Number:	STMT-00008	
Date of Submission:	November 6, 202	0
You may view	w your e-Filed stat	ement 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)* 

Froperty Knight Rider Mansion @	1950 BENT TREE	PL			- 1
Record Type Business Personal Property	Type Accoun ABS IN	tt Name Entity ID IC 5000075	Doing Business As Knight Rider Mansion	Property ID A5489840	
File Property Statements File Ex	emptions Details &	& Related Request Propert	ty Updates		
San Francisco Assessor Recorder		Welc	ome to your Property	v record.	
		Base	d on your records, you are expec BOE-571-R	ted to file:	
		<u>File Onlir</u>	<u>ne</u>	Ň	
		Request	Hardcopy		
				,	Next

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

• RUCTIONS	INFO/ADDRESS	S PART II: QUESTIONS UNIT TO	DTALS SCHEDULES A AND B DECLARATION E	Y ASSESSEE		
	_	BOE-5	71-R: APARTMENT HOUSE PROPERTY S	TATEMENT		
a Pavanua a	nd Taxation Code	f the State of California requires that	every person, upon request of the Assessor, shall fil	e a written property sta	tement under penalty of periu	inv with the Assessor
ithin such tim ossessed or c ompleted sta	e as the Assessor ontrolled by you as tement form to th	hay appoint. Please complete this fo of 12:01 a.m., January 1, this year a Assessor on or before the date s	m according to the numbered instructions provided the location listed. Property which you are purchas ated in the official requirement section. In all inst	below as your stateme ing under a conditiona ances, you must return	ant of furnishings and related e sales contract must be includ the original BOE-571-R.	equipment owned, ded. Return the
ithin such tim ossessed or c ompleted sta	e as the Assessor ontrolled by you a tement form to th	ya yapoint. Please complete this fo of 12:01 a.m., January 1, this year a Assessor on or before the date s	m according to the numbered instructions provided the location listed. Property which you are purchas ated in the official requirement section. In all inst	below as your stateme ing under a conditiona ances, you must return	nt of furnishings and related sales contract must be includ the original BOE-571-R.	aquipment owned, jed. Return the
vithin such tim ossessed or c ompleted sta INE 3. PROPI eal Property cceeds 35 yea	e as the Assessor ontrolled by you as tement form to the ERTY TRANSFER - For purposes of rrs, including writte	any appoint. Please complete this fo of 12:01 a.m., January 1, this year a e Assessor on or before the date s apporting a change in control, real pro- n renewal options, (2) a public owner	m according to the numbered instructions provided the location listed. Property which you are purchas ated in the official requirement section. In all inst perty includes land, structures, or fixtures owned or (any arm or agency of local, state, or federal govern	below as your statem ing under a conditiona ances, you must return held under lease from ment) for any term or (	nt of furnishings and related e sales contract must be includ the original BOE-571-R. (1) a private owner if the remai 3) mineral rights owned or helo	ining term of the lease d on lease
ithin such tim ossessed or c ompleted sta INE 3. PROPI ieal Property xceeds 35 yea or any term, w	e as the Assessor ontrolled by you a: tement form to th ERTY TRANSFER - For purposes of rs, including writte hether in productic	ay appoint. Please complete this fo of 12:01 a.m., January 1, this year a <b>Assessor on or before the date s</b> eporting a change in control, real pro n renewal options, (2) a public owner n or not.	perty includes land, structures, or fixtures owned or (any arm or agency of local, state, or federal govern	below as your statem ing under a conditiona ances, you must return held under lease from ment) for any term or (	nt of furnishings and related e sales contract must be includ the original BOE-571-R. (1) a private owner if the remal 3) mineral rights owned or held	ining term of the lease d on lease

3. 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 Number
\$	
	* Accounting State
	California
	Accounting Postal Code Extension
\$	
locatio	* Accounting Contact Number
	9283038202
	Previous Next >
.1	¢

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

1 1155 Market DE	BOE-571-R: APARTMENT H CARMEN CHU, A APARTMENT HOUSE CITY & COUNTY St., 5th Floor, San Francisco, CA CLARATION OF COSTS AND OTH	OUSE PROPERTY STATEME! SSESSOR-RECORDER PROPERTY STATEMENT DF SAN FRANCISCO 94103 + askbpp@sfgov.org + www. ER RELATED PROPERTY INFORMA <sup>*</sup>	NT sføssessor.org rign
This Statement is filled for year 20			
General Information			
Entity Name		Property Id	
ABS INC		A5489840	
LA By		Roll	
Last time this was Audited		Unsecured	~
BLK LOT		Doing Business As (DBA)	
		Knight Rider Mansion	
Mailing Address			
Mailing Care Of	* Mailing Street Number		
	Main Stree		It is where your correspondences will be mailed to
Mailing Street Fraction	Mailing Street Pre-Directio	n	
-None V	None	~	
* Mailing Street Name	* Mailing Street Type		
Main Street	Street	~	
Mailing Unit Type	Mailing Unit Number		
-None V			
* Mailing City	• Mailing State		
SAN FRANCISCO	California	*	
* Mailing Postal Code	Mailing Postal Code Extens	ion	
94102	9410		
* Mailing Country			
* Mailing Country United States of America  v Location/Address of the Property			
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5. The Taxpayer enters all fields in *Part II: Questions* section, then clicks the *Next* button.

	CAREFULLY READ AND FOLLOW THE ACCOMPANYING IN	BOE-571-R: APARTMENT	HOUSE PROPERTY STATEMEN	т	
	i. If you no longer own this property as of January 1 of t	this year, show the name and	mailing address of the new owner	*	
	Name				
Cry       Ear       2p         Image:       Imag	Mailing Address				
Cty iste      2 bore the text number of units for the text istics ister    10 bore ************************************					
type text pp   10 100- 100-   10 100- 100-   10 100- 100-   10 100- 100-      10. In the test at number of number of numbers of tests that at a					
	City	State		Zip	
In personal intervention of a work to react the location link of intervention into the location link of intervention interventintervention intervention intervention interventintervention in		None	~		
*2 to create number of duties to location into all   *2 to create number of duties to location into all   *10   *2 to create number of duties to streate its number duties its company, stc.3 company at "company, stc.3 company at "company, stc.3 company at "company"   *2 to create number of duties to streate its number duties its company, stc.3 company at "company"   *4 company at the instant of duties to its company at the instant its number of the instant its number of duties its company.   *4 company at the instant of duties its company at the instant its number of duties its company.   *4 company at the instant of duties its company.   ************************************	Zip Extension				
2. Bray the base integer of units or the location listed       "By pue line ine or the units?"         10       No         10       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Outring the period of january 1, 2020 through December 31, 2020.       No         10. Depretore					
A. burge the period of January 1, 2020 through December 31, 2020.     20. burge the period of January 1, 2020 through December 31, 2020.     20. burget to individuality or entity (perpendents a final statistic or genergy, etc.) arequite a "contralling interest" (per instructions for definition) in this business are period in the period of business or own period are period of period of the period of business or own period are period of the period of business or own period are period of the period of business or own period are period of the period o	2. Enter the total number of units for the location liste     10	ed	• Do you live in one of the un	its?	1
1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 31, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 December 32, 2020.         1. During the period of January 1, 2020 through 0 Decembe					
Al-Darry detro lockidada, partnership or solar transmission. Junitaria in presente ar prepriy solar transmission. Junitaria in the solar article in a solar transmission. Junitaria in the solar	S(1) - Did any individual or entity (corporation, partners entity? –None–	hip, limited liability company	, etc.) acquire a "controlling intere	est" (see instructions for definition) in this business $\label{eq:second}$ $\checkmark$	
A O a gray other individuals, partorembing or sporpering individuals, partorembing or spore training backeted work on your permitted in the backeted of your permitted of your permitted of your permitted in the backeted of your permitted in the backeted of your permitted of your pe					
4. Do ago what individuals, parter					
<pre>chance in advance and personal effects of provide transition decision or pour pennises? </pre>	4. Do any other individuals, partnerships or corporations do business or own personal property				
No   So byou hold furniture or equipment belonging to sthere on a loan, retral, or fesse basis?   No   So byte hold furniture or equipment belonging to sthere on a loan, retral, or fesse basis?   No   So byte hold furniture or equipment belonging to sthere on a loan, retral, or fesse basis?   No   So byte hold furniture or equipment belonging to sthere on a loan, retral, or fesse basis?   No   So byte hold furniture or equipment belonging to sthere on a Schedule A of the back. Do not include, either here or in Schedule A, any unit in which you hoe.   Stepping Room   Purping furniture or equipment belonging to sthere or in Schedule A of the back. Do not include, either here or in Schedule A, any unit in which you hoe.   Stepping Room   Purping furniture or equipment belonging to sthere or in Schedule A of the back. Do not include, either here or in Schedule A of the back. Do not include, either here or in Schedule A. any unit in which you hee.   Stepping Room   Purping furniture or equipment belonging to sthere or in Schedule A of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the state of the back. Do not include in the s	(other than household furniture and personal effects of your tenants) located on your premises?	f			
So by our hold furniture or equipment belonging to other so to least, rental, or lease basis?     No   A. INTR BELOW the number of fully furnished (e.g., stores 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 lyte.   Stepping Room     Yuly furnished     Partially furnished     Unfurnished     Unfurnished     Interpine to the state of the back in t	No				
So by our hold furniture or equipment belonging to barrers on a lean, rental, or lease basis?     No   A. INTR 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 the.   Stepping Room     Fully furnished     Partially furnished     Interminished        Interminished        Interminished         Interminished        Interminished        Interminished           Interminished        Interminished					
A. by you hold furniture or equipment belonging to betters on a loan, retrate, or loss basis?     B. SUTER BELOW the number of fully furnished, early 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.   Stepping Room   Fully furnished Partially furnished     Fully furnished Unfurnished     Partially furnished Unfurnished     2 eledroom     Fully furnished Partially furnished     Partially furnished Unfurnished     2 eledroom     Fully furnished Partially furnished     10 furnished Unfurnished     2 eledroom     7. Supplies Coxt     8 00000					
About the number of fully furnished, partly furnished (e.g., stores and refrigerators, not built-in), and unfurnished units. Also complete Schedule A of the back. Do not include, ether here or in Schedule A. any unit in which you live.   Schezing Room  Fully furnished  Partially Furnished  Unfurnished  Partially Furnished Unfurnished  Partially Furnished Unfurnished  Partially Furnished Unfurnished  Schezinger  Fully furnished Partially Furnished Unfurnished Schezinger  Fully furnished Partially Furnished Unfurnished Schezinger  Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished Schezinger Fully Furnished					
As LATER BELOW the number of fully furnished (e.g., stores and refrigerators, not bullt-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.   Stepping Room  Fully furnished  Partially furnished  Partially furnished  Unfurnished  Unfurnished  Partially furnished Partial	5. Do you hold furniture or equipment belonging to				
A. NTR 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 Fu	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis?				
A INTR BLOW 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 2 Studio Fully furnished Partially Furnished Partiall	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No ×				
Studius, either here or in Schedule A. any unit in which you live.         Sleeping Room         Fully furnished       Partially Furnished       Unfurnished         2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No ×				
Stepping Robin       Partially Furnished       Unfurnished         2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No	urnished (e.g., stoves and refr	igerators, not bull-in), and unfur	vished units. Also complete Schedule A of the back. Do	
Partially Furnished     Partially Furnished       2       Studio       Fully Furnished     Partially Furnished       2       2 Bedroom         Partially Furnished     Unfurnished       2         2 Bedroom         Partially Furnished     Unfurnished         2 Bedroom         Partially Furnished     Unfurnished         2 Bedroom         Partially Furnished     Unfurnished         3 Studio         * 7. Supplies Cost         8 Suppose	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No • • • • • • • • • • • • • • • • • • •	urnished (e.g., stoves and refr lich you live.	igerators, not built-in), and unfurr	nished units. Also complete Schedule A of the back. Do	
2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No 6. ENTER BELOW the number of fully furnished, partly for out include, either here or in Schedule A. any unit in wh Sleeping Room	urnished (e.g., stoves and refr	igerators, not bullt-in), and unfurr	ished units. Also complete Schedule A of the back. Do	
Studio       Fully Furnished       2       2 Bedroom         Fully Furnished         Pertially Furnished         Infurnished             Infurnished         Infurnished         Infurnished         Infurnished         Infurnished         Infurnished         Infurnished         <	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No • • • • • • • • • • • • • • • • • • •	urnished (e.g., stoves and refr lich you live. Partially Furnished	igerators, not built-in), and unfurr	ished units. Also complete Schedule A of the back. Do Unfurnished	-
Fully Furnished     Partially Furnished     Unfurnished       2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or kesse basis? No 6. ENTER BELOW the number of fully furnished, partly fr not include, either here or in Schedule A, any unit in wh Sleeping Room Fully furnished 2	urnished (e.g., stoves and refr ich you live. Partially Furnished	igerators, not built-in), and unfur	lished units. Also complete Schedule A of the back. Do Unfurnished	]
2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No 6. ENTER BELOW the number of fully furnished, partly fo not include, either here or in Schedule A. any unit in wh Sleeping Room Fully furnished 2 Studio	urnished (e.g., stoves and refr lich you live. Partially Furnished	igerators, not built-in), and unfurr	ilshed units. Also complete Schedule A of the back. Do Unfurnished	
2 Bedroom Tutly Furnished Pertialty Furnished Unfurnished Larger Fully Furnished Pertialty Furnished Unfurnished	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No  6. ENTER BELOW the number of fully furnished, partly for not include, either here or in Schedule A. any unit in wh Sleeping Room           Fully furnished           2           Studio           fully furnished           2	urnished (e.g., stoves and refr ich you live. Partially Furnished Partially Furnished	igerators, not built-in), and unfurn	Ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished	
Fully Furnished     Pertialty Furnished     Unfurnished       2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No 6. ENTER BELOW the number of fully furnished, any unit in wh Sleeping Room Fully furnished 2 Studio Fully furnished 2	urnished (e.g., stoves and refr lich you live. Partially Furnished Partially Furnished	igerators, not bullt-in), and unfurr	Ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished	
Partially furnished     Partially furnished       2	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No × 6. ENTER BELOW the number of fully furnished, partly find not include, either here or in Schedule A. any unit in wh Sleeping Room Fully furnished 2 Studio Fully furnished 2 Studio	urnished (e.g., stoves and refr lich you live. Partially Furnished Partially Furnished	igerators, not bullt-in), and unfurr	lished units. Also complete Schedule A of the back. Do Unfurnished	
Larger Fully Furnished Partially Furnished Unfurnished  * 7. Supplies Cost  \$ 50,000.00   (* Swe 12 Piecfor	5. Do you hold furniture or equipment belonging to others on a bear, rental, or lease basis? No • • • • • • • • • • • • • • • • • • •	unished (e.g., stoves and refr lich you live. Partially Furnished Partially Furnished	igerators, not bullt-in), and unfurr	Ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished	
Larger Fully Furnished Unfurnished 0  *7. Supplies Cost \$ 50,000.00  Cf Swe 12 Pixe For f	5. Do you hold furniture or equipment belonging to others on a bear, rental, or lease basis? No • • • • • • • • • • • • • • • • • • •	Partially Furnished Partially Furnished Partially Furnished	igerators, not bullt-in), and unfurr	Ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished	
Fully Furnished         Unfurnished           0	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No   6. ENTER BELOW the number of fully furnished, partly fr not include, either here or in Schedule A. any unit in wh Sleeping Room  Fully Furnished  2  Studio  Fully Furnished  2  Bedroom  Fully furnished  2	urnished (e.g., stoves and refr hich you live. Partially Furnished Partially Furnished Partially Furnished	igerators, not bull-in), and unfurr	lished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished	
0 *7. Supplies Cost \$ 50,000.00  (2 Sine (2 Price Top F) (2 Cont - 1 Previous - 1 P	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No   6. ENTER BELOW the number of fully furnished, partly fundished, either here or in Schedule A, any unit in wh Sleeping Room  Fully furnished  2 Studio  Fully furnished  2 Bedroom  Fully furnished  2 Larger	urnished (e.g., stoves and refr itch you live. Partially Furnished Partially Furnished Partially Furnished	igerators, not built-in), and unfurr	Ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished	
*7. Supplies Cost \$ 50,000.00 (2 Sive 12 Price Top 12 Pri	b. Do you hold furniture or equipment belonging to there on a loan, rental, or lease basis?      No     Control of furniture or or fully furnished, partly furnished, partly furnished     Control of fully furnishe	urnished (e.g., stoves and refr ich you live. Partially Furnished Partially Furnished Partially Furnished Partially Furnished	igerators, not built-in), and unfurr	Inished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished Unfurnished	
*7. Supplies Cost \$ 50,000 00 @ Swe (2 Price Top	S. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis?           No            G. ENTER BELOW the number of fully furnished, partly function of fully furnished, either here or in Schedule A. any unit in whether or inschedule A. any unit in whether or inschedule A. any unit in whether the second seco	urnished (e.g., stoves and refr Partially Furnished Partially Furnished Partially Furnished Partially Furnished	igerators, not built-in), and unfurr	Inished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished Unfurnished	
* 7. Supplies Cost \$ 50,000 00 @ Save (2, Price TOF	S. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No C. ENTER BELOW the number of fully furnished, partly furnished, either here or in Schedule A. any unit in wh Sleeping Room Fully furnished 2 Studio Fully furnished 2 Bedroom Fully furnished 2 Larger Fully furnished 0	urnished (e.g., stoves and refr partially Furnished Partially Furnished Partially Furnished Partially Furnished Partially Furnished	igerators, not built-in), and unfurr	Inished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished Unfurnished	
\$ 50,000.00	5. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No C. ENTER BELOW the number of fully furnished, partly furnished, either here or in Schedule A, any unit in wh Sleeping Room Fully furnished 2 Studio Fully furnished 2 Bedroom Fully furnished 2 Larger Fully furnished 0	urnished (e.g., stoves and refr partially Furnished Partially Furnished Partially Furnished Partially Furnished Partially Furnished	igerators, not built-in), and unfurr	hished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished Unfurnished	
@ Save () Print PDF	S. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis?  No C. ENTER BELOW the number of fully furnished, partly for not include, either here or in Schedule A. any unit in who Sleeping Room Fully Furnished 2 Studio Fully Furnished 2 Bedroom Fully Furnished 2 Larger Fully Furnished 0 To To Supplies Cost	urnished (e.g., stoves and refr ich you live. Partially Furnished Partially Furnished Partially Furnished Partially Furnished	Igerators, not built-in), and unfurr	ished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished	
	S. Do you hold furniture or equipment belonging to others on a loan, rental, or lease basis? No  G. ENTER BELOW the number of fully furnished, partly for not include, either here or in Schedule A, any unit in wh Sleepping Room Fully Furnished 2 Studio Fully Furnished 2 Bedroom Fully Furnished 2 Larger Fully Furnished 0 So  So Soo So	urnished (e.g., stoves and refr Partially Furnished Partially Furnished Partially Furnished Partially Furnished Partially Furnished	Igerators, not built-in), and unfurr	Iished units. Also complete Schedule A of the back. Do Unfurnished Unfurnished Unfurnished Unfurnished	

ISTRUCTIONS INFO/ADDRESSES	PART II: QUESTIONS UNIT TOTALS SCHEDULES A AND B DECLARATION BY ASSESS	ΕE
	BOE-571-R: APARTMENT HOUSE PROPERTY STATEMEN	NT
Unit Totals		
Total Sleeping Room		
2		
Total Studio		
2		
Total One Bed		
2		
Total Two Bed		
2		
Total Three Bed		
2		
Total Larger		
0		
Save 🔀 Print PDF		✓ Previous Next →

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

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 ha and enter in the remarks the address where stored. <b>Do not</b> include built-in appliances, installed carpeting, the building. <b>Include</b> ranges, refrigerators, dishwashers, etc., if not built-in.	as been placed in storage, include the cost in the schedule or drapes as furniture; such items are considered part of
SCHEDULE B. Complete the schedule as instructed. Include all equipment not reported in Schedule A. If y separately, you may do so.	you care to attach a schedule listing types of equipment
Schedule A - Furniture and Appliances	
	+ Reported Assets (Furniture and Appliances)
Action * Year of Acquisition * Original Installed Cost (NOT depreciated bo	ook 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 bo	ook 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 depreciate	ed book value)
<b>E</b> 2020 \$ 10000	
Furniture and Appliances - Total Cost \$0.00	Press Save button on bottom left to see updated Total

8. 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.

ction	Year of Acquisition	* Original Installed Cost (NC	DT depreciated book value)
n 🖻	2020	\$10,000.00	
1	2010	\$5,000.00	
r 🛍	2010	\$5,000.00	
niture and ,000.00	l Appliances - Total Cost		Press Save button on bottom left to see updated Total
	Other Euroiture and Estimation	nort	
nedule B -	- Other Furniture and Equipr	nent	+ Reported Assets (Other Furniture & Equipment)
redule B -	Other Furniture and Equipr     Year of Acquisition	• Original Installed Cost (NC	Reported Assets (Other Furniture & Equipment)  T depreciated book value)
redule B - ction (m) (m) (m) (m) (m) (m) (m) (m)	- Other Furniture and Equipr  • Year of Acquisition 2020 are Equipment - Total Cost	• Original Installed Cost (NC \$150,000.00	Reported Assets (Other Furniture & Equipment)  T depreciated book value)      Press Save button on bottom left to see
ction	- Other Furniture and Equipr  • Year of Acquisition 2020  are Equipment - Total Cost	• Original Installed Cost (NC \$150,000.00	Reported Assets (Other Furniture & Equipment)  DT depreciated book value)      Press Save button on bottom left to see updated Total
ction	- Other Furniture and Equipr • Year of Acquisition 2020 are Equipment - Total Cost	• Original Installed Cost (NC \$150,000.00	Reported Assets (Other Furniture & Equipment)  T depreciated book value)      Press Save button on bottom left to see     updated Total
ction ction r Furnitu 0,000.00 marks y Remarks	- Other Furniture and Equipr * Year of Acquisition 2020 are Equipment - Total Cost	• Original Installed Cost (NC \$150,000.00	Reported Assets (Other Furniture & Equipment)  DT depreciated book value)      Press Save button on bottom left to see     updated Total

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.

Note: The following declaration must	be completed and signed. If you do not do so, it may result in penalties.
declare under penalty of perjury under the laws of the State of California that I hu best of my knowledge and belief it is true, correct, and complete and includes all he assessee in this statement at 12:01 a.m. on January 1, 2019.	ave examined this property statement, including accompanying schedules, statements or other attachments, and to the property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as
Ownership Type	
Other +	
f Ownership Type = Other, enter the Ownership Type here:	
Other Owner	
Signature of Assessee or Authorized Agent	Date
Tom Hanks	
Signature of Person Making Claim	The Signature Date will be populated upon submission.
Name of Assessee or Authorized Agent	Title
Tom Hanks	
Name of Legal Entity (other than DBA)	Federal Employer ID number
ABS INC	
	Enter FEIN (also known as Tax ID). Please do not enter SSN.
Preparer's Name and Address	* Telephone Number
Tom Hanks 1 Main Street Los Angeles 7567	111-111-1212
Remarks	
My Remarks	
THIS STATEMENT IS SUBJECT TO AUDIT	
	Submit
Save D Print PDF	Previous

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 t*ab 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)

File Property Statements File Exemptions Details & Related	Request Property Updates	-1
	Welcome to your Property record.	
	Based on your records, you are expected to file: BOE-571-STR	
	<u>File Online</u>	
	Request Hardcopy	
		Vext

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

O/ADDRESSES PART 1 PART 2 SCHED	DULE A PART 3 SIGNATURE	
BOE-57	71-STD: SHOPT.TEDM DENTAL DOODEDTY STATEMENT	
BOLSI	CARMEN CHU, ASSESSOR-RECORDER	
	SHORT TERM RENTAL PROPERTY STATEMENT	
	CITY & COUNTY OF SAN FRANCISCO	
1155 Market St.,	CITY & COUNTY OF SAN FRANCISCO 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org	
1155 Market St., DECLAR	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org aATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION	
1155 Market St., DECLAR General Information	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION	
1155 Market St., DECLAR General Information	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION	
1155 Market St., DECLAR General Information	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION Account Number	
1155 Market St., DECLAR General Information Entity Name MW Test 10012020	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION Account Number	
1155 Market St., DECLAR General Information Entity Name MW Test 10012020 Roll	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION Account Number Account Number Assessor's Parcel Number (APN)	
1155 Market St.,	CITY & COUNTY OF SAN FRANCISCO 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org	
1155 Market St., DECLAR General Information	CITY & COUNTY OF SAN FRANCISCO 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION	
1155 Market St., DECLAR General Information	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION Account Number	
1155 Market St., DECLAR General Information Entity Name MW Test 10012020	CITY & COUNTY OF SAN FRANCISCO , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION Account Number	
1155 Market St., DECLAR General Information Entity Name MW Test 10012020	Account Number	
1155 Market St., DECLAR General Information Entity Name MW Test 10012020 Roll	CITY & COUNTY OF SAN FRANCISCO         , 5th Floor, San Francisco, CA 94103 • askbpp@sfgov.org • www.sfassessor.org         RATION OF COSTS AND OTHER RELATED PROPERTY INFORMATION         Account Number         Assessor's Parcel Number (APN)	

3. 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.

			BOE-571-STR: S	HORT-TERM F	RENTAL PROPERTY STA	TEMENT	
Part 2: Proper	ty						
* 3a. Do you own	the land used at	this short term ren	tal property location?				
None							
* 3b. Do you own located at your sł	the personal proport term rental p	perty (i.e., househo roperty location?	ld furniture and perso	nal effects)			
None				\$			

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

	BOE-571-STR: SHORT-TERM RENTAL PROPERTY STA	TEMENT
declare under penalty of perjury under the laws of State ol est of my knowledge and belief it is true, correct, and com he Assessee in this statement at 12:01 a.m. on January 1, ;	California that I have examined this property statement, including acc plete and includes all property required to be reported which is owned 2021.	ompanying schedules, statements or other attachments, and to the d, claimed, possessed, controlled, or managed by the person named as
Owner	Date	THIS STATEMENT SUBJECT TO AUDIT
John Doe		U
ignature of Assessee or Authorized Agent	The Signature Date will be populated upon submission.	
Name of Assessee or Authorized Agent	Date	
Bob Doe	10/27/2020	
Preparer's Name and Address	Date	
Bod Doe 1 Main Street San Francisco CA 95556		
HIS STATEMENT IS SUBJECT TO AUDIT		
IS STATEMENT IS SUBJECT TO AUDIT		

5. 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	

6. 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.

 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)* 

File Property Statements	File Exemptions	Details & Related	Request Property Updates	_
San Fancisco Assessor F			Welcome to your Property record. Based on your records, you are expected to file: BOE-571-L - Biopharma	
			File Online	
			Request Hardcopy	
			Next	I

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.

perty: M's Biopharma	Company @					
Supplies 0.00	2. Equipment \$0.00	3. Leased Equi \$0.00	pment	4. Construction in Progr \$0.00	ress 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 omplete (a) thru (g) * a Select type of business <b>0</b>				* Select subtype of bus	ness	
Part I: General Information omplete (a) thru (g) * a. Select type of business				* Select subtype of bus	ness	
Part I: General Information omplete (a) thru (g) * a. Select type of business Biotech			•	* Select subtype of busi Biotech	ness	•
Part I: General Information omplete (a) thru (g) * a. Select type of business Biotech * b. Enter local telephone number			•	* Select subtype of bus Biotech None	ness	•)
Part I: General Information omplete (a) thru (g) * a. Select type of business Biotech * b. Enter local telephone number			•	* Select subtype of busi Biotech None & Biotech	iness	•
Part I: General Information omplete (a) thru (g) * a. Select type of business Biotech * b. Enter local telephone number Fax Number:			•	* Select subtype of busi Biotech None & Biotech General	ness	•

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

opplies	2. Equipment	3. Leas	sed Equipment	4. Construction in Progr	ess 5.Leasehold	Improvements	Total Reported Cost
Mu Broportu Lo	\$0.00	\$0.00	Daret III: Dec	\$0.00	S0.00	na to Others	\$0.00
My Property Lo		Parti. General Inio		operty belonging to You	Fartin, Property Belongi		Subilit
			STATE BOAR	D OF EQUALIZATION	4		
		QUALIFICATIO	ONS FOR A BIOPHARMA	CEUTICAL INDUSTRY EQUIPME	NT AND FIXTURES		
California State Board ow. Instructions for rep <i>ipment and fixtures low</i>	of Equalization (SBE) has ado orting the specific types of pro cated in San Francisco Count	pted in July 2008 (effective as operty are addressed by the SE or meet the State Board of Equ	of January 1, 2009 lien da BE guidelines (AH 581) on <i>alization's criteria by sig</i> t	ate) guidelines for the assessmen the Business Property Statemen ning and returning this form. You	: of biopharmaceutical indust t (571-L). The San Francisco ( may return this form with yo	try equipment and fixtur County Assessor's Office our 571-L.	es that meet the criteria as defined requests that you <i><u>notify us if your</u></i>
The State Board of Equa	lization defines the qualifying	biopharmaceutical industry e	quipment and fixtures as	follows:			
Equipment and fixtures and/or provide products	utilized in connection with, or for human or animal therape	in support of, research and/or utics, diagnostics, and/or vacc	manufacturing activities ines	that use organisms, or materials	derived from organisms, thei	r cellular, subcellular, or i	molecular components, to discover
pecific equipment and	fixtures owned and/or used m	eeting the above criteria as de	scribed shall use the follo	wing reporting categories when	completing Form 571-L:		
Form 571-L Category		1	Description				
Schedule A							
Column 1 - Machinery	& Equipment		Seneral Laboratory Equip	ment and High Tech Analytical In	struments		
Column 3 - Other Equi	pment		Commercial Manufacturin	ng Equipment			
Column 4 - Tools, Dies,	Jigs		Pliot Scale Manufacturing	Equipment			
Column 2 - Fixtures		1	Fixtures and Process Pipir	ng			
A sample listing of the e	quipment and fixtures covere	d by LTA 99/54 is attached					
Firm Name		HALL BEATRICE		Account No.		A5493068	
ets the State Board of E	qualization's criteria for biop	harmaceutical industry equip	oment and fixtures for its	property located in San Francisc	o County and requests asse	ssment as a biopharmac	eutical firm.
gnature of Person Making	ç Claim						

Analytical Balances	Cell Fusion Devices
Anesthetic Machines	Cell Sorting Instruments - FACS
Animal Cages	Chemstations - computer controlled
Autochurge	Crustate Chromatography - Dector
Autorausion	Cryostats circumstrug aprily - Desktop
Autosampiers	Cytoneery instruments
Bacteria Identification Systems	DNA Sequencers and Analyzers
Cameras used in research	DNA Synthesizers and Purifiers
Centrifuges (and rotors)	Electrolyte Analyzers
Chart Recorders	Electron Scanning Microscopes
Conductivity Monitors	Electrophoresis - Gas or Liquid
Control Valves (Jaboratory scale) Densitometers	Mass Spectrometers -NMR_FTIR_AA_MALDI
Darital Countors	Molecular Imaging Environment
Supervised States	Particle Counters and Analyzers
	Particle Counters and Analyzers
Fermentors (<100 liters)	Peptide Synthesizers and Sequencers
Fume Hoods (portable)	Protein Synthesizers
Glass Handling Equipment	Scintillation Counters
Glassware Washers	Spectrometers
Glucose Analyzers	Spectrophotometers
Ice Machines	Thermal Analysis Instruments
Imaging Equipment	Viscometers
Insultations	Y.Pau Differtomatore
Includeors	Arrivaly Drift at online of the file dealers
Liquid Samplers	Other unspecified equipment that is similar in
Micromanipulators	character, scale and technology
Microscopes	
Microtomes	
Optical Scanning Detectors	
Organic Synthesizers	
Ormanitar	
Ostioneters	
Ovens	
pH Analyzers	
Pipettes	
Pumps (laboratory scale)	
Radiation Monitors	
Reactor Vessels (< 100 liters)	
Refrigerators and Erectors	
Kengerators and Frederis	
Sample Handling Equipment	
Samplers	
Shakers	
Sterilizers	
Stirrers	
Stirrers Ultrasonic Cleaning Systems	
Stirrers Ultrasonic Cleaning Systems Waterbaths	
Stirrers Ultrasonic Cleaning Systems Waterbaths gn & Submit declare under penalty of perjury under the laws of the State of California that I have examined this property stat elief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, 2020.	ement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1,
Stirrers Ultrasonic Cleaning Systems Waterbaths gn & Submit declare under penalty of perjury under the laws of the State of California that I have examined this property stat elief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, p 020. Signature of assessee or authorized agent	ement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1,
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Stirrers Ultrasonic Cleaning Systems Waterbaths gn & Submit declare under penalty of perjury under the laws of the State of California that I have examined this property stat elief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, 1 020. Signature of assessee or authorized agent Name of Assessee or Authorized Agent Name of Legal Entity HALL BEATRICE Preparer's Name and Address Telephene Mumber.	ement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and accessessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1, • Date  • Title of Assessee or Authorized Agent Federal Employer ID Number Title of Preparers Title of Preparers
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Stirrers Ultrasonic Cleaning Systems Waterbaths gn & Submit declare under penalty of perjury under the laws of the State of California that I have examined this property stat elief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, 1020. ' Signature of assessee or authorized agent ' Name of Assessee or Authorized Agent ' Name of Legal Entity HALL BEATRICE Preparer's Name and Address	ement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and assessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1,  * Date  * Title of Assessee or Authorized Agent Federal Employer ID Number  * Title of Preparers  Remarks Entry Statement IS SUBJECT TO AUDIT
Stirrers Ultrasonic Cleaning Systems Waterbaths gn & Submit declare under penalty of perjury under the laws of the State of California that I have examined this property stat lelief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, 1020. ' Signature of assessee or authorized agent ' Name of Assessee or Authorized Agent ' Name of Legal Entity HALL BEATRICE ' Preparer's Name and Address ' Telephone Number 738-184-3957	ement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and possessed, controlled, or managed by the person named as the Assessee in this statement at 12:01 a.m. on January 1,  • Date  • Title of Assessee or Authorized Agent  • Title of Assessee or Authorized Agent  • Title of Preparers  • Title of Preparers  • Title of Preparers  • Title of Preparers  • Title of Preparers • Title of Preparers • Title of Preparers • Title of Preparers • Title of Preparers

## 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.

 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)* 

Record Type Leased Equipment	Type Lessor	Account Name	Entity ID 5000075	Doing Business As ABC Leasing Company	Property ID A5488401	-
File Property Statements San Francisco Assessor	File Exempt	ions Details & Rel	ated Request Pr	roperty Updates		
			<u>File (</u>	Based on your records, you are e BOE-571-L - Lu	erty record. xpected to file: easing	
			Requ	uest Hardcopy		Previous

- 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*.

00	2. Equipment \$0.00	3. \$1	Leased Equipment 0.00		4. Construction in Prog \$0.00	ress	5.Leasehold Improvements \$0.00	Total Reported Cost \$0.00
My Property Loca	tion	Part I: General Info	Part II:	: Property	Belonging to You	Part III: P	roperty Belonging to Others	Submit
	1							
art I: General Inform	ation							
mplete (a) thru (g)				_				
a. Select type of business	0				Select subtype of bus	iness		
Leasing					None			Ŧ
b. Enter local telephone n	umber				* Email address			
123-121-1212					madhu.satrasala@pul	blicissapient.	com	
ax Number:								
c. Do you own the land at	this business location?				* If yes, is the name on	your deed rec	orded as shown on this statement?	
Ves					Yes			•
				·				
d. When did you start bus	iness at this location?				If your business name o	r location has	changed from last year, enter the fo	ormer name and/or location
e. Enter location of gener	al ledger and all related accour	ting records			Mickey Modse			
include zip code):	-	- I	Edit					
AN FRANCISCO, 94104-9	410							
f. Name of authorized per	son to contact at location of a	counting records			<ul> <li>Telephone number of</li> </ul>	authorized p	erson to contact at location of acco	unting records
Tom Hanks					123-123-1212			
. During the period of Janu	ary 1, 2020 through Decembe	r 31, 2020						
(1) Did any individual or le	gal entity (corporation, partne	ership, limited	(2) If VEC did this business	e entitu els	e eur Treel proport d' (ce			
	ire a "controlling interest" (see ntity?	instructions for	(2) If YES, did this busines istructions for definition) i	in Californi	a at the time of the acquis	sition?	(3) If YES to both questions (1) ar Statement of Change in Control	nd (2), filer must submit form BOE-100-B, and Ownership of Legal Entities, to the
ability company, etc.) acqu efinition) in this business e			Yes			•	State Board of Equalization. See	instructions for filing requirements.
ability company, etc.) acqu lefinition) in this business e Yes								
ability company, etc.) acqu lefinition) in this business e Yes Remarks								

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*.

escription of This Year's Reported st
sscription of This Year's Reported
cost to \$0. If applicable, details
orted. Click Save to save changes;
Submit
otal Reported Cost
50

### 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.

 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)*
File Property Statements File Exemptions Details		752 MS's Billboards	AAA92369	
	is & Related Request Pr	roperty Updates		
	V File (	Based on your records, you are expected and your records, you are expected and the second state of the second seco	cted to file:	
	Requ	uest Hardcopy		

- 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.

art I: General Information			
inplete (a) this (g)			
a. Select type of business 🕕		* Select subtype of business	
Entertainment/ Media/ Communications	▼ ]	Billboard	<b>~</b>
b. Enter local telephone number		None	
9283038202		Advertising	
ax Number:		Amusement Park (Not Theme Parks)	
		✓ Billboard	
c. Do you own the land at this business location?		Billiard Rooms	
No	•	Book Binding	
d. When did you start business at this location?		Bowling Alley	
Oct 30, 2020	<b></b>	Cable	

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

roperty: MS S Billbo	ards @				
1. Supplies \$0.00	2. Equipment \$0.00	3. Leased Equip \$0.00	ment 4. Construction in Pro \$0.00	gress 5.Leasehold Improvements \$0.00	Total Reported Cost \$0.00
My Property Loca	tion	Part I: General Info	Part II: Property Belonging to You	Part III: Property Belonging to Others	Submit
elow for your convenience, ple ancel button will restore the lis slated to recent acquisitions or Compare to Last Year's Assess Cancel Save New lease attach the details of your dd attachment Upload Files Or drop Tou are still required to enter in	ase find a list of assets reporte it to when it was last saved. W disposals will be entered in th wed Costs reported assets by clicking th files	d last year. To make a change, please hen finished, click Save and Next in c e Schedule D in Part II, before you pr e 'Upload Files' button below. Note: f you upload a file. Uploading a file ic	click on the pencil icon beside any asset to edi rder to move on to the next page of the form. I occed to Part III.	the value or click New to add a new asset not p you need to remove an item, click on the pencil	reviously reported. Click Save to save changes; to change it's cost to \$0. If applicable, details
<ul> <li>✓ I certify that I have no indi</li> </ul>	ividual Asset Classification Lin	e Items	meant to provide additional information in nee	ucu.	
	Acquisition Year	Property Categ	Dry Last Year's Assessed	Cost This Year's Reported Cost	Description of This Year's Reported Cost
Asset Classification					
Asset Classification Cancel Save New					

### 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 <u>BOE-571-L and BOE-571-LA for Financial/Insurance Companies</u> 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.

	My Details 🗸	Additional Resources 🗸	
	Welcome to the On our ne	City and County of San Francisco Assessor-Reco web portal, you can electronically file your Statements and Exemptions Forms our Business Accounts and Property Locations, as well as create customer supp	order's new web portal s, review and manage port cases.
Gettin To get st this year Reque To reque	In Started in Community arted, click the button below to link r. Once a Business Account is linked ast a Replacement PIN est a replacement Entity ID and Acc	our Business Accounts and Properties. You will be asked to input an Entity ID and Access PIN, wh ou will be able to see all the associated Properties below. You may also link multiple Accounts an ss PIN to view information online, please request a replacement notice. You may request this by n	hich can be found on the Notice to File that was mailed Id Properties. navigating to the Additional Resources tab above and
selecting Acces You can service o	g General Inquiry which will create a sing Additional Informati access additional information abou cases.	sustomer service case with our office. )n your Accounts and Properties by clicking on the My Details tab above. There you can also view yo	our past filings, assessment history, and any customer
		Add Account/Property	
Filing To file Bi	Statements and Viewing PP statements and/or exemptions for click on any of the Properties or Ac	Property Details ms, select the appropriate Property listed below and choose the File Property Statements or File sunts linked to view information and request updates.	Exemptions tab to access our online filing system. You
Properties	s Accounts/Businesses		
Propertie:	s Accounts/Businesses roperties 1y Properties iorted by Property Name • Filtered by	Il properties - Type, Record Type ● Updated a few seconds ago	C
Properties Piper Pi N 3 items • 5	s Accounts/Businesses roperties Ay Properties Sorted by Property Name • Filtered by Property Name ↑	Il properties - Type, Record Type • Updated a few seconds ago	C unt Name
Propertie: PN 3 items • 5	s Accounts/Businesses roperties 1y Properties Sorted by Property Name • Filtered by Property Name ↑ APG @	Il properties - Type, Record Type • Updated a few seconds ago Status V Accou Active Anne'	C unt Name /s Pet Grooming
Propertie: PN 3 items • 5 1 2	s Accounts/Businesses roperties Jy Properties Sorted by Property Name • Filtered by Property Name ↑ APG @ JenNY @ Treasure Island Marina	Il properties - Type, Record Type • Updated a few seconds ago V Status V Accou Active Anne Active Jerry'	C unt Name 's Pet Grooming 's Yoga Experience

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

	Ì					0
lome	My Details 🗸	Additional Resources	· •			
Fro Kn	<sub>perty</sub> ight Rider Vessel Prope	erty 4 @ SF Yacht Ha	rbor			
Record Type Vessel	e Account Name	Entity ID 5000075	Vessel Name Knight Rider Vessel Property 4	Property ID VES2929	Habitual Location of Vessel SF Yacht Harbor	
la Deserve	to Charles and the File Free	notices - Details ( De				
		_	Welcome to your Proj Based on your records, you are BOE-576	expected to file: -D	_	
			<u>File Online</u>			
			Request Hardcopy			
						Next

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

INSTRUCTIONS GENERAL INFO

SECTION II SECTION III

III DECLARATION

### 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 field 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:

SECTION I

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 vessels 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 fix on 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 assesses'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 dathorization.

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.



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 STATEMEN	r
For Assessor's Use Only		
Vessel Id		
A5000008		
Vessel Name		
Vessel Property		
Name and Mailing Address		
* A ccount Name	* Contact Name	
Test Account	Vessel Property	This is where your correspondences will be mailed to
Mailing Care Of	* Mailing Street Number	
	66	
Mailing Street Fraction	Mailing Street Pre-Direction	
None	<ul> <li>✓</li> <li>None</li> </ul>	
* Mailing Street Name	* Mailing Street Type	
Ceres	Street	
Mailing Unit Type	Mailing Unit Number	
None	×	
* Mailing City	* Mailing State	
San Francisco	California 🗸	
* Mailing Postal Code	Mailing Postal Code Extension	
94124	9412	
* Mailing Country		
United States of America	<b>v</b>	

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.

Section I: Must be completed Annually	
Vessel Name	* CF Number/Vessel Registration Number
Vessel2	A5690 The vessel ID issued by either DMV or US Coast Guard
essel ID Type	* Habitual Location of Vessel
US Coast Guard v	South Beach Harbor
elect whether the CF Number/Vessel Registration Number entered previously was provided by the MV or US Coast Guard	
lip Number	* Telephone Number
	(987) 907-8956

6. 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.

astes II. Considera if First Time Tills	BOE-576-D: VESSEL PI	ROPERTY STATEMENT	
Section II: Complete if First Time Filing or if a	any Change Within the Last	Calendar Year	
Vessel Manufacturer		Vessel Model	
Boeing		CAT-1969	
Vessel Year		HIN	
Zori 5 Vessel Manufacture Year		Hull Identification Number	
Length		Beam	
42.00 Mansured in faet		Mensured in fast	
Draft		Vessel Displacement	
Measured in feet	Net Tons is >50, a		
Gross Tons VESS	generated.	Net Tons	
_		Coast Guard Documented	
Engine Manufacturer		Engine Model	
Number of Engines		Engine HP Each	
1		39.00 Vessel Engine horsepower, f	lor each individual engine if there are more than one
Engine Year		Last County Assessed	one angule - alore are more over offe.
2006			
Taxes Paid		Date Vessel First Moved	to County
\$		mm/dd/yyyy	
Taxes Paid in the the previous year			
1. Purchase Information			
Purchase From	Purchase Price		
	\$		() when you purchased the vessel
C. Durchanard with Sectors?	Dumbered with Testing?		
o Porchezeo vilo crigine:			
Address (city, county, state, zip code)	Purchase Date	600	
	//	E123	
Sale Information			
Sold To	Sale Price		() If you sold the vessel
	2		
Sold with Engine?	Sold with Trailer?		
Address (city, county, state, zip code)	Sale Date		
	mm/dd/yyyy	Ē	
Removal Information			
Vessel Permanently Removed from County	Address moved To (city, cou	inty, state, zip code)	if the vessel left San Francisco
			•
Removal Date		li.	
mm/dd/yyyy			
Vessel Classifications			
Boat Type			
Power Boat	~		
rower boas			
Vascel Classifications			
Vessel Classifications			
Vessel Classifications  Power Boat Type		Power Boat Type - Other	
Versel Classifications  *Power Boat Type Motor Yacht	~	Power Boat Type - Other	lect Other as the Power Boat Type.
Vessel Classifications	~	Power Boat Type - Other	lect Other as the Power Boat Type.
Persel Classifications  Persent Type Motor Yache Hull Type  -None-	v v	Power Boat Type - Other	test Other as the Power Boot Type.
Versel Classifications	v v	Power Boat Type - Other	Net Other as the Power Boot Sype.
Versel Classifications	> >	Power Boat Type - Other	tes Other as the Power Boot Type.
Versel Classifications	v • •	Power Boat Type - Other	test Other as the Power Boot Type.
Versel Classifications	v 	Power Boat Type - Other	fect Other as the Power Boot Type.
Vessel Classifications  Vessel Classifications  Notor Yacht  Mult Type  -None-  Notone-  Condition When Purchased  Average  Current Vessel Condition	v v v	Power Boat Type - Other	tect Other at the Power Boot Type.
Vessel Classification  Vessel Classification  Notor Yacht  Notor Yacht  Notor Yacht  Auf Type  -None-  Note-  Condition Men Purchased  Average  Commit Owner Purchased  Average	• • •	Power Beat Type - Other	ter Other at the Power Boot Type.
Vessel Classifications  Vessel Classifications  Vessel Classifications  Notor Yacht  Notor Yacht  Notor Yacht  Notor  -None-  -None-  Condition Meen Purchased  Average  recurrent Vessel Condition  Average  Intended Use	• • •	Power Beat Type - Other	ter Other at the Fourt Boot Type.
Versel Classifications    Versel Classifications		Power Boat Type - Other	tes Other as the Power Boot Type.
Versel Classifications	• • • •	Power Boat Type - Other	tes Other as the Power Boot Type.
Versel Classifications	• • • •	Power Boat Type - Other	tes Other as the Four Boot Type.
Vessel Classifications  *Power Bast Type Motor Yacht Hull Type  -None- Hull Material  -None- *Candition When Purchased Average *Carrent Vessel Condition Average *Carrent Vessel Condition Coher Service business Prepublion	• • •	Power Boat Type - Other	tes Other as the Power Boot Type.
Vessel Classifications	· · · ·	Power Boat Type - Other	lect Other at the Power Boot Type.
Vessel Classifications  Vessel Classifications  Vessel Classifications  Noor Yacht  Noor	v v v	Power Beat Type - Other	lect Other at the Power Boot Type.
Vessel Classification  Vessel Classification  Vessel Classification  Vessel Classification  Norre  Norre  Vessel Classification  Norre  Vessel Condition  Norre  Vessel Condition  Norre  Vessel Condition  Norre  Norre Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre  Norre Norre  Norre  Norre  Norre  Norre  Norre Norre  Norre  Norre Norre Norre  Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Norre Nor		Power Beat Type - Other	Net Other es the Power Boot Sype.

7. 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
Section III:	Loss		BOE-57	6-D: VESSEL PR	OPERTY STATEMENT
Explain exact report, police i include a copy	nature of loss and inc report, Coast Guard re of the original repos	clude all supporting eport or insurance i session notificatior	documentation, i.e report. Note: If repo n from the lending i	., accident ssessed, nstitution.	
ADDITION S/M purchase, i.e., cabinetry.	DDIFICATIONS - Expla extension, railing, up	ain any additional n oper deck or cabin, (	nodifications to the canopy, flybridge, i	vessel since iterior, or	
ADDITION S/M purchase, i.e., cabinetry.	DDIFICATIONS - Expl extension, railing, up REGARDING ANY ADI LLC, PLEASE ATTACH	ain any additional n per deck or cabin, d DITIONAL INFORMA H A LIST OF MEMBE	nodifications to the canopy, flybridge, i canopy, f	vessel since iterior, or	VALUING YOUR VESSEL. IF
ADDITION S/M purchase, i.e., cabinetry.	DDIFICATIONS - Expl extension, railing, up REGARDING ANY ADI LLC, PLEASE ATTACH	ain any additional n oper deck or cabin, o DITIONAL INFORMA H A LIST OF MEMBE	nodifications to the canopy, flybridge, i TION YOU FEEL WO RS NAMES.	vessel since iterior, or	I VALUING YOUR VESSEL. IF
ADDITION S/Mu purchase, i.e., cabinetry.	DDIFICATIONS - Expl: extension, railing, up REGARDING ANY ADI LLC, PLEASE ATTACH	ain any additional n per deck or cabin, o DITIONAL INFORMA H A LIST OF MEMBE	nodifications to the canopy, flybridge, i TION YOU FEEL WO RS NAMES.	vessel since sterior, or	I VALUING YOUR VESSEL. IF

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

eclaration by Assessee	
BOE-576-	-D: VESSEL PROPERTY STATEMENT
Note: The following declaration must l	be completed and signed. If you do not do so, it may result in penalties.
I certify (or declare) under penalty of perjury un	nder the laws of the State of California that I have examined this property statement,
including accompanying schedules, statements	s or other attachments, and to the best of my knowledge and belief it is true, correct,
and complete and includes all property require	red 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.
wnership Type	
Proprietorship	~
Signature of Assessee or Authorized Agent	Date
Sig	
	The Signature Date will be populated upon submission.
Title	* Name of Assessee or Authorized Agent
Mr.	David Bill
Name of Legal Entity (other than DBA)	Federal Employer ID Number
Vessel Property	
	Enter FEIN (also known as Tax ID). Please do not enter SSN.
Preparer's Title	* Preparer's Name
Mr.	Don Joe
Preparer's Address	* Preparer's Telephone
68 Dakota St San Francisco, California(CA), 94107	(415) 647-1268
Preparer's Email Address	
HIS STATEMENT IS SUBJECT TO AUDIT	
	Submit

9. 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.



9 items •	Statements All ▼ Sorted by Statemer	it Number • Filter	ed by All stateme	nts					
	State 🕇 🗸	Amend 🗸	Busines 🗸	Property ~	Form V	Status 🗸	File Date 🗸	As ∨	Fil 🗸
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.

Home N	∕ly Details ∨	Additional Resources 🗸		
Property VBoat	1@Fisherman's W	harf		
	0			
Vessel Name	Property ID	Habitual Location of Vessel	Status	
VBoat1		Fisherman's Wharf	Active	
San Francisco	Assessor's Office			
			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.

ome M	ly Details 🗸	Additional Resources 🗸			
Property VBoat1	. @ Fisherman's Wł	narf			
Vessel Name VBoat1	Property ID	Habitual Location of Vessel Fisherman's Wharf	Status Active		
le Property Stat	tements File Exem	ptions Details & Related	Request Vessel Updates		

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.

	BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS
Revenue and Taxation C employed exclusively in	ode 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 any of the following:
(a) In the taking and pos	session of fish or other living resource of the sea for commercial purposes.
(b) In instruction or rese	arch studies as an oceanographic research vessel.
(c) In carrying or transpo Guard.	rting seven or more people for hire for commercial passenger fishing purposes and holds a current certificate of inspection issued by the United States Coast
A vessel shall not be dee by reason of that vessel time logged for the imm	med 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 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 ediately preceding assessment year."
Revenue and Taxation C required by Section 254 reduced in a sum equal	ode 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 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 to 80 percent of the reduction that would have been allowed had the affidavit been timely filed."

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

ERAL INFORMATION FILING YEAR APPLICANT INFORMATION VESSEL INFORMATION CERTIFICATION	1
BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMEN	NT OF CERTAIN VESSELS
0 Affidavit for 4 Percent Assessment of Certain Vessels	
Iaim Fiscal Year       2020       Pris cloim must be filter       Year is pre-filled	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.
Øf Save	Previous     Next     Next

5. 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.

BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS						
Applicant First Name	Applicant Middle Name					
John						
* Applicant Last Name	Applicant Title					
Doe						
Corporation, Partnership, DBA						
Mailing Care Of	* Mailing Street Number					
	66					
Mailing Street Fraction	Mailing Street Pre-Direction					
None	None					
* Mailing Street Name	* Mailing Street Type					
Ceres	Street					
Mailing Unit Type	Mailing Unit Number					
None	~					
* Mailing City	* Mailing State					
San Francisco	California					
<sup>*</sup> Mailing Postal Code	Mailing Postal Code Extension					
94124	9412					
Mailing Country						
United States of America	<b>v</b>					

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
	Vessel Name
	Port of Documentation
	Fish and Game Boat Number
United States Coast Guard	Vessel Activity
	Commercial Fishing
	Fish and Game Boat Number
	Commercial Passenger Fishing

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

	BOE-576-E: AFFIDAVIT FOR 4 PERCENT A	SSESSMENT OF CERTAIN VESSELS
Complete the following, as applical	ble:	
* The applicant or organization is the owner	r of a vessel that is:	
registered by the California Department of Mo	otor Vehicles	~
CF number:		
ZA5678		
Commercial Fishing	Oceanographic Research	Commercial Passenger Fishing
Commercial Fishing Taking and possession of fish or other living resource of the sea for commercial purposes.	☐ Oceanographic Research 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.

	BOE-576-E: AFFIDAVIT FOR 4 PERCENT	ASSESSMENT OF CERTAIN VESSELS	
Complete the following, as applica	ble:		
* The applicant or organization is the owner	r of a vessel that is:		
documented by the United States Coast Gua	rd		~
Vessel name:		* Port of documentation:	
VBoat1 @ Fisherman's Wharf,		San Fransisco	
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	Carrying or transporting seven or more people for hire for commercial passenger fishing	
The vessel is engaged or employed <i>exclusi</i>	vely in one or more of the following activities:		
esource of the sea for commercial purposes.	oceanographic research vessel. Attach evidence of official classification by United States Department of Homeland Security or	for hire for commercial passenger fishing purposes, and holds a current certificate of inspection issued by the United States Coast	
	Coast Guard, and attach a contract, statement, or agreement from a recognized college, university, government agency, private	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	
	of research and time duration.	or more persons for hire for commercial passenger fishing purposes by reason of that vessel being used occasionally for dive, tour, or whale-watching purpose. For purposes of this	
		subdivision, occasionally means 15 percent or less of the total operating time loaged for the	
		immediately preceding assessment year.	
Fish & Game Boat Number		👔 If Commercial Fishing or Commercial Passenger Fishing	j are
		checked above, provide the Fish & Game Boat Number	

- 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

1	BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESS	MENT OF CERTAIN VESSELS
Jpload File(s)		
Browse No file selected.		Based on your previous response, you're required to submit supporting information. Please choose your file(s) below then click the Upload document button
Upload document  Action Document Name	Update Date/Time	
I have uploaded a current certificate of inspecti	on issued by the United States Coast Guard®	
& Save D Print PDF		<ul> <li>Previous Next ►</li> </ul>
C Save		∢ Previous Next ►
C Save		<ul> <li>Previous Next ▶</li> </ul>
Save Print PDF	LICANT INFORMATION VESSEL INFORMATION	● Previous Next ►
Save Print PDF	LICANT INFORMATION VESSEL INFORMATION VESSEL UP	
Save Print PDF	LICANT INFORMATION VESSEL INFORMATION VESSEL UP	● Previous Next >
Save Print PDF	LICANT INFORMATION VESSEL INFORMATION VESSEL UP	OAD CERTIFICATION  MENT OF CERTAIN VESSELS
Save Print PDF  ERAL INFORMATION FILING YEAR APP  Jpload File(s)  Browse No file selected.  Jpload document	LICANT INFORMATION VESSEL INFORMATION VESSEL UP	CAD CERTIFICATION WENT OF CERTAIN VESSELS
Save Print PDF  FRAL INFORMATION FILING YEAR APP  Upload File(s)  Browse No file selected.  Action Document Name	LICANT INFORMATION VESSEL INFORMATION VESSEL UP BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESS	CERTIFICATION  MENT OF CERTAIN VESSELS

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

Certification			
* Signature of Applicant	Signature Date		I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all
Sig	The Signature Da	te will be populated upon submission.	information contained herein,
Applicant Title			is true, correct, and complete to the best of my knowledge and belief.
Mr.			
	Whom should we contact duri	ng normal business hours for additional	information?
Name	Whom should we contact duri E-mail Address	ng normal business hours for additional Daytime Telephone	information?
<b>Name</b> John Doe	Whom should we contact duri E-mail Address	ng normal business hours for additional Daytime Telephone (415) 647-1268	information?
lame John Doe Form Submission	Whom should we contact duri E-mail Address	ng normal business hours for additional Daytime Telephone (415) 647-1268	information?
lame John Doe Form Submission	Whom should we contact duri E-mail Address	ng normal business hours for additional Daytime Telephone (415) 647-1268	information?
Name John Doe Form Submission	Whom should we contact duri E-mail Address	ng normal business hours for additional Daytime Telephone (415) 647-1268	information?

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	
	2	Carmen Chu Assessor-Recorder 1155 Market Street, 5th Floor San Francisco, CA 94103 (415) 554-5531 askbpp@sfgov.org Log Off
BOE-576-E Statement - 2020		Property Id :
	Certification Complete	
aBCOUNTY	Thank you for electronically filling form BOE-576-E. Listed below is your confirmation number.	
	Statement Type: BOE-576-E	
	Property Id: Confirmation Number: STMT-00807	
11.10 - 0.01	Date of Submission: Jul 29,2020,11:12:15 PM	
	You may view your e-Filed statement by clicking "View Statement" below.	
	View Statement	
Save Print		

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

Fri 11/4 noreg Sandb	2020 4:37 AM y@salesforce.com on behalf of NoReply.Assessor-Recorder@sfgov.org x: <mark>The San Francisco Assessor-Recorder Office Has Received Your Filed Statement</mark>
	THE COUNTRY OF THE
	Statement Type: BOE-576-E - Vessel Exemption Property Id: A5000008 Confirmation Number: STMT-00012 Date of Submission: 11/6/2020 12:36 PM

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.

 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.



Sta A em • So	atements Ⅱ ▼ rted by Statement Numbe	r • Filtered by all st:	atements											
	Statement N ↑ ∨	Amended 🗸	Business Account 🗸	Property	$\sim$	Form	$\sim$	Status	$\sim$	File Date	$\sim$	Assessme 🗸	Filing Me ∨	
1	STMT-00807		Vessel Business	VBoat1@Fisherman's Wharf		BOE-576-E - Vessel Exemption		Submitted		7/29/2020		2020	eFile	

2. 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.

		Amend this Filing?
NERAL IN	FORMATION FIL	ING YEAR APPLICANT INFORMATION VESSEL INFORMATION VESSEL UPLOAD CERTIFICATION
		BOE-576-E: AFFIDAVIT FOR 4 PERCENT ASSESSMENT OF CERTAIN VESSELS
Genera	al Information	
Revenue exclusivel	and Taxation Code se y in any of the followir	ction 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 19:
(a) In the t	taking and possessior	n of fish or other living resource of the sea for commercial purposes.
(b) In instr	ruction or research st	udies as an oceanographic research vessel.
(c) In carr	ying or transporting se	even 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 s that vesse immediate	shall not be deemed to el being used occasio ely preceding assessi	o 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 nally 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 ment year."
Revenue Section 2 percent of	and Taxation Code se 54 by 5 p.m. on Febru f the reduction that wo	ction 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 any 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 Juld have been allowed had the affidavit been timely filed."
DA Driv		Novi s
		IVEA F

3. 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.

				CEDIFICATION
NERAL INFORMATION	FILING YEAR	APPLICANT INFORMATION	VESSEL INFORMATION	CERTIFICATION
	BOE 576 5		ENT ASSESSMENT OF	
	BOE-376-E	AFFIDAVIT FOR 4 FERC	ENT ASSESSMENT OF	CERTAIN VESSELS
Certification				
f I certify	(or declare) under per	nalty of perjury under the laws of th	ne State of California that the fo	regoing and all information contained herein,
-	including any accomp	anying statements or documents, is	s true, correct, and complete to	the best of my knowledge and belief.
* Signature of Applican	*			
Gerald Patrick				
Signature Date				
The Signature Date will be p	opulated upon submi	ssion.		
Applicant Title				
Applicant Title Owner				
Applicant Title Owner				
Applicant Title Owner	Whom sho	uld we contact during norma	al business hours for add	tional information?
Applicant Title Owner Name	Whom sho	uld we contact during norma	al business hours for addi E-mail Address	itional information?
Applicant Title Owner Name Gerald Patrick	Whom sho	uld we contact during norma	al business hours for add E-mail Address	tional information?
Applicant Title Owner Name Gerald Patrick Daytime Telephone	Whom sho	uld we contact during norma	al business hours for addi E-mail Address	tional information?
Applicant Title Owner Name Gerald Patrick Daytime Telephone	Whom sho	uld we contact during norma	al business hours for add E-mail Address	itional information?
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission	Whom sho	uld we contact during norma	al business hours for addi E-mail Address	tional information?
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission	Whom sho	uld we contact during norma	al business hours for addi E-mail Address	tional information?
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission Once you have filled out	Whom sho	uld we contact during norma	al business hours for addi E-mail Address	itional information?
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission Once you have filled out THIS STATEMENT IS SUBJE	Whom sho all the required inf	uld we contact during norma	al business hours for addi E-mail Address	itional information?
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission Once you have filled out THIS STATEMENT IS SUBJE	Whom sho all the required inf	uld we contact during norma	al business hours for addi E-mail Address	itional information? orm.
Applicant Title Owner Owner Gerald Patrick Daytime Telephone Form Submission Once you have filled out THIS STATEMENT IS SUBJE	Whom sho all the required inf <i>CT TO AUDIT</i>	uld we contact during norma	al business hours for addi E-mail Address	tional information? orm.

4. 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.

A LANCOUNTER AND A LANCE AND A	ĺ
Certification Complete	887
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" helow	
for may for your of not statement by change when statement below.	
Print View Statement	
	10

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.



5. 5	tatements													
ems •	Sorted by Statement Numb	er • Filtered by all staten	ients											
	Statement N 🕇 🗸	Amended From $\checkmark$	Business Account 🗸	Property	$\sim$	Form	$\sim$	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	

# 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.

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me	My Details 🗸	Additional Resources 🗸						
	Wel	come to the City and Count On our new web portal, you can ele your Business Accounts a	y of San Francisco Assessor-Reco ctronically file your Statements and Exemptions Form nd Property Locations, as well as create customer sup	order's new web portal s, review and manage port 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.								
Access You can a	sing Additional Inform access additional information at	ation sout your Accounts and Properties by clicking on the My	Details tab above. There you can also view your past filings, assess	sment 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.								
Filing S To file BP Accounts	Statements and Viewi P statements and/or exemption I linked to view information and	ng Property Details is forms, select the appropriate Property listed below an irequest updates.	nd choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o	r			
Filing S To file BP Accounts	Statements and Viewi P statements and/or exemption I linked to view information and Accounts/Businesses	ng Property Details Is forms, select the appropriate Property listed below an request updates.	id choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o	r			
Filing S To file BP Accounts	Statements and Viewi P statements and/or exemption Inned to view information and Accounts/Businesses operties Iy Properties	ng Property Details Is forms, select the appropriate Property listed below an irequest updates.	nd choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o	r			
Filing S To file BP Accounts Operties Pri M 4 items • So	Statements and Viewi Patatements and/or exemption I linked to view information and Accounts/Businesses operties In Properties Orted by Property Name • Filteree Donnerty Name •	ng Property Details Is forms, select the appropriate Property listed below an request updates. d by All properties - Type, Record Type + Updated a minute ag	nd choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o	c,			
Filing S To file BP Accounts Operties Pr M 4items • So F 1 A	Statements and Viewi P statements and/or exemption I inked to view information and Accounts/Businesses operties I/y Properties orted by Property Name + Filterer Property Name † APG @	ng Property Details Is forms, select the appropriate Property listed below an request updates. Sty All properties - Type, Record Type • Updated a minute ag	nd choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o	r C			
Filing S To file BP Accounts Operties Pr M 4 items • Se F 1 A 2 A	Statements and Viewi P statements and/or exemption I inked to view information and Accounts/Businesses Operties I/ Properties Orded by Property Name • Filteree Property Name ↑ APG @ APG @	ng Property Details Is forms, select the appropriate Property listed below an irequest updates. d by All properties - Type, Record Type + Updated a minute as	ad choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o Account Name Anne's Pet Grooming Anne's Pet Grooming	c.			
Filing S To file BP Accounts	Statements and Viewi P statements and/or exemption s linked to view information and a Accounts/Businesses operties ly Properties orsted by Property Name • Filterer Property Name ↑ APG @ APG @ LienNY @ Treasure Island Marin.	ng Property Details Is forms, select the appropriate Property listed below an irequest updates. d by All properties - Type, Record Type + Updated a minute ag	ad choose the File Property Statements or File Exemptions tab to a	ccess our online filing system. You can also click on any of the Properties o Account Name Anne's Pet Grooming Jerry's Yoga Experience	°r C			

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

pl	ease select from the	Our records si dropdown what ty	how that this is your rpe of business you a	r first time filing, are, so that we can lau	inch the correct form.	
Select Type of Property or Busin	ess					
Financial institution or Insurar	ce company (BOE 571-L + E	OE 571-LA)		•		
lote: The tax rate is the same	regardless of which form	you fill out.				

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

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DE-267-S - Religious Exemption	¥	
0E-267-S - Religious Exemption		
0E-267-A - Welfare Exemption (Annual)		
0E-267 - Welfare Exemption (First Filing)		
0E-260 - Work of Art Exemption		Next
0E-268-B - Free Public Library or Museum Exemption		
0E-262-AH - Church Exemption		

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	<ul> <li>The Instructions section explains all of the requirements and conditions for filing this exemption. The <i>Submit</i> button on the <i>Certification</i> page will not appear if these conditions are not met:</li> <li>On the <i>Use of Property</i> page, question #7: <i>Is there a sanctuary (church) on or adjacent to this property?</i></li> <li>On the <i>Use of Property</i> page, question #9: <i>Are bingo games being operated on this property?</i></li> </ul>
2	BOE-267-A- Welfare Exemption (Annual)	Instructions Filing Info Property Info	The <i>Submit</i> button on the <i>Certification</i> 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> <li>On the Exemption Info (P.2) page, question #5: 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)?</li> <li>On the Exemption Info (P.2) page</li> </ul>
			question #6: <i>Is this property used as</i> <i>low-income housing?</i>
			• On the <i>Exemption Info (P.2)</i> page, question #7: <i>Is this property used as a</i> <i>housing for the elderly or</i> <i>handicapped?</i>
			• On the <i>Exemption Info (P.2)</i> page, question #8: <i>Do other persons or</i> <i>organizations use any of this</i> <i>property?</i>
			• On the Exemption Info (P.2) page, question #9: Did this or any portion of this property generate taxable "unrelated business taxable income," as defined in section 512 of the Internal Revenue Code?
			• On the <i>Exemption Info (P.2)</i> page, question #10: <i>Have the organization's</i> <i>income and/or expenses increased by</i> <i>more than 25 percent since last year?</i>
3	BOE-267- Welfare	Instructions Filing Info Property Identification Property Type(s)	The <i>Submit</i> button on the <i>Certification</i> page will not appear if these conditions are not met: • On the <i>Filing Info</i> page, question: <i>Filed</i>
		Exemption Info Contact Info Certification	<i>For OCC With The Board?</i> Please refer to the <i>Instructions</i> page to see all requirements for this exemption.
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 <i>Instructions</i> 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	<ul> <li>The Submit button on the Certification page will not appear if these conditions are not met:</li> <li>On the Church Info (P.1) page, question #6: School or Day Care Operated at this Location?</li> <li>On the Church Info (P.2) page, question #9: Are bingo games being operated on this property?</li> <li>On the Church Info (P.2) page, question #10: Is any portion of this property being used for living quarters for any person?</li> </ul>
7	BOE-264-AH - College Exemption	Filing Info Addresses Property Info (P.1) Property Info (P.2) Attachments Certification	Please refer to the <i>Instructions</i> page to see all requirements for this exemption

5. 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.

• NSTRUCTIONS	• FILING YEARS	APPLICANT INFO	PROPERTY INFO	USE OF PROPERTY	CONTACT INFO	CERTIFIC.
INSTRUCTION	S FOR FILING A C	LAIM FOR RELIGI	OUS EXEMPTION	FROM PROPERTY	TAX	
		BOE-267-S: I	RELIGIOUS EXEMP	TION		
This affidavit is req Taxation Code.	uired under the provis	sions of sections 206.1,	207, 207.1, 214.4, 251,	255, 257, 257.1, 260, 27	0, and 271 of the Reve	nue and
GENERAL INFORM	IATION					
The Religious Exen includes religious v schools of collegiat religious worship a used for school pu Welfare Exemptior	nption may be claimed worship and school pu te grade and less than ind operates a school, rposes only, where the n.	I on property owned by rposes, including presc collegiate grade. The e provided that the owne ere are no church service	a religious organization hools, nursery schools xemption is also availa er church continues to ces, does not qualify fo	on and used exclusively f , kindergartens, schools ble if another church us conduct worship service r the Religious Exemptio	or religious purposes. of less than collegiate es the property part tir es on the property. Pro on but may qualify for t	This grade, or ne for perty .he
The law provides for Assessor. Penalties	or one-time filing for tl s for failure to termina	he Religious Exemption te the exemption when	by the claimant and th no longer eligible are	ne annual mailing of a te also a part of the law.	rmination notice by the	e
FILING OF AFFIDA	VIT					
To receive the full filing of the Religio	exemption, this form r us Exemption.) Once g	nust be filed with the A granted, the exemption	ssessor by February 1 remains in effect until	5. (Section 270 provides terminated.	a partial exemption for	late
IDENTIFICATION (	OF APPLICANT					
ldentify the corpor (if any), and corpor	ate or organization na ate identification num	me of the church seeki ber (if any).	ng exemption on the p	roperty. Include the ma	iling address, website a	address
IDENTIFICATION (	OF PROPERTY					
Identify the locatio	n of the property for v	vhich you are seeking e	xemption. A separate	claim form must be filed	for each location.	
USE OF PROPERTY	(					
Please answer all o	questions in this sectio	n of the claim form.				
Please note that th the Welfare Exemp	ere are three exempti ption. If it does not app	ons that may be claime bear that your organizat	d on church property: tion qualifies under the	the Church Exemption, Religious Exemption, p	the Religious Exemptio lease contact the Asses	n, and ssor.
The Church Exemp religious worship organization's pro church's religious p such as housing fo organization.	otion may be claimed o services. The Church berty must be used sol burposes. The welfare r clergy, bingo, a conve	on property that is owne Exemption is the most lely for religious worshi exemption may be clair ent or a retreat, summe	ed, leased, or rented b restrictive of the three p and other activities r med on property that i er camp, or if the churc	y a religious organization exemptions available to easonably necessary for s used for other than re h property is used regul	n and <b>used exclusively</b> o a church since the the accomplishment of ligious worship and sch arly by a charitable	<b>/ for</b> of the nools,
🗹 Save 📙 P	rint 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.

nis claim is filed for fiscal year 20 20	U
	BOE-267-S: RELIGIOUS EXEMPTION
	BOE-267-S: RELIGIOUS EXEMPTION
Example: a person filing a timely claim in January 20	11 would enter "2011" in Claim Fiscal Year From and "2012" in Claim Fiscal Year To).
Example: a person filing a timely claim in January 20 Claim Fiscal Year From	11 would enter "2011" in Claim Fiscal Year From and "2012" in Claim Fiscal Year To). Claim Fiscal Year To
Example: a person filing a timely claim in January 20 Claim Fiscal Year From 2020	I11 would enter "2011" in Claim Fiscal Year From and "2012" in Claim Fiscal Year To).   Claim Fiscal Year To  2021

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: RELIC	SIOUS EXEMPTION
Identification of Applicant	
* Corporate or Organization Name of Church	Local Church Name
West Side Church	
Corporate ID (If Any)	Website Address (If Any)
Mailing Address	
Mailing Care Of	* Mailing Street Number
	4610
Mailing Street Fraction	Mailing Street Pre-Direction
None 🗸	None 🗸
* Mailing Street Name	* Mailing Street Type
Mission	Street 🗸
Mailing Unit Type	Mailing Unit Number
None 🗸	
* Mailing City	* Mailing State
San Francisco	California
* Mailing Postal Code	Mailing Postal Code Extension
94112	
* Mailing Country	
United States of America	

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

В	OE-267-S: RELIGIOUS EXEMPTION	
Property Address		
Care Of	* Street Number	
	4610	
Street Fraction	Street Direction	
None	✓None	~
* Street Name	* Street Type	
Mission	Street	~
Unit Type	Unit Number	
None	~	
* City	* State	
San Francisco	California	~
* Zip Code	Zip Extension	
94112		
Assessor's Parcel Number		
Assessor's Parcel Number Identification of Property BPP Account Number		
Assessor's Parcel Number Identification of Property BPP Account Number		
Assessor's Parcel Number Identification of Property BPP Account Number • 1. Is this real property owned by the church?		
Assessor's Parcel Number Identification of Property BPP Account Number • 1. Is this real property owned by the church? Yes		~
Assessor's Parcel Number Identification of Property BPP Account Number * 1. Is this real property owned by the church? Yes * If Yes, Enter the Date the Property was Acquired		~
Assessor's Parcel Number Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes If Yes If Yes, Enter the Date the Property was Acquired 10/28/2020		~
Assessor's Parcel Number Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes If Yes, Enter the Date the Property was Acquired 10/28/2020 Enter date first used for Church/School Purposes		×
Assessor's Parcel Number  Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes If Yes, Enter the Date the Property was Acquired I 10/28/2020 Enter date first used for Church/School Purposes I 10/28/2020		
Assessor's Parcel Number  Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes  If Yes, Enter the Date the Property was Acquired  10/28/2020 Enter date first used for Church/School Purposes 10/28/2020 2.a. The property is owned by an entity organized and operat religious purposes.*	ing exclusively for Z 2b. The entity is a nonprofit organization*	
Assessor's Parcel Number  Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes  If Yes If Yes, Enter the Date the Property was Acquired  10/28/2020 Enter date first used for Church/School Purposes 10/28/2020 2. A. The property is owned by an entity organized and operate religious purposes. 2. C. No part of the net earnings inures to the benefit of any p	ing exclusively for 🛛 2b. The entity is a nonprofit organization*	
Assessor's Parcel Number  Identification of Property BPP Account Number  1. Is this real property owned by the church? Yes  If Yes If Yes, Enter the Date the Property was Acquired  10/28/2020 Enter date first used for Church/School Purposes 10/28/2020 2. 2a. The property is owned by an entity organized and operatoreligious purposes. 2. 2c. No part of the net earnings inures to the benefit of any p	ing exclusively for I 2b. The entity is a nonprofit organization*	

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
. Are all buildings, equipment,	and land claimed used exclusively for religious purposes?
Yes	v
1. de	
. Is there any portion of the pi	operty currently under construction?
No	~ ~
. Has any new construction be	en completed on this property since January 1, 12:01 a.m. last year?
No	~
Does the real property inclu	le property used for parking purposes?
, boes the rear property meta	
res	
r res, is all real property owned by or xemption is claimed for parking purp equired for parking of automobiles of eligious worship or religious activity, or commercial purposes?	eased to the church, Upan Which ses, necessarily and reasonable persons attending or engaged in and which is not act tother times used
Yes	v
lote: Commercial purposes does not include t f which does not exceed the ordinary and nec he property for parking purposes.	e parking of whiteles ar big-yes, the revenue sissary costs of operating and maintaining
7. Is there a sanctuary (church)	on or adjacent to this property?
Yes	*
f No, a claim for Welfare Exemption must be fi ear for the property or portion of the property	ed with the Assessor by February 15 each
Select, as applicable, the type(s	) of schools being operated on this property.
chool Type(s)	
Preschool Nursery school	
Elementary	
n order to chose multiple selections please ho and click on the relevant options.	d down ctrl (windows) or command (mac)
9. Are bingo games being oper	ated on this property?
Yes	~
f Yes, a claim for Welfare Exemption must be f war for the property or portion of the property	ind with the Assessor by February 15 each .
10. Is any equipment or other p	property at this location being leased or rented from someone else?
No	v
f Yes, list in the remarks section the name and nodel, and serial number of the property. Not Religious Exemption if the personal property is	address of the owner, and the type, make, : Leased personal property is eligible for the used exclusively for relinious personses.
11 Is any portion of this proper	tured for living quarters for any person?
i i.is any portion of this proper	
No	×
No 12. Is any portion of this prope	v 'ty vacant and/or unused?
No 12. Is any portion of this prope	v ty vacant and/or unused?
No No No	v rty vacant and/or unused?
No 12. Is any portion of this prope	v try vacant and/or unused? v try heire rented to used and/or operated by a parson or operativation other them
No 12. Is any portion of this prope No 13. Is any portion of this prope he claimant?	v rty vacant and/or unused? v ty being rented to, leased to, used and/or operated by a person or organization other than
No 12. Is any portion of this prope No 13. Is any portion of this prope he claimant?	v rty vacant and/or unused? v ty being rented to, leased to, used and/or operated by a person or organization other than
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No	v ty vacant and/or unused? v ty being rented to, leased to, used and/or operated by a person or organization other than
No 12. Is any portion of this prope No 13. Is any portion of this prope he claimant? No 14. Has there been any change	ty vacant and/or unused?  ty vacant and/or unused?  ty being rented to, leased to, used and/or operated by a person or organization other than  ty organization other than  in the use of this property since 12:01 a.m., January 1 of last year?
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change	ty vacant and/or unused?  ty vacant and/or unused?  ty being rented to, leased to, used and/or operated by a person or organization other than  ty being rented to, leased to, used and/or operated by a person or organization other than  the use of this property since 12:01 a.m., January 1 of last year?
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No	rty vacant and/or unused?  rty vacant and/or unused?  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No	rty vacant and/or unused?  rty vacant and/or unused?  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used a
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No Remarks.	rty vacant and/or unused?  rty vacant and/or unused?  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used and/or operated by a person or organization other than  rty being rented to, leased to, used a
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No Remarks.	rty vacant and/or unused?
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No temarks.	rty vacant and/or unused?
No 12. Is any portion of this prope No 13. Is any portion of this prope the claimant? No 14. Has there been any change No Remarks.	rty vacant and/or unused?

11. **Contact 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
Nhom should we contact during normal l	business hours for additional information?
Name	* Title
Gerald Patrick	Chief Officer
Daytime Telephone	* Email Address
	revgerald@jny.com

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.

	BOE-267-S: RELIGIOUS EXEMPTION	
ertification		
llaimant Name - First	Claimant Name - Middle	1 certify (or declare) under penalty of perjury under the laws of the State of Colifornia that the foregoing
ilaimant Name - Last	* Claimant Title	and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best
Patrick	Owner	of my knowledge and belief.
ignature	Signature Date	
Gerald Patrick		
	The Signature Date will be populated upon submission.	
IS STATEMENT IS SUBJECT TO AUDIT		

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

Certification		
Claimant Name - First	Claimant Name - Middle	I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing
- Claimant Name - Last	* Claimant Title	and all information contained herein, including any accompanying statements or
Patrick	Owner	documents, is true, correct, and complete to the best of my knowledge and belief.
'Signature	Signature Date	
Gerald Patrick	The Signature Date will be populated upon submission.	
'HIS STATEMENT IS SUBJECT TO AUDIT		
Form Submission		

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.



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

