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Form 571-STR 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-STR SHORT TERM RENTAL STATEMENT

February 12, 2018

Dear Taxpayer:

This Notice informs you of your business personal property filing obligations. You are required to file a Form 571-STR Short-Term Rental Statement because you have a business that collects transient occupancy taxes (TOT), or that you are engaged in short-term rental activity, as of the lien date January 1, 2018. *Our records indicate that your business is a short-term rental property, hence requirement to file Form 571-STR. If your business is not a short-term rental property or you have both regular and short-term rental activity, please contact our office immediately to receive the correct statement form.*

The California Revenue and Taxation Code Section 441(a) requires you to file this property statement upon the Assessor's request. A residence used as a short-term rental property is subject to business personal property tax assessment on furniture, appliances, supplies, equipment, and fixtures used in the rental activity. These taxable items are referred as business personal property.

The Form 571-STR 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 of the business personal property subject to tax.

You must fill out and return a Form 571-STR for the property location at which you conduct short-term rental activities. On the Form 571-STR, you will be asked to report the cost of the business personal property and year of acquisition. Business personal property includes household furniture, equipment and appliances, furnishings and any other personal property or fixtures used in the rental activity at each property in San Francisco County as it existed at 12:01 a.m. on January 1, 2018. The Assessor will apply the depreciation factor and calculate the value to be assessed on the 2018 tax roll. The law does not allow for proration of value between personal and rental use; you must report all property and equipment used in the rental activity, even if you also use it for personal use. If the property statement is not complete, the Assessor is required to estimate the value of the assessable property, and you may be subject to mandatory penalties and/or corrections.

If you discontinued your rental activity prior to January 1, 2018, please indicate the dates your rental business was active on the Form 571-STR, sign, date and return it to the Assessor's Office before the due date. Please remember to inform the Office of the Treasurer & Tax Collector and the Office of Short-Term Rental regarding your business closure.

Instructions for Completing your Form 571-STR

The Form 571-STR will be available for download from our online portal on February 20, 2018. To begin this process, visit 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, 5th 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-STR 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-STR statements should be mailed to:

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

Additional Resources to Assist Businesses in Completing the Form 571-STR

- **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-STR. To access the manual, please go to 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 29th to April 2nd. If you wish to visit our office, the Business Personal Property Division (BPP) is located at 1155 Market Street, 5th Floor. You can also reach us by phone at (415) 554-5531 and email at askbpp@sfgov.org.

Sincerely,



Carmen Chu
Assessor-Recorder