



## Data Request Form

UP-TO-MINUTE DATA REQUESTS	FEE	INDICATE TAX YEAR	# REQUESTED
Digital Copy of Assessor's <b>Secured</b> Assessment Roll	\$ 350		
Digital Copy of Assessor's Residential Property Characteristics Information	Included with Secured Roll Only		
Digital Copy of Assessor's <b>Unsecured</b> Assessment Roll	\$ 350		

OLDER DATA REQUESTS	FEE	INDICATE TAX YEAR	# REQUESTED
Digital Copy of Assessor's <b>Secured</b> Assessment Roll	\$ 5		
Digital Copy of Assessor's Residential Property Characteristics Information	Included with Secured Roll Only		
Digital Copy of Assessor's <b>Unsecured</b> Assessment Roll	\$ 5		

Data requests are provided on CDs. Up-to-minute data requests contain the latest information in our database. As a matter of practice, we back up our data files twice a year. Please let us know if you are interested in these older files. Please allow twenty (20) days from the date your order was received for the processing of your order.

### CUSTOMER INFORMATION

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone (       ) \_\_\_\_\_

Email \_\_\_\_\_

**SHIP TO:** Complete below if different from above.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone \_\_\_\_\_

**DELIVERY INSTRUCTIONS:** *Please check one.*

Pick-up

Mail

Common Carrier Name: \_\_\_\_\_

Account #: \_\_\_\_\_

**CONDITIONS OF AGREEMENT:**

In consideration of the agreement of the Office of the Assessor-Recorder, City & County of San Francisco "Assessor" to provide to the Customer information such as the Secured Local Roll File, the Unsecured Local Roll File, Residential Property Characteristics information, etc. on CD, the Customer understands and agrees to the following:

1. Payment of the charges is to be made upon picking up the product or prior to obtaining the product. We cannot refund payment, once the product has been delivered.
2. Any and all information in the original form provided to Customer under this agreement is for use of Customer only and will not be conveyed in such original form to any firm, agency or individual.
3. The Office of the Assessor-Recorder makes no representation or warranty that the information provided is accurate and/or has no errors or omissions. As such, the information is furnished by the Office of the Assessor-Recorder with no warranty of any kind whatsoever. In the event the customer requests the data file to be sent via email and the email is not received by the customer, the customer must notify the Office of the Assessor-Recorder immediately. The Office of the Assessor-Recorder shall not, under any circumstances, be liable to the customer or consequential, incidental or special damages even if the Office of the Assessor-Recorder has been appraised of the likelihood of such damages occurring.

I \_\_\_\_\_ (name) hereby declare that I have read and understand this order and agreement, and that I am duly authorized to place this order on behalf of the agency, firm or individual identified above as "Customer", and to bind Customer to the above terms and conditions. I further understand that it is not possible for the Assessor-Recorder to state that exact price of the materials ordered until the order is prepared, because price is determined by the amount of the media required. This order is submitted on the basis of the unit price of the indicated materials and media as listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position

**TOTAL COST:**  
\$ \_\_\_\_\_

Payment will be accepted by cash, a preprinted check including name and address (no P.O. boxes), or money order made payable to the S.F. Assessor-Recorder. Please send your payment and the original order form to:

San Francisco Assessor-Recorder's Office  
Attn: Public Services  
1 Dr. Carlton B. Goodlett Place, Room 190  
San Francisco, CA 94102

<u>For Office Use Only:</u>	
Date Received _____	Date Completed _____
Amount Paid \$ _____	Additional Amount to Pay \$ _____
Processed by _____	