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**Form 571-R Due Date:** April 2, 2018

**Last Day To File Without Penalty:**  
May 7, 2018

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

**Online PIN #:** \_\_\_\_\_

LOCATION:

**NOTICE OF REQUIREMENT TO FILE  
2018 FORM 571-R APARTMENT HOUSE PROPERTY STATEMENT**

February 12, 2018

Dear Taxpayer:

This Notice informs you of your business personal property filing obligations for 2018. The California State Revenue and Taxation Code requires that businesses annually report the cost of business personal property on their apartments and other residential rental property to the County Assessor. In the past, you may not have been required to file the Form 571-R because you were on Direct Billing (assessment based on existing information in our records), **however, you are getting this Notice because you are required to file the Form 571-R this year, as state law requires a periodic update of direct billed accounts.** Our records indicate that your business is an apartment property, hence requirement to file Form 571-R. If your business is a short-term rental property, please contact our office immediately to receive a different form, Form 571-STR, which is required for short-term rental businesses.

The Form 571-R is due on Monday, April 2, 2018. The last day to file without incurring a penalty is May 7, 2018; the penalty for filing after May 7, 2018 is 10% of the total assessed value. On the Form 571-R, you will be asked to report the cost of all supplies, furniture, appliances, and other equipment at each property in San Francisco County as it existed at 12:01 a.m. on January 1, 2018. By providing accurate information on the Form 571-R, you will avoid estimated assessments, mandatory penalties and/or corrections.

Please note that we no longer mail paper copies of the Form 571-R and attachments. Instead, we are directing you to download the Form 571-R using our online portal. Please read the instructions below for more information on this process.

**Instructions for Completing your Form 571-R**

The Form 571-R will be available for download from our online portal on February 20, 2018. To begin this process, visit [www.sfassessor.org/efile](http://www.sfassessor.org/efile) and log in using the Account Number and PIN printed at the top of this Notice. Once you are logged in, follow the instructions on the online portal. If you do not have internet access, you may use a public computer located at 1155 Market Street, 5<sup>th</sup> Floor, at City Hall Room 190, or at a local branch public library. Please remember to bring this Notice with you.

The Account Number and PIN are unique to your business and will generate the Form 571-R with a bar code that is associated with your business. The Account Number and PIN also provide secure access to your statement, guard your confidential information, and protect your privacy. Please remember that the PIN is case sensitive, is only good for this year and is non-transferable. If you lost your PIN, you may retrieve it by going to the e-File logon page and select Forgot My PIN.

Completed and signed Form 571-R statements should be mailed to:

Office of the Assessor-Recorder  
Business Personal Property Division  
1155 Market Street, 5<sup>th</sup> Floor  
San Francisco, CA 94103

#### **Additional Resources to Assist Businesses in Completing the Form 571-R**

- **Online Manual:** This reference guide provides an overview of the statutory requirements for filing, answers to frequently asked questions (FAQs), and step-by-step instructions for completing the Form 571-R. To access the manual, please go to [www.sfassessor.org/manual571L-R-STR](http://www.sfassessor.org/manual571L-R-STR).
- **Visit or Call our Office:** Our regular business hours are Monday through Friday, 8:00am to 5:00pm. In addition, business hours will be extended until 6:00pm from March 29<sup>th</sup> to April 2<sup>nd</sup>. If you wish to visit our office, the Business Personal Property Division (BPP) is located at 1155 Market Street, 5<sup>th</sup> Floor. You can also reach us by phone at (415) 554-5531 and email at [askbpp@sfgov.org](mailto:askbpp@sfgov.org).

Sincerely,



Carmen Chu  
Assessor-Recorder