



# Annual Report 2015

Office of the  
Assessor-Recorder

*Carmen Chu,*  
Assessor-Recorder

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## Message from the Assessor-Recorder

Over the last few years San Francisco has experienced strong growth in the real estate and business markets. Often, this activity presents both challenges and opportunities to better serve our City. I am proud of the commitment my staff demonstrates towards meeting those challenges and opportunities, and their dedication towards meeting your expectations for customer service. Our office's mission is to work together to build a better San Francisco through superior customer service, fair property taxation and the preservation of public records, and to do so with integrity and professionalism. The goal of this annual report is to inform you on the initiatives and operations of our office over the past fiscal year beginning July 2014 through June 2015.

The strength of the real estate market and business climate can be seen through the new residential and office buildings going up south of Market Street, through the many construction projects taking place in our neighborhoods such as the Sunset, Bayview or Excelsior Districts, through the large property sales transactions happening in downtown, and through the filling of once-vacant store fronts by new businesses across the City. All of this means additional activity in our office! In fiscal year 2014-15, our office generated close to \$2.0 billion in property tax revenues alone – a significant number especially considering that San Francisco is a seven mile by seven mile City! On June 26th, my office submitted a new property tax roll for the coming year with a cumulative assessed value of \$191 billion, representing an increase of 6.52% or \$11.7 billion over the previous fiscal year. The new roll reflects a 1,330 parcel count increase in San Francisco compared to the year before and also reflects the impact of new construction, large sales transactions, and new businesses coming into the marketplace.

In our Recorder capacity, we closed the year securely adding 182,000 new documents into the public record. The need to maintain the public record and these documents cannot be understated as documents include marriage licenses and deeds. In fiscal year 2014-2015, our Recorder operations collected \$314 million in transfer taxes alone! This level of transfer tax is unprecedented in the City's past ten year history – as a matter of fact, transfer tax has been as low as \$49 million in the past decade.

With the core responsibilities of my office helping to raise more than 35% of the City & County of San Francisco's general fund revenue, it is important to know where your property tax dollars go. In fiscal year 2014-2015, 30 cents of every dollar collected in ad valorem property taxes funded public education, including the operations of the San Francisco Unified School District and City College. Approximately 68 cents of every dollar collected went towards the City and County's general operating budget. During the last fiscal year, the City and County spent most of its general operating budget supporting three vital services – (1) our public health system, which includes San Francisco General Hospital, Laguna Honda Hospital, and all of our community clinics, (2) family and youth services, and (3) public safety, which includes our fire and police services.

In addition to our role in property and transfer taxes, our commitment is to improve communication with you and to implement efficiencies in our work. Just this past January, we launched our new and improved website, which seeks to streamline information for taxpayers. With a new design that is easier to navigate for all customers, the focus was on placing timely updates, important deadlines, and commonly asked questions front and center. Meanwhile, we continued to expand service at our public counters and have recently trained our staff on how to use the new conference call translation services. These improvements are driven to ensure that all customers, including monolingual communities, receive superior service from our staff.

The activity in the economy also means that we have a tremendous challenge to meet as more and more re-assessments are needed due to new ownership, new businesses, or new construction. We continue to advocate for funds at both the state and local levels to staff the demand and to support critical projects to improve efficiency. This year, we were recipients of funding from the State-County Assessor's Partnership Agreement Program (SCAPAP), a three year pilot program granted to nine competitively selected assessor offices. We successfully implemented tools needed to fairly value property - for the first time, our office has access to more complete residential real estate data that provides essential and timely property information for determining a property's value. We have launched proactive requests for information on appeals cases to expedite our work and we have automated data entry in our system for the over ten thousand businesses who electronically file with us every year. And just this past summer, we kicked-off a project to safeguard and make electronically available the 206,953 real property files currently only available in paper form.

While there is much work to do, the Office of the Assessor-Recorder remains committed to good government and to ensuring government works for you. I want to take a moment to thank you for your engagement. I also offer my heartfelt thanks to our staff for their hard work, dedication, and commitment to serving San Francisco residents well.

Sincerely,

Carmen Chu  
Assessor-Recorder  
City & County of San Francisco

“With integrity, we work together to build a better San Francisco through superior customer service, fair property taxation and the preservation of public records.”

– Office of the Assessor-Recorder

## Core Responsibilities

The Office of the Assessor-Recorder is responsible for carrying out the property tax-related functions governed by the State Constitution and state and local laws. Our core responsibilities include locating all taxable property in the City and County of San Francisco (CCSF), identifying ownership, establishing a taxable value, and applying all legal exemptions. Property broadly includes both real property (land and improvements) and personal property owned by businesses. The Office of the Assessor-Recorder is also responsible for recording documents and maintaining those public records. Over 400 different types of documents are recorded annually, including documents like deeds of trust, reconveyances, liens, and public marriage licenses. The Office is also responsible for collecting any transfer tax due upon a change in property ownership.



# Highlights of the Past Year

## Launch of New Website

The Office of the Assessor-Recorder launched their new and improved website in January 2015. The new site was overhauled to feature improved customer service, design navigation, search, and accessibility through virtually any device, including mobile devices. The website was developed through a collaborative, data-driven process involving stakeholders and customers. The site focuses on serving all taxpayers who work with the Office, as well as business owners in San Francisco.

## Instant Real Estate Data Access Through MLS

Beginning in the new fiscal year, appraisers in the Real Property Division of the Assessor-Recorder's Office will have access to the Multiple Listing Service (MLS), which is an online software that tracks real estate sales in San Francisco. The Office will partner with the San Francisco Association of Realtors, who operates and manages the software. This project has been ten years in the making and will provide staff up-to-the minute listings in San Francisco to help value properties with an associated change in ownership.

## SCAPAP Grant Funding

In November of 2014, the Office of the Assessor-Recorder was awarded a grant through the State-County Assessor's Partnership Agreement Program (SCAPAP). The program, which was established by the California State Legislature and Governor Jerry Brown, establishes a three-year pilot program limited to nine competitively selected county assessors' offices to provide funding to improve assessors' ability to perform essential property tax duties, such as assessments and enrollments. The funding is currently being applied to hire additional staff to reduce the number of outstanding cases in the Office's new construction workload.

## Legislative Accomplishments

Over the last year, the Office had a number of major legislative successes at the Board of Supervisors to improve staff efficiency and customer service. One of those successes was an ordinance to streamline how the Office of the Assessor-Recorder notices taxpayers of additional taxation on their property. This legislation eliminated redundancies and will prevent confusion among property owners in the future. Another success was legislation that requires disclosure of the transfer tax amount on the face of recorded documents, promoting transparency. Previously, taxpayers were allowed to suppress the transfer tax amount from appearing on a recorded document, thereby hiding the sales price.

## Business Process Improvements

The Office is constantly finding new ways to be more efficient. This past year, when mailing out over 206,000 Notices of Assessed Value, we included, for the first time, barcodes on the letters to address the issue of outdated addresses. The barcode now allows us to expeditiously track which notices were unsuccessfully delivered, cutting down on hours' worth of additional research. Additionally, the Business Personal Property division implemented improvements to the Business Property Statement e-filing process to help significantly decrease time spent on data entry and printing when reviewing information from submitted 571-L documents.



### **Customer Service Improvements**

With the goal of improving customer service, the Office of the Assessor-Recorder successfully reconfigured the public front counter in the City Hall office. The new design has improved the workflow for customers and staff, while expanding the payment options to include additional debit and credit card machines. This work was intended to reduce wait times for customers.

### **Language Access and Cultural Competency**

The Office of the Assessor-Recorder continued to meet the needs of all our residents including customers with language needs. An example of this continued effort is for the first time this past year, the Office reached out to all registered business owners with a language survey asking whether they wanted to receive their annual business notice in a different language other than English. This work will help to ensure that all property and business owners receive equal access to public information, while expanding services to non-English speakers.

## **Areas of Focus for 2016**

### **Digitizing Real Property Files**

As of June 30, 2015, there were 206,953 unique parcels in the City and County of San Francisco, each having a hard copy property ownership and assessment file. The work to digitize these documents and bring them “online” will begin next year, which will ensure that historical records are appropriately preserved and allow staff to more easily and efficiently access property files.

### **Reengineer the Assessor’s Mapping Process**

The Assessor-Recorder’s Office serves as the depository for all recorded parcel maps and maintains the City & County of San Francisco’s Assessor’s block maps. The data kept in our office allows other city departments to create and maintain digital parcel maps for the benefit of taxpayers. Over the next year, in partnership with the Department of Public Works and the Controller’s Office, the Assessor-Recorder’s Office will be reviewing the mapping process to determine how to best engineer the Office’s mapping workflow to become more efficient with producing updates to Assessor’s parcel maps and track all legal parcel changes and subdivisions in the City.

### **Meeting the Appraisal Workload through Increased Resources**

The Office successfully advocated for funds from local and State sources to help bridge the gap in need to complete our required assessment work. In 2015, the Office will continue to work to implement these proposals and put these funds to use through the hiring of additional staff and adoption of process improvements.

### **Strengthen procedures for assessment of new construction**

The Assessor-Recorder’s Office is putting a special focus on assessing new construction due to the record-breaking volume of building activity in San Francisco. New grant funds are being used to add new value to the property tax roll, and procedures are being tightened to ensure equitable assessment of improvements across all parts of the City.

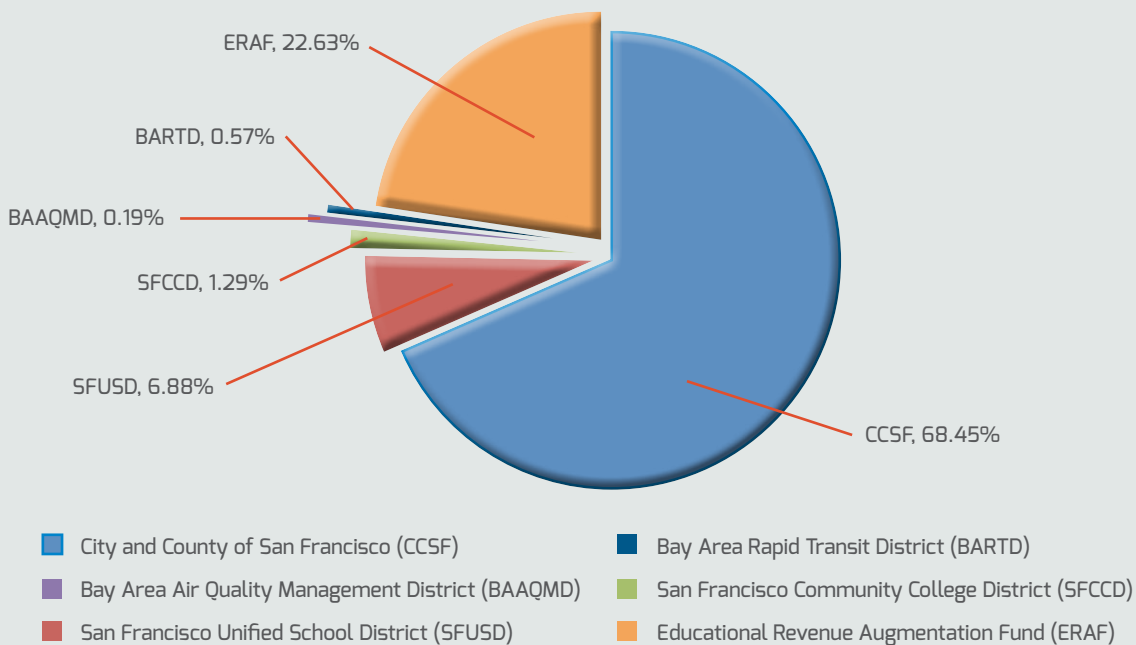
# CCSF FY 2014-2015 BUDGET

## How Property Taxes Are Spent

The Office of the Assessor-Recorder plays a critical role in administering state and local property tax laws. The Office is responsible for determining the assessed value of all taxable property in the City and County of San Francisco, as well as approving and applying all legal exemptions. The assessed value is the basis that is used to determine each property owner's property tax obligation. Generally, a 1% statewide ad valorem property tax is applied on the assessed value and is collected to support public services. The collected property tax, in turn, is allocated among different government entities or public purposes. The chart below provides a picture of how one dollar of ad valorem property taxes is distributed. Note that the City and County of San Francisco's share of ad valorem tax collected is about \$0.68 for every \$1.00 collected, before considering additional taxes needed to pay voter-approved General Obligation bond debt.

Additionally, the offices of the Treasurer & Tax Collector and the Controller work to collect and determine if there are any additional taxes to be levied as approved by the voters. These additional voter-approved taxes may include authorized general obligation bonds, parcel taxes for dedicated purposes, or other special assessments.

### How My Property Taxes Are Distributed?

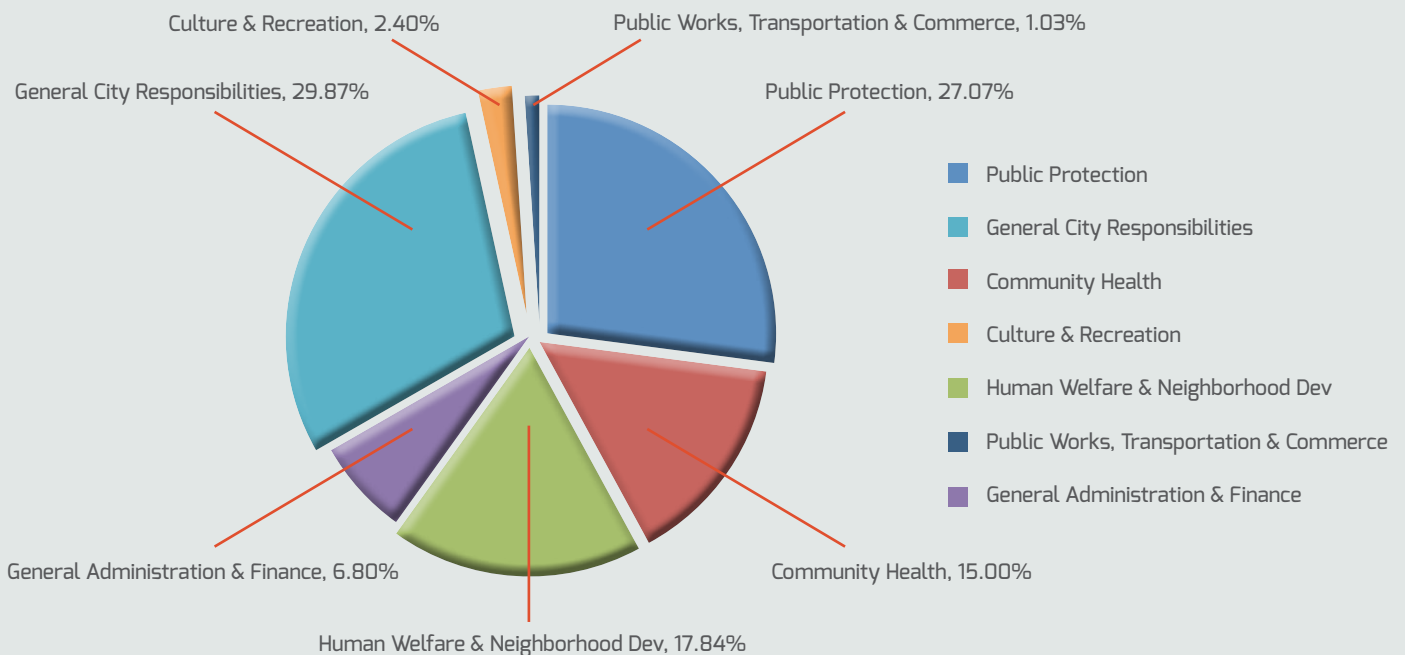


\*Source: City & County of San Francisco FY 2014-15 Annual Appropriations Ordinance

# General Fund Revenues Support Critical Services

San Francisco's share of property taxes provides the means to support many critical local public services. The chart below shows how General Fund revenues (revenues that are not dedicated for a specific purpose by the voters) were allocated in Fiscal Year 2014-15. The largest component of the operating budget totaling 30% consists of General City Responsibilities, followed next by 27% for Public Protection, Human Welfare & Neighborhood Development (18%) and Community Health (15%).

## How Does San Francisco Spend Its General Fund Money?

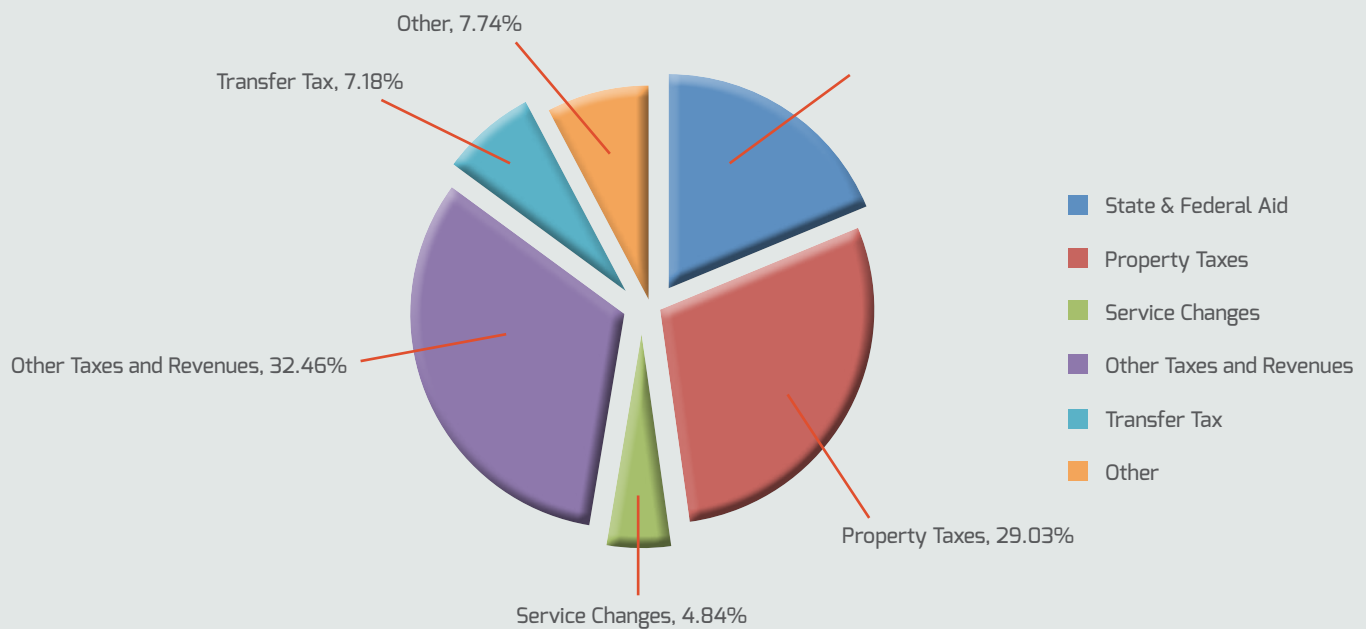


*\*Source: City & County of San Francisco FY 2014-15 Annual Appropriations Ordinance*

# Property Taxes Support San Francisco's General Fund Revenues

In addition to the types of services funded, it is also important to note that property-related tax revenue continues to be a significant component of the total revenues for the City and County of San Francisco. In Fiscal Year 2014-15, budgeted property tax revenue accounted for more than 36% of the City's General Fund revenue, or over \$1.2 billion.

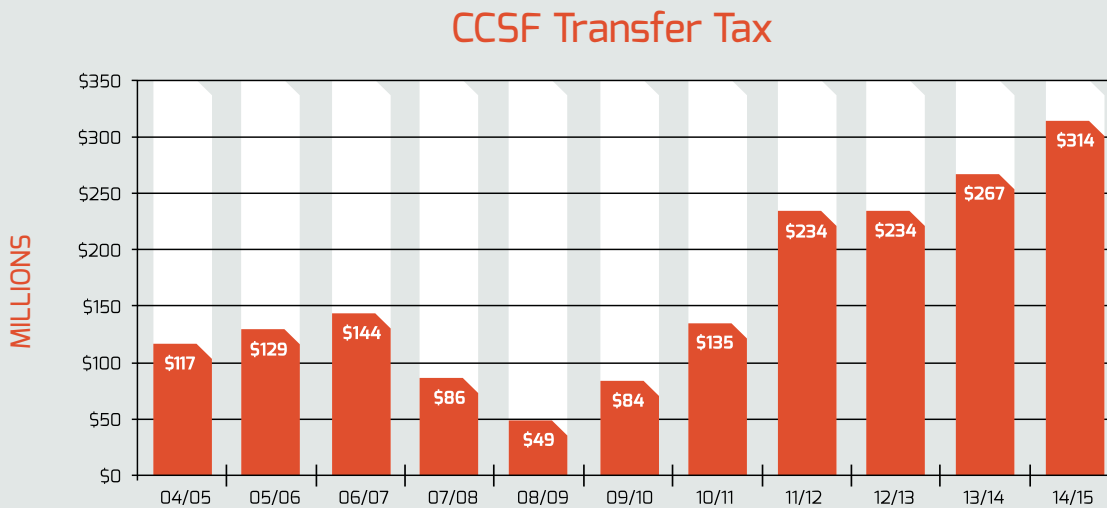
## San Francisco's General Fund Revenue



*\*Source: City & County of San Francisco FY 2014-15 Annual Appropriations Ordinance*

# Transfer Tax Amount Increases 18% from Previous Year

In Fiscal Year 2014-15, 7% of total General Fund revenue was attributed to transfer tax collection. Transfer taxes are paid whenever ownership in real property changes. Transfer tax rates are set by local laws approved by voters. The last change in transfer tax rates were approved in November 2010, by San Francisco voters and became effective on December 17, 2010. Transfer tax is driven by the number of properties bought or sold, and by the sales price of the properties that change ownership. Transfer taxes fluctuate from year to year depending on activity in the real estate market. This year, strong investor demand for San Francisco commercial real estate pushed up both sales volume and prices, resulting in all-time high transfer tax collections in Fiscal Year 2014-15. Transfer tax revenues have increased in each of the last six fiscal years.



# OPERATIONAL AREAS

## Real Property Division

The Real Property division focuses on valuing real property for assessment purposes. Real property is organized by parcels, and each parcel is valued on its land and improvements. In Fiscal Year 2014-15, there were over 206,000 real property parcels in the City and County of San Francisco ranging from condominium units and single-family homes, to large commercial high-rises. The Real Property division is responsible for reassessing property values when there has been a change in ownership or new construction activity, reviewing assessment appeals cases, valuing possessory interest, and administering the City's real estate watchdog program.

The Real Property division saw a significant increase in assessment appeals between the years of 2008-2013. While the Office has made significant progress in working those appeals cases, the resurgence in the real estate market over the last year, consisting of new construction activity and changes in ownership, has contributed greatly to an overall increase in our workload. As of June 30, 2015, there were 4,126 outstanding assessment appeals, 3,690 change-in-ownership and 11,600 new construction cases pending review.

## Assessment Appeals Board

The Assessment Appeals Board (AAB) is independently appointed by the San Francisco Board of Supervisors and is responsible for scheduling and hearing all filed assessment appeals on property taxes. The Office of the Assessor-Recorder works to ensure that all appeals cases are reviewed in preparation for appeals hearings before the Assessment Appeals Board.

The Assessment Appeals Board saw a decrease in the number of appeals filed and the number of appeals still open at the end of Fiscal Year 2014-15. As of June 30, 2015, there was a 47% decrease in the number of appeals filed with the AAB from the previous year. In FY 2013-14, there were a total of 5,051 filed appeals, whereas a year later, there were only 2,694. This is believed to be due to improvements in the economy as reflected in the housing market. Additionally, there are only 4,126 appeals open at the start of FY 2015-16, which is a decrease of 34% from the previous fiscal year. This is a positive trend that will contribute greatly in helping the Office of the Assessor-Recorder make in-roads on the workload issue.

## History of Assessment Appeals Filed

FISCAL YEAR	FILED	CLOSED	OPEN
2004-05	1,703	1,683	1,588
2005-06	1,090	1,523	1,191
2006-07	1,365	1,611	990
2007-08	988	1,365	623
2008-09	2,476	2,050	1,052
2009-10	6,620	2,526	5,103
2010-11	5,649	4,270	7,068
2011-12	6,399	5,563	7,729
2012-13	5,500	5,993	7,421
2013-14	5,051	6,092	6,279
2014-15	2,694	4,995	4,126

*\*As of June 30th of every year*





## Workload Queue

Between the years of 2008 - 2011 the nation's economic recession and its effects on the real estate market had a significant impact on San Francisco and the work of the Office of the Assessor-Recorder. During this time, there was an increase of more than four-fold in Assessment Appeals Board filings. Now that San Francisco's economy has recovered, the construction industry is booming and homes in San Francisco are being purchased at all-time high prices. The strong real estate market has helped grow the revenue received by the City and County of San Francisco, and at the same time, has increased the number of cases the staff of the Assessor-Recorder is required to work.

As of June 30, 2015, the Office of the Assessor-Recorder had a total of 15,290 outstanding New Construction and Change in Ownership cases, with 11,600 New Construction and 3,690 Changes in Ownership, respectfully. When looking deeper into these figures, 6,369 of the New Construction cases came from residential activity and 5,231 came from commercial activity. When applying a similar analysis to Changes in Ownership, there were 2,416 cases from residential activity and 1,274 cases from commercial activity. During this same time, the Assessor-Recorder's Office worked over 10,320 New Construction permits and Change in Ownership valuations, yet due to this increased real estate activity, the Office continues to have a high number of outstanding cases in our workload.

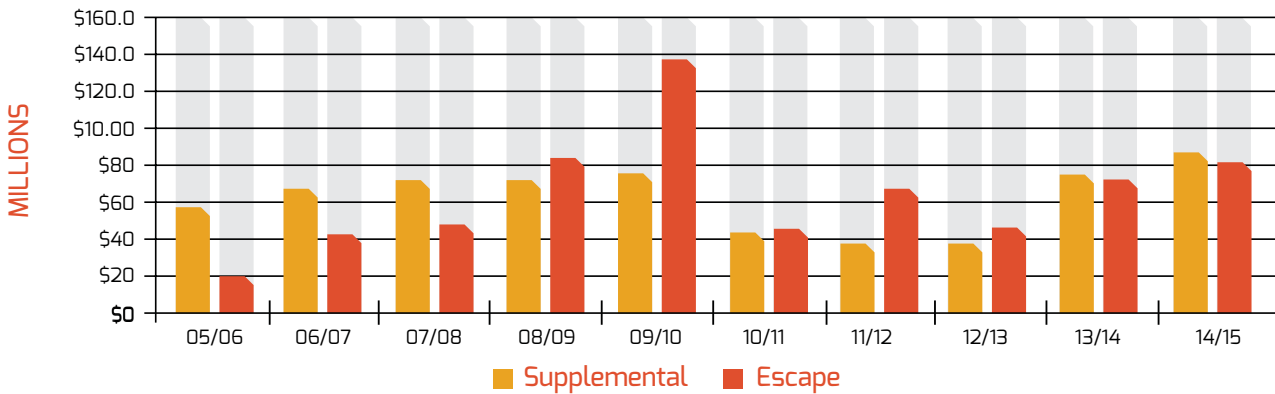
Over the last two years, the Office of the Assessor-Recorder has successfully advocated the hiring of additional staff to improve the efficiency of the Office and ensure that the workload is completed more expeditiously. In November of 2014, our office was awarded the State-County Assessors' Partnership Agreement Program grant. This state-funded grant, designed as a three year pilot program, will provide the Office with \$1.2 million in matching monies to help perform essential property tax duties. In addition, the Mayor's Office and the Board of Supervisors approved our \$22 million General Fund budget for FY 2015-16 to support both staffing and technology improvements in our office. Considering the increase in our budget, and an aggressive hiring plan, our office projects a decrease in the outstanding workload queue over the next few fiscal years.

## Supplemental & Escapes Assessments

A supplemental assessment occurs when a property is assessed due to a change in ownership or completed new construction and is based on the net difference between the previous assessed value and the new assessment. An escape assessment occurs when an assessment is not placed on the roll in the year the event takes place and is the increased amount in real property valuation over a regular assessed valuation. As these cases are worked, a supplemental and/or escape assessment is created and a corresponding bill is generated through the Office of the Treasurer & Tax Collector. The revenue collected from those bills make up the supplemental and escape tax revenues of the City and County of San Francisco.

Resourcing the appeals process for the unprecedented historic high number of appeals filed over the last few years has had an impact on the outstanding number of new construction and change in ownership cases. The table below illustrates the trend in supplemental and escape revenues generated over the last few years. In Fiscal Year 2014-15, supplemental and escape assessment revenue totaled \$167 million.

### Supplemental & Escape Property Tax Revenue



## Temporary Property Tax Reductions

Under state law, established by Proposition 8 (Revenue and Taxation Code section 51(a)(2)), property owners can receive a temporary reduction to their assessed value if the current fair market value (FMV) of the property is determined to be lower than the Proposition 13 assessed value. Temporary Proposition 8 reductions have been granted where property owners may have purchased properties at a peak in the market and then a subsequent real estate downturn caused property values to fall below their Proposition 13 assessed value. For Fiscal Year 2014-15, a total of 11,226 temporary property tax reductions were granted, compared to 19,361 reductions being granted in FY 2013-14.



## Assessment Roll Growth

Through the work associated with new construction, appeals, and change in ownership events, the Office of the Assessor-Recorder is responsible for preparing the assessment roll. Assessed values are determined annually as of the lien date, January 1st, of every year. This assessed value is the basis for the property taxes collected in the next fiscal year. Typically, property owners receive a property tax bill from the Treasurer & Tax Collector in October, with payment due in December and April. The Office of the Assessor-Recorder delivered a 2015 assessment roll of \$195 billion, an increase of approximately 6.9% over the 2014 assessment roll. The growth in the City and County of San Francisco's total roll includes the application of the state Proposition 13 inflation rate, recapturing value temporarily reduced in the prior year due to market conditions (Prop 8), changes in ownership and new construction that trigger new assessments, and the increased value of business property in the City.

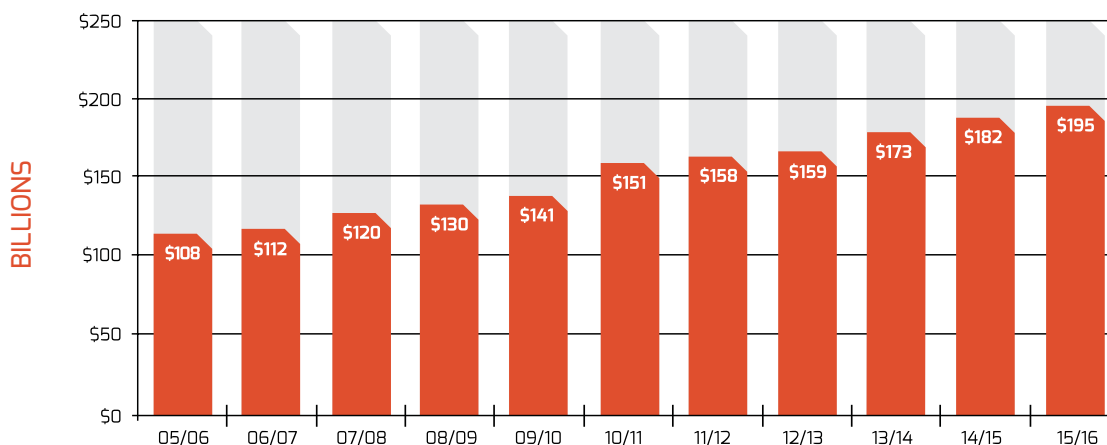
## Certified Assessment Rolls for 2014 and 2015

DESCRIPTION	2014	2015	% CHANGE
Secured Local Roll	\$175,840,931,358	\$187,103,353,472	6.40%
SBE's Roll	\$2,721,120,198	\$2,943,230,959	8.16%
Unsecured Roll	\$11,422,979,067	\$12,438,638,927	8.89%
Gross Local Roll	\$189,985,030,623	\$202,485,223,358	6.58%
Less: Non-Reimbursable Exemptions	(\$7,527,196,957)	(\$7,446,616,284)	-1.07%
Basis of Levy	<b>\$182,457,833,666</b>	<b>\$195,038,607,074</b>	6.90%

**Source:** Office of the Controller, City & County of San Francisco

**Note:** SBE refers to the State Board of Equalization. Certain properties are identified and valued through the State Board of Equalization and not through the City and County of San Francisco's Office of the Assessor-Recorder.

## CCSF Assessed Property Value



**Note:** The figures shown above reflect the assessment rolls for the City & County of San Francisco.

## Assessment Roll by Property Types

Based on the certified roll for 2015, there were 206,953 unique parcels in the City and County of San Francisco compared to 204,562 in 2014. Approximately 70% of those parcels were single family residential (SFR) properties, including condominium units. SFR parcels comprise 49% of the roll value for secured real property. An additional 18% of the parcels are multi-family residential (MFR) buildings. Combined, this means that approximately 88% of San Francisco's parcels are residential properties. Interestingly, while commercial parcels may account for only 8% of the parcels, their share of the City's overall real property assessment value is 27% (see table below).

PROPERTY TYPE	PARCEL COUNT				ROLL VALUE			
PROPERTY TYPE	2014	2015	% OF TOTAL	% CHARGE	2014	2015	% OF RV TOTAL	% CHARGE
Single Family Residential	143,981	145,282	70%	0.90%	\$80,316,023,256	\$90,074,573,574	49%	12.15%
Multi-Family Residential	35,452	36,336	18%	2.49%	\$32,130,813,771	\$36,799,265,754	20%	14.53%
Commercial	16,013	16,200	8%	1.17%	\$46,385,423,587	\$50,310,080,064	27%	8.46%
Industrial	2,398	2,380	1%	-0.75%	\$3,011,646,670	\$3,339,555,420	2%	10.89%
Other/Miscellaneous	6,718	6,755	3%	0.55%	\$3,078,250,421	\$4,497,157,430	2%	46.09%
<b>Total Secured Real Property</b>	<b>204,562</b>	<b>206,953</b>	<b>100%</b>	<b>1.17%</b>	<b>\$164,922,157,705</b>	<b>\$185,020,632,242</b>	<b>100%</b>	<b>12.19%</b>

## Assessment Roll by Neighborhoods

Increases in San Francisco's assessment roll are driven by changes in ownership of existing properties and reassessments due to new construction. A larger assessment roll means higher property tax revenues for San Francisco to help fund critical services and programs. The areas with the largest growth in value continue to be where the City is investing in rebuilding and redeveloping neighborhoods. The top ten neighborhoods in assessment roll growth by both total value and percentage increase are shown below.

NEIGHBORHOOD DESCRIPTION	PARCEL COUNT				TOTAL ASSESSED VALUE (LAND & IMPROVEMENTS)			
	2014	2015	CHANGE	% CHANGE	2014	2015	CHANGE	% CHANGE
Financial District South	2,952	2,947	5	0.17%	\$12,002,440,914	\$11,161,643,848	\$840,797,066	7.53%
South of Market	4,818	4,816	2	0.04%	\$8,283,967,083	\$7,593,471,425	\$690,495,658	9.09%
Mission Bay	4,152	3,994	158	3.96%	\$6,952,231,650	\$6,328,559,460	\$623,672,190	9.85%
Pacific Heights	5,127	5,114	13	0.25%	\$9,094,588,273	\$8,587,036,791	\$507,551,482	5.91%
Potrero Hill	5,039	5,008	31	0.62%	\$4,019,907,027	\$3,541,273,502	\$478,633,525	13.52%
Financial District North	1,459	1,459	0	0.00%	\$13,279,533,187	\$12,820,913,371	\$458,619,816	3.58%
Inner Mission	7,474	7,367	107	1.45%	\$5,405,776,327	\$5,015,435,230	\$390,341,097	7.78%
Noe Valley	5,933	5,881	52	0.88%	\$4,818,237,216	\$4,451,548,977	\$366,688,239	8.24%
South Beach	3,663	3,662	1	0.03%	\$7,764,754,175	\$7,406,207,788	\$358,546,387	4.84%
Nob Hill	2,880	2,736	144	5.26%	\$3,198,025,861	\$2,874,579,105	\$323,446,756	11.25%
<b>Totals</b>	<b>43,497</b>	<b>42,984</b>	<b>513</b>	<b>1.19%</b>	<b>\$74,819,461,713</b>	<b>\$69,780,669,497</b>	<b>\$5,038,792,216</b>	<b>7.22%</b>



Additionally, the table below lists the parcel count and total assessed value (AV) by neighborhood based on the certified roll for Fiscal Year 2014-15. Total assessed value in the Financial District continues to lead the total assessed roll value, followed by Pacific Heights, South of Market, and the South Beach and Mission Bay neighborhoods.

NEIGHBORHOOD	PARCELS FY 2014-15	TOTAL AV FY 2014-15
Central Richmond	5,255	3,124,654,222
Inner Richmond	3,534	2,336,842,397
Jordan Park/Laurel Hghts.	937	965,547,633
Richmond Lake	1,957	1,735,230,088
Outer Richmond	4,408	2,357,894,540
Sea Cliff	523	1,029,256,401
Lone Mountain	1,464	884,112,420
Golden Gate Heights	1,365	748,640,147
Outer Parkside	4,608	1,835,362,856
Outer Sunset	4,415	1,856,747,770
Parkside	5,727	2,553,739,028
Central Sunset	5,940	2,918,006,069
Inner Sunset	4,145	2,450,670,524
Inner Parkside	1,442	773,446,085
Lakeshore	1,168	810,456,570
Merced Heights	1,009	354,082,558
Pine Lake	413	225,461,890
Stonestown	442	1,439,044,148
Lakeside	590	352,893,081
Merced Manor	346	234,291,279
Ingleside Heights	1,920	705,820,680
Ingleside	1,966	687,462,438
Ocean View	1,632	578,082,072
Balboa Terrace	296	230,714,825
Diamond Heights	1,668	861,964,321
Forest Hill	731	635,963,494
Forest Knolls	526	404,203,473
Ingleside Terrace	746	450,196,571
Midtown Terrace	1,015	479,867,344
St. Francis Wood	550	644,728,468
Miraloma Park	2,128	1,087,377,333
Forest Hill Extension	687	406,108,834
Sherwood Forest	347	237,460,404
Monterey Heights	315	276,355,666
Mount Davidson Manor	755	426,061,946
Westwood Highlands	542	329,480,404
Westwood Park	644	310,380,287
Sunnyside	2,152	957,130,463
West Portal	1,067	688,992,419
Glen Park	2,642	1,592,402,022
Haight Ashbury	2,406	1,875,982,716
Noe Valley	5,933	4,776,161,867
Twin Peaks	983	726,355,362
Parnassus Heights	1,619	1,478,738,369

NEIGHBORHOOD	PARCELS FY 2014-15	TOTAL AV FY 2014-15
Parnassus Heights	1,619	1,478,738,369
Buena Vista	756	710,887,318
Corona Heights	1,168	865,930,633
Clarendon Heights	607	585,210,001
Duboce Triangle	784	678,898,012
Eureka Valley	4,062	3,612,887,988
Mission Dolores	2,026	1,461,069,277
Anza Vista	538	410,280,078
Hayes Valley	2,314	1,920,713,034
Lower Pacific Heights	2,809	2,379,471,713
Western Addition	1,331	873,889,542
Alamo Square	652	604,792,370
North Panhandle	2,041	1,653,319,093
Marina	2,778	3,346,536,036
Pacific Heights	5,127	8,891,659,454
Presidio Heights	1,183	2,632,118,483
Cow Hollow	2,484	3,041,284,578
Downtown Tenderloin	4,438	3,537,274,289
Financial District North	1,459	13,300,569,526
Nob Hill	2,880	3,127,373,102
North Beach	921	759,675,664
Russian Hill	5,605	4,581,495,107
Van Ness/Civic Center	4,132	2,961,281,016
Telegraph Hill	1,638	1,658,263,538
North Waterfront	791	1,839,194,720
Union Square District	3,173	6,112,985,696
Bernal Heights	2,691	1,406,169,523
Financial District South	2,952	11,885,037,339
Inner Mission	7,474	5,242,033,897
Mission Bay	4,152	6,723,052,277
Potrero Hill	5,039	3,933,224,391
South of Market	4,818	7,730,946,073
Bernal Heights South	4,397	1,928,475,878
South Beach	3,663	7,760,058,084
Bayview	4,614	2,105,610,781
Crocker Amazon	2,902	1,040,730,191
Excelsior	5,629	1,961,049,947
Outer Mission	2,848	962,299,764
Visitation Valley	3,874	1,164,518,040
Portola	3,888	1,422,938,012
Silver Terrace	2,309	709,571,466
Mission Terrace	2,609	1,018,747,735
Hunters Point	2,314	809,561,455

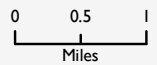
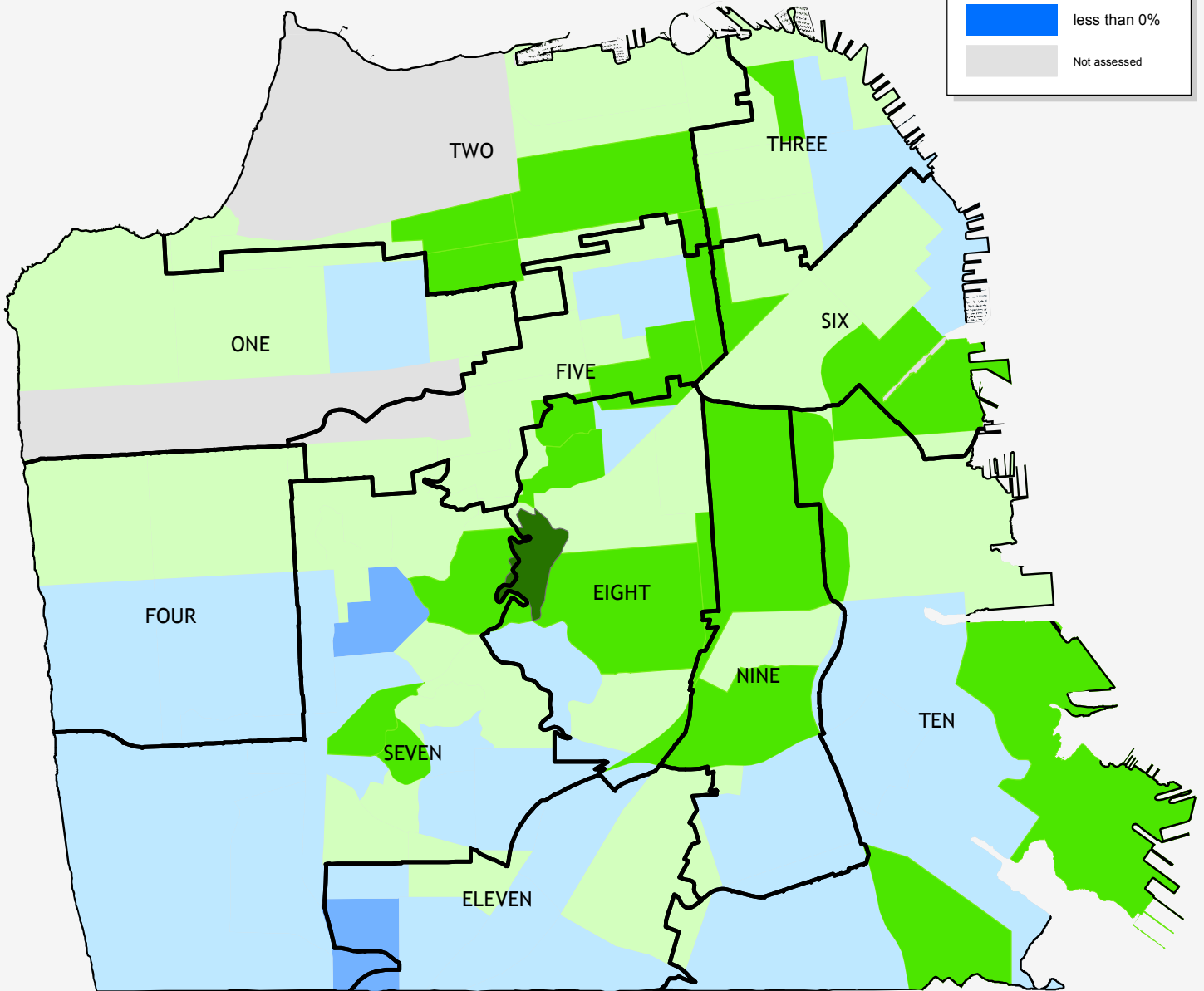
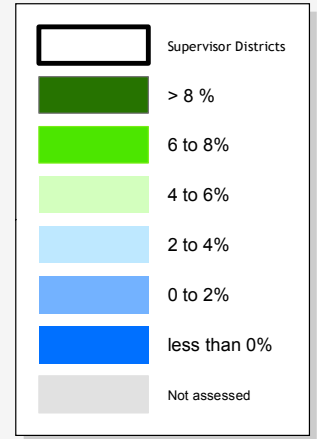
Assessment Roll by Neighborhood – Map on next page

# Percentage Change in Assessed Property Value

Fiscal Year 2012-2013 to Fiscal Year 2013-2014



City and County of San Francisco



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Source:  
Office of the Assessor-Recorder,  
SFGIS Program.





## Largest Tax Payers

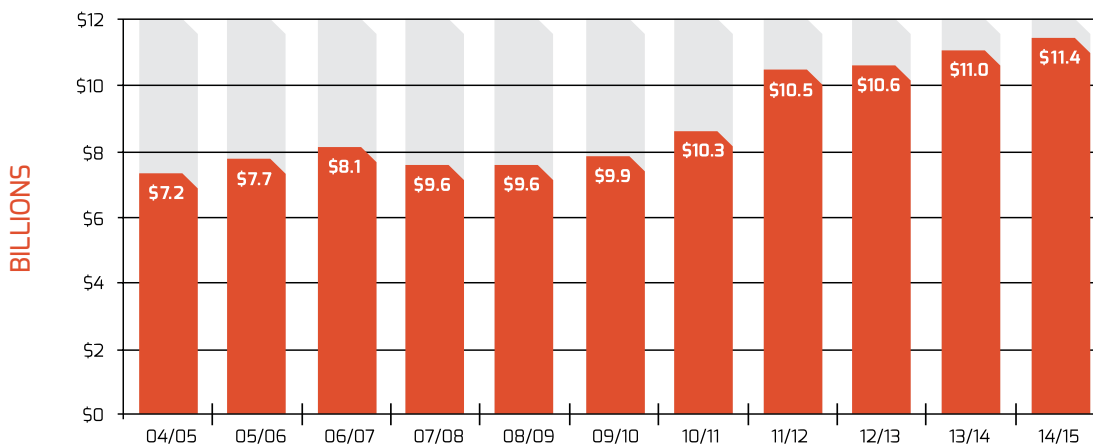
The City and County of San Francisco's real property roll is varied, including a multitude of uses and characteristics. The table below identifies the properties with the largest assessed values on the certified roll for 2015.

ASSESSEE NAME	PROPERTY ADDRESS	TYPE	TOTAL ASSESSED VALUE
Hwa 555 Owners Llc	555 California St	Commercial	\$964,168,546
Ppf Paramount One Market Plaza Owner Lp	1 Market St	Commercial	\$789,864,609
Union Investment Real Estate Gmbh	555 Mission St	Commercial	\$466,638,453
Emporium Mall Llc	845 Market St	Commercial	\$441,260,218
Spf China Basin Holdings Llc	185 Berry St	Commercial	\$433,661,369
Shc Embarcadero Llc	4 The Embarcadero	Commercial	\$406,983,089
Wells Reit Ii- 333 Market St Llc	333 Market St	Commercial	\$404,977,381
Post-Montgomery Associates	165 Sutter St	Commercial	\$396,797,962
Ppf Off One Maritime Plaza Lp	300 Clay St	Commercial	\$376,425,934
S F Hilton Inc	1 Hilton Square	Commercial	\$375,963,192

## Unsecured Roll Continues to Grow

Unsecured property assessments can be described as assessed value that is not secured by the actual real property. It includes berths and vessels, leased equipment, possessory interest, and business personal property owned by tenants. Business property is all property owned, leased, claimed, possessed, managed and controlled by a business, including machinery, equipment, fixtures, and improvements. Below is a graph showing the growth over the last ten years, with the most recent fiscal year tallying \$11.4 billion in total assessed value for unsecured properties.

### CCSF Certified Unsecured Roll Value

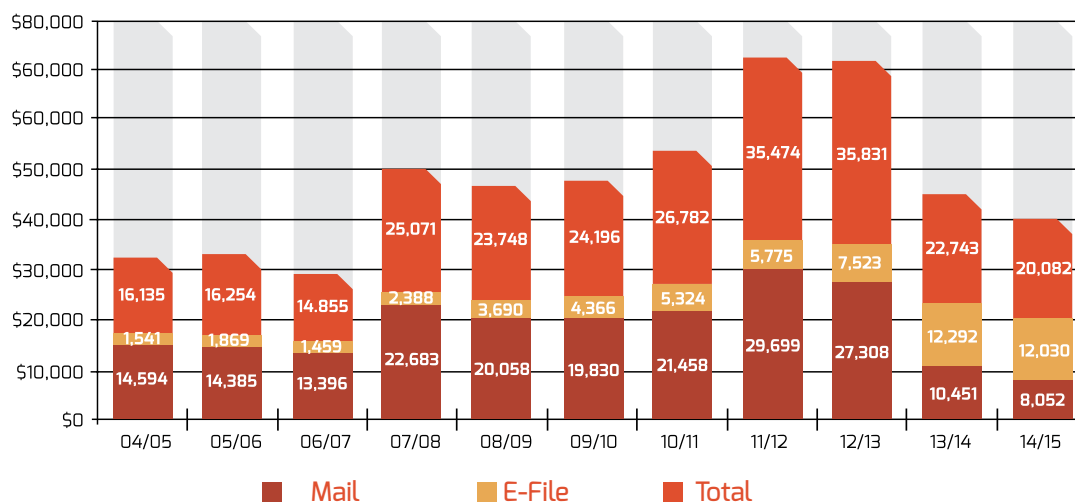


# Business Personal Property Division

The Business Personal Property Division (BPP) is responsible for assessing all unsecured property owned, leased, claimed, possessed, managed, and controlled by businesses located in the City and County of San Francisco and conducts business audits mandated by the state. Business personal property includes items like machinery, equipment, fixtures, and leasehold improvement held or used in connection with a trade or business. Unlike real property, business personal property taxes are based on information provided to the Office of the Assessor-Recorder on an annual basis. Business personal property is reassessed annually because businesses may have acquired new or disposed of existing personal property during the course of the year.

In Fiscal Year 2014-15, BPP continued to promote and expand the electronic online filing program (e-Filing) for its property reporting forms. 60% of business property statements were filed electronically this year, compared with 54% in FY 2013-14 and 21% in FY 2012-13. This stabilized development combined with the previous year is an example of our office's success and efforts to improve convenience for taxpayers and streamline our internal processes by prioritizing online access.

### Number of Form 571-L Business Property Statements



# Exemptions from Property Taxes

State laws govern eligible exemptions from property taxes. The most common property tax exemption is the homeowners' exemption which allows owner-occupied residential property owners to apply for an exemption of \$7,000 in assessable value. Other exemptions include property exemptions for non-profit organizations, religious and church organizations, hospitals, and schools in accordance with the Revenue and Taxation Code and with guidance from the California State Board of Equalization. The table below lists the types or categories of exemptions, number of parcels granted an exemption and total assessed value of those exemptions for the certified Fiscal Year 2014-15 roll.

## Real Property Exemptions for FY 2014-15

FISCAL YEAR 2014-15	NUMBER	VALUE	% TOTAL
Cemetery	2	\$4,124,925	0.05%
Churches	130	\$76,592,165	0.96%
Homeowners*	91,183	\$646,035,098	8.06%
Hospitals	24	\$429,388,364	5.35%
Low Income/Lessor	18	\$98,723,313	1.23%
Private Colleges	205	\$712,788,619	8.89%
Religious	312	\$269,327,292	3.36%
School	2	\$274,241	0.00%
Veteran's	150	\$15,681,773	0.20%
Welfare	1,388	\$5,765,555,008	71.90%
<b>Total</b>	<b>93,414</b>	<b>\$8,018,490,798</b>	<b>100.00%</b>

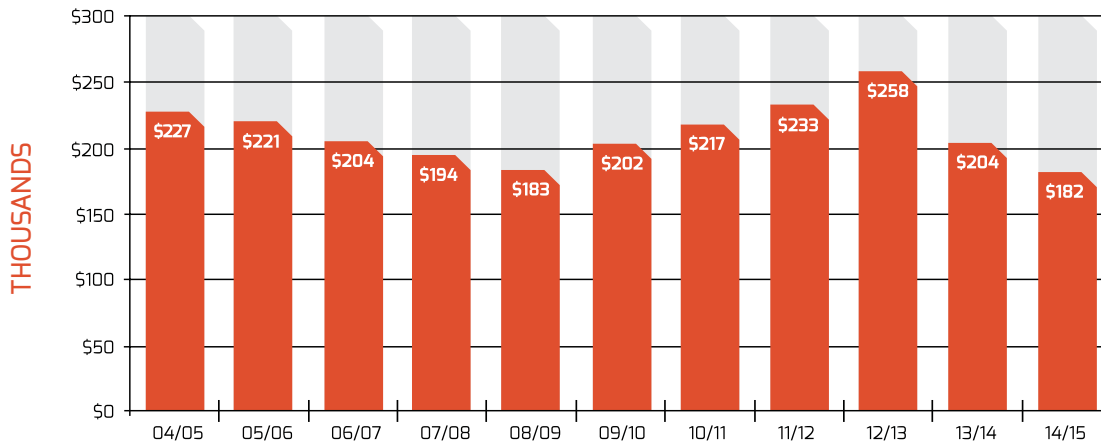
*\*Reimbursed by the State of California*



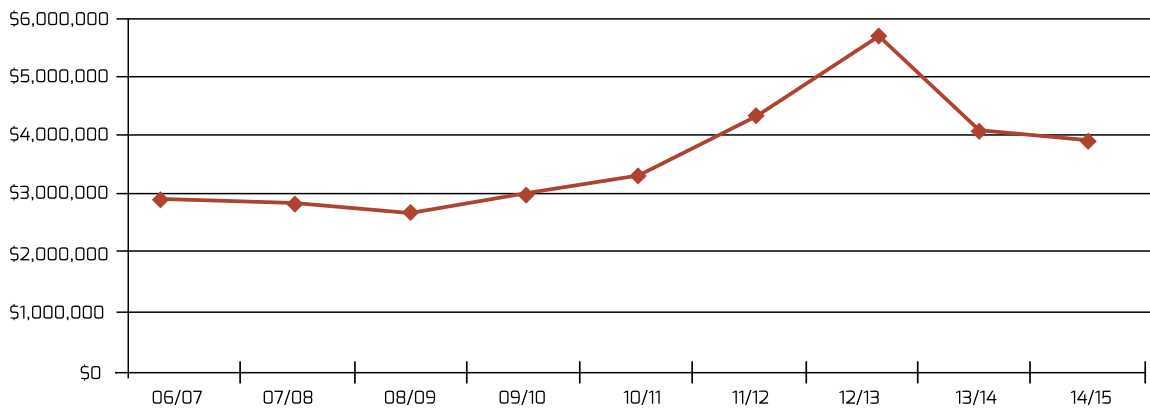
# Recording Public Records

In Fiscal Year 2014-15, the Office of the Assessor-Recorder recorded over 181,000 documents resulting in fee revenue of approximately \$3.8 million. The number of recorded documents decreased 10% compared to the prior year due to a decrease in the number of home mortgage refinances. In FY 2014-15, the top document types recorded were Notice of Lien, Deed, Release of Lien, and Deed of Trust. Government entities record a significant number of liens and typically do not pay recording fees. Our Recorder Office, which is located inside our main office at City Hall, Room 190, is open to record documents Monday through Friday from 8:00am to 4:00pm. Regular office hours are 8:00am to 5:00pm.

Documents Recorded Annually



Revenue Generated Through Recording Fees



## Recording Public Marriage Licenses

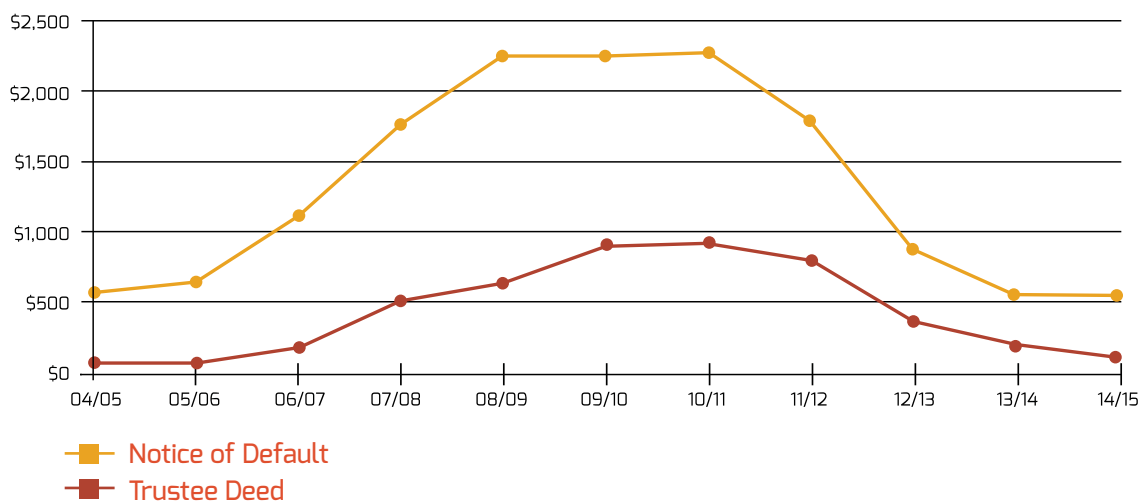
The Office of the Assessor-Recorder records and maintains public marriage licenses issued in the City and County of San Francisco. In Fiscal Year 2014-15, the Office recorded 10,540 marriage licenses, a 2.28% decrease from the prior fiscal year's total of 10,786. This is the first decrease in recorded marriage licenses since June 2013, when the State of California resumed same-sex marriages. Certified copies of marriage licenses can be ordered on-line, over the phone, or in-person. For information about ordering a certified copy of a marriage license, please visit the Assessor-Recorder's website at [www.sfassessor.org](http://www.sfassessor.org).

## Foreclosures

The Office of the Assessor-Recorder is taking a proactive step in helping those facing foreclosure. As one of the first steps in a foreclosure process, lending institutions are required to officially record a Notice of Default with our office. Upon recording these documents, the Office of the Assessor-Recorder automatically notifies property owners that a Notice of Default has been filed and informs property owners of counseling and other community resources available to them. The Office has partnered with the Mayor's Office of Housing in efforts to engage non-profit partners who can reach out and assist property owners in need.

The chart below shows the number of Notices of Defaults and the number of Trustee Deeds recorded annually over the last several years. The Notice of Default is often recorded by lending institutions at the beginning of the foreclosure process and is intended to publicly record that the property owner has defaulted on payment. Whereas the Trustee Deed signifies that a foreclosure has occurred and the property has changed legal owner. It is important to note that not all Notice of Defaults result in a foreclosure. In Fiscal Year 2014-15, 540 Notice of Defaults were recorded and only 102 of those resulted in a foreclosure. This is a decrease from the prior fiscal year when there were 548 Notices of Default filed and 187 of those resulted in a foreclosure.

Foreclosure Activity for CCSF







# ORGANIZATION

I would like to thank my staff for their service to the City and County of San Francisco, and for their dedication and hard work.

– Carmen Chu, Assessor-Recorder

## ASSESSOR-RECORDER STAFF

Mo'Min Abdun-Noor ~ Maria Ahumada-Perez ~ Caroline Arguelles ~ Sally Aung ~ Roberto Ayala-Duran ~ Marion Banks ~ Alfred Barber III ~ Miriam Belmeur ~ Joaquin Benavides Sr ~ James Bias ~ Bryan Bibby ~ Kimberly Blackfield ~ Jeffrey Burt ~ Gerald Buss ~ Darrelyn Butler ~ Dana Cano ~ Natividad Caramat ~ Teresa Castaneda ~ Christopher Castle ~ Wai Ching Chan ~ Victoria Chan ~ Larry Chan ~ Leung Chan ~ Kit Chau ~ Anita Mei Chih Chen ~ Alice Cheung ~ Stella Chow ~ Ngee Chow ~ Suk Ping Chu ~ Carmen Chu ~ Ann Chwang ~ Diane Cirrincione ~ Ellen Collaco ~ Marol Connelly ~ Teresa Contro ~ Elizabeth Cooper ~ Charles Crowder ~ Mary Jane Cruz ~ Daniela Dell'Aera ~ Liliana Draper ~ Richard Duong ~ Wah Eng ~ Natalya Epelbaum ~ Anthony Estacio ~ Pio Factor ~ Orla Fahy ~ Anne Ferrel ~ Kurt Fuchs ~ James Galileo ~ Joseph Gambucci ~ Mary Gebrian ~ Donna Gilliam ~ Jocelyn Gordon ~ Andre Guillory ~ Alexandria Harvick ~ Carlota Hilario ~ Eric Ho ~ Cathleen Hoffman ~ Carol Holcomb ~ Victor Tam Hua ~ Hao Huang ~ Gilbert Huang ~ Harvey Huey ~ Helen Hui ~ Alexander Hung ~ Hakam Ibrahim ~ Simone Jacques ~ Abdul Janjua ~ Michael Jine ~ Trisha Kamani ~ Rosita Kan ~ Julie Kendall ~ Kimberly Kitano ~ Timothy Landregan ~ Clarice Laurant ~ Adrian Law ~ Ardele Leavelle ~ Phoebe Kin Pun Lee ~ Joe Lee ~ Ricky Lee ~ Douglas Legg ~ Julia Leiva ~ Thida Leung ~ Raymond Lew ~ Wei Li ~ Peihua Liang ~ Curtis Lim ~ Mara Lim ~ Shu-Chun Liou ~ Kara Long ~ Maria Los Banos ~ Michael Louie ~ Angela Lucas ~ Shirley Luk ~ Dominador Magsino III ~ Dennis May ~ Edward McCaffrey ~ David McGough ~ Christina Mckinnon ~ Christine McNary ~ Arlene Mizuhara ~ Michael Nettles Jr ~ Shanna Ngo ~ Tuyet Nguyen ~ Melissa Panday-Shrawder ~ Sally Paul ~ Chona Pazcoguin ~ Alicia Petalver ~ Molly Peterson ~ Kathleen Pierpont ~ Vivian Po ~ Sandy Pubill ~ Daniel Quach ~ Daniel Reyes ~ Patricia Rivette ~ Felix Rodriguez Jr ~ Gladys Sanchez ~ Dinora Sanchez ~ Guadalupe Santana ~ Emerson Santos ~ Catherine Saul ~ Erica Schlemer ~ Antonio Segarra ~ Patricia Segarra ~ Kan Shen ~ Richard Sin ~ Edward Smith ~ Robert Spencer ~ Ronald Sto-Domingo ~ Lena Surjadi ~ Pauline Tam ~ Dennis Tan ~ Susana Tan ~ Jason Tan ~ Thomas Ying Cheung Tang ~ Gilbert Tang ~ Maria Tanjutco-Smith ~ Gerardo Tech ~ Teresina Tenorio ~ Ky Thai ~ Matthew Thomas ~ Fanny Truong ~ Margaret Tseng ~ Felomina Uban ~ Manuel Uy ~ Vanessa Vasquez ~ Concepcion Vindell ~ Gigi Whitley ~ Frank Wong ~ Brandon Wong ~ Yong Ji Wong ~ Cecilia Wong ~ Gregory Wong ~ Julie Wu ~ Teresita Xander ~ Xue Xia ~ Beth Ybarra ~ Evelyn Yee ~ Stephen Yen

# FREQUENTLY ASKED QUESTIONS (FAQ)

## What is the role of the Assessor-Recorder?

### **ASSESSOR**

The role of the Assessor-Recorder is to value property in a fair and equitable manner according to California's Revenue and Taxation Laws. Our team works hard to locate all taxable property in the County and identify ownership. We then establish a taxable value for all property subject to property taxation and list this value on the assessment roll. All tangible property is taxable unless constitutionally exempt. Our office also determines if real estate parcels are required to be reassessed upon a change of ownership or the completion of new construction.

### **RECORDER**

The Recorder serves as the custodian of public records and as such records all real property documents for the county, and registers marriage licenses and other public documents. The Recorder maintains an index and issues copies of all recorded documents to members of the public who request them. The Recorder staff reviews, analyzes, and interprets large volumes of documents and determines whether they are recordable and in compliance with state codes and local ordinances. The Recorder is responsible for interpreting and applying the requirements of the County Documentary Transfer Tax Ordinance with regard to any lands, tenements, or other realty sold within the county. The Recorder also has the responsibility to collect and allocate the necessary recording fees pertaining to the Real Estate Prosecution Trust Fund and Monument Preservation Fund.

### How are Property Tax rates calculated?

Property tax is an ad valorem tax based on a percentage of the property's value placed on real and business personal property. There are three different types of property: real, personal, and utility. Real property refers to the ownership of land and any improvements to the land. Personal property is any property except real estate, including boats, airplanes and all business property. Business personal property is all property owned or leased by a business except licensed vehicles, business inventory, intangible assets or application software. Utility property is property owned by utilities, such as railroads. Our office has jurisdiction over the assessment of real and business personal property.

### What is Proposition 13?

Passed by California voters in 1978, Proposition 13 set a property's base year value at its 1975-76 assessed value and limits increases to the assessed value of real property by no more than 2 percent per year or the Consumer Price Index (CPI), whichever is lower. Proposition 13 also established a maximum property tax rate of one percent (1%) of the assessed value, plus any voter approved bonded indebtedness, service fees, improvements bonds and special assessments. Proposition 13 tightly regulates property tax and budget policy and was enacted in order to keep property taxes stable and predictable relative to variances in the housing market. Since the passage of Proposition 13, average assessed values have remained considerably lower than average sales prices in counties across the state.

### When is Real Estate reappraised?

Real property is reassessed under two conditions: 1) when there is an assessable change in ownership and 2) upon completion of new construction or a change in use. This reassessment establishes a new base year value.

### Change In Ownership

When a sale or transfer occurs, the Assessor-Recorder's Office receives a copy of the deed and determines if a reappraisal is required under State law. If a reappraisal is required, an appraisal is made to determine current market value of the property. The owner is then notified of the new assessment and the owner has the right to appeal the assessed value. The transfer of property between spouses or registered domestic partners does not require a reappraisal for property tax purposes. This includes transfers resulting from divorce or death of a spouse or domestic partner. In addition, a refinancing will not cause a reappraisal. There are other exclusions for senior citizens, the disabled, and those involving parent/child transfers which are discussed later.

### New Construction

When the homeowner/taxpayer applies for a building construction permit with the Department of Building Inspection, the Assessor's Office receives the permit. If the construction is new (such as a room addition), a reappraisal is required. If the construction is for replacement, repair, or maintenance, a reappraisal is not required. In appraising new construction, the market value of the addition is determined and added to the value of the existing property. The existing property, however, is not reappraised. As with a change-in-ownership, the owner is notified of the new assessment and can appeal the assessed value.

### What is a supplemental assessment?

State law requires the Assessor-Recorder to reappraise property immediately upon change-in-ownership, completion of new construction or change in use. The Assessor-Recorder's Office must issue a supplemental assessment that reflects the difference between the prior assessed value and the new assessment. This value is then prorated based on the number of months remaining in the Fiscal Year ending June 30. This supplemental bill is in addition to the regular tax bill. To appeal a supplemental assessment, an application must be filed with the Clerk of the Board within 60 days from the mailing of notice of the supplemental assessment tax bill.

### How do I appeal my assessed value?

Under State law, if the market value of your property (recent comparable sales) as of January 1 falls below the assessed or taxable value as shown on your tax bill, the Assessor-Recorder's Office is required to lower the assessment. This type of temporary property tax relief generally applies to recently purchased property. Assessment appeals may be filed from July 2 to September 15. Please make sure to file your application with the Assessment Appeals Board before the deadline.

### Informal Review of Assessment

If you have reason to believe that the market value of your property as of January 1 in a given year is less than the amount shown on your notice of assessed value and you have factual evidence to support a lowered assessment, you can request an informal review by a staff appraiser by contacting us before March 31 by calling 311 or emailing [assessor@sfgov.org](mailto:assessor@sfgov.org). Requesting an informal review does not preclude you from filing a formal appeal with the Assessment Appeals Board.

### Assessment Appeals Board

If you disagree with the assessed value or our informal review, you may file a formal "Application for Changed Assessment" with the Assessment Appeals Board, an independently appointed review board. Application information can be obtained from the Clerk of the Assessment Appeals Board, City Hall – Room 405, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, phone (415) 554-6778 or web at [www.sfgov.org/aab](http://www.sfgov.org/aab). Assessment appeals must be filed with the Clerk between July 2 and September 15.

### How can I apply for reducing my taxes as a homeowner?

If you own a home and occupy it as your principal place of residence on January 1, you may apply for a Homeowner's Exemption of \$7,000 from your assessed value. An exemption is an allowance of a deduction from the taxable assessed value of the property as prescribed by law. New property owners will automatically receive an exemption application in the mail. Homeowner's exemptions may also apply to a supplemental assessment if the property was not previously receiving a Homeowner's Exemption. There is no charge for filing for the Homeowner's Exemption.

### Will my property be reassessed if I give it to my children?

The transfer of real property between parents and children can be excluded from reappraisal for property tax purposes. The principal place of residence and up to a maximum of \$1,000,000 in assessed value of any additional property may be transferred without an assessment increase. An application must be filed with the Assessor-Recorder's Office to determine eligibility for this exclusion.

### How can I apply for reducing my taxes as a veteran?

Certain exemptions are available for veterans. A Veterans Homeowner's Exemption is available for the home of a disabled veteran or a disabled veteran's spouse, if the veteran, because of an injury incurred in military service, is blind in both eyes, has lost the use of two or more limbs, or is totally disabled. If qualified, veterans are provided exemptions up to \$150,000 of taxable value. An unmarried surviving spouse may also be eligible if the service member died as the result of a service-connected injury or disease while on active duty in the military.

### Are there exclusions available for seniors or Disabled Persons?

Disabled property owners or senior citizens over 55 years of age can buy a replacement residence of equal or lesser market value than what they sell their existing home for and transfer their current tax base year value to the new home. The replacement property must be purchased within two years of the sale of the original property. The purpose of this is to provide tax relief for disabled persons and seniors by preventing a property tax increase if they sell their existing home and buy another one.

### What if my home is damaged from a fire or an earthquake?

If a major calamity such as a fire, earthquake or flooding damages your property, you may be eligible for property tax relief. In such cases, the Assessor-Recorder's Office will reappraise the property to reflect its damaged condition. In addition, when you rebuild it in a like or similar manner, the property will retain its previous assessment for tax purposes. To qualify for property tax relief, you must file a calamity claim form with the Assessor-Recorder's Office within one-year days from the date the property was damaged or destroyed and the loss must exceed \$10,000.

### What is Business Personal Property?

Business Personal Property is any tangible property owned, claimed, used, possessed, managed or controlled in the conduct of a trade or business. This includes all machinery, fixtures, office furniture and equipment. In general, business personal property is all property owned or leased by a business except licensed vehicles, business inventory, intangible assets or application software.

### I received a Business Property Statement (Form 571-L, 571-R), what is it?

The Office of the Assessor-Recorder's records indicate that you were doing business at this location on the lien date, January 1. The lien date is the day that the taxes became a lien on the property and/or its owners, even though the valuation and tax bills have not yet been computed and mailed. The tax lien date is January 1 of each year (Revenue and Taxation Code, Section 2192). All machinery, equipment, fixtures, construction in progress and leasehold improvement held or used in connection with a trade or business are taxable as business property. The property statement is a means for you to declare all your taxable business property located within the City and County on the lien date, January 1, and is used to assist the Assessor-Recorder in determining the value of taxable property for assessment purposes.

### When is Business Personal Property appraised?

Unlike real property, business personal property is appraised annually. The owners of all businesses must file a property statement each year with the Assessor-Recorder's Office detailing the cost of all their supplies, equipment, and fixtures at each location. This is required unless the Assessor-Recorder's Office has already established the taxable value of the business and sent out a Notification of Value Card. Business inventory is exempt for taxation.

### How is the assessed value determined with Business Personal Property?

Assessment begins with the cost of the asset, including sales tax, freight, and installation. A depreciation factor is applied to the asset cost and this becomes the assessed value. The depreciation schedule is based on the expected economic life of the asset, and is different from the depreciation schedule used by tax accountants.

### Why are you taxing my business assets, under what authority?

The State Constitution says that all property is subject to property tax unless otherwise exempt. Most people are familiar with the property taxes on their home. The assets of a business are also subject to assessment and taxation. Section 201 of the Revenue and Taxation Code of California states: "All property in this State, not exempt under the laws of the United States or of this State, is subject to taxation under this code".

### I have a business in San Francisco but did not receive a Business Property Statement, what shall I do?

You must contact the Assessor-Recorder's Office to enroll your business and have a 571-L Statement/Form sent to you. You may reach our Business Personal Property Division by calling 3-1-1. The 571-L form will have your permanent account number, owner's name, mailing address, and business location. You must complete the form, then sign and return the statement to the Assessor-Recorder's Office.

### Who must file a Business Property Statement?

Per Revenue and Taxation Code, Section 441, you must file a statement if the Assessor-Recorder's Office has sent you a property statement OR if you have taxable personal property with a total cost of \$100,000 or more located within the City and County as of January 1 of each year. You must file even if no statement is sent to you. Failure to complete and return the property statement will result in the Assessor-Recorder estimating the value of your business property and adding a 10% penalty to the assessment (R&T Code, Sections 441, 463 and 501). You may reach our Business Personal Property Division by calling 311.

### What is the last date to file the Business Property Statement without a penalty?

The due date for filing the Business Property Statement is April 1st. A 30-day extension until May 1st may be granted for reasonable cause. The request for extension must be made in writing, preferably on company letterhead, and addressed to Carmen Chu, Assessor-Recorder, Business Division, 1155 Market St., 5th Floor, San Francisco, CA 94103. Please indicate the account number, if any, the location of the business and your title. Any property statement filed or postmarked after May 7th will have a 10% penalty added to the assessment.

### How much will my taxes be?

Using a tax rate of 1.17% will give a conservative estimate of what the actual tax liability will be. Proposition 13 established a tax rate of 1% of the value of assessable property. San Francisco tax rate is determined by the Board of Supervisors, based on property assessed value and bond measures passed by San Francisco voters. For example, if the business depreciated assessed value is \$25,000 the property taxes on the business assets will be approximately \$285.

### What if I don't agree with the value on my tax bill, can I dispute it?

The value can be corrected if a clerical or administrative error was made. If that's the case, first contact the Business Personal Property Division of the Assessor-Recorder's Office to speak to an auditor to understand how to go about correcting the error, by calling (415) 554-5531 during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. PST. However, if the disagreement is a matter of valuation, then you must file an "Application for Changed Assessment" with the Assessment Appeals Board no later than September 15th for the regular tax bill. Their telephone number is (415) 554-6778. Pay the bill first to avoid late payment penalties (if it cannot be cleared by August 31st). A refund will be issued if the Appeals Board rules in your favor.

### Is there any property that is exempt or that I do not have to report on my Business Property Statement?

The following are some common exempt items that should not be reported: Business Inventory (Revenue and Taxation Code 129), Application Software (Property Tax Rule 152), Licensed Motor Vehicles (R&T Code 10751), First \$50,000 of employee-owned Hand Tools (R&T Code 241).

### Can I visit your office and do my own search?

Yes. We always encourage the public to conduct searches by accessing our computer systems and general index on microfiche and microfilm. We also have staff on duty to assist you or answer any questions.

### Does your office have map records?

The office carries three types of maps: block, parcel and condominium. For block maps, please provide the block number. For parcel and/or condominium maps always provide the book and page. Block maps are printed on 8 1/2" by 11" for a \$3.00 fee per map. Parcel and/or condominium maps are printed on 18" by 24" for \$5.00 the first page and \$3.00 each additional page per map.

# GLOSSARY

**Ad Valorem Property Tax-**

Taxes imposed on the basis of the property's value.

**Assessed Value** - The taxable value of a property against which the tax rate is applied.

**Assessment Appeals Board** - A three member panel appointed by the Board of Supervisors, operating under State law, to review and adjust assessments upon request of a taxpayer or his or her agent. (See "assessment appeal").

**Assessment Roll** - The official list of all property within the County assessed by the Assessor-Recorder.

**Assessment Roll Year** - The year following the annual lien date and the regular assessment of property, beginning on July 1.

**Audit Escape** - The discovery of escape property resulting from an audit of the books and records of a profession, trade or business, for which an assessment is levied outside of the normal assessment period for the lien date in question.

**Base Year (Value)** - The 1975-76 regular roll value serves as the original base value. Thereafter, changes to the assessment on real property value, or a portion thereof, caused by new construction or changes in ownership create the base year value used in establishing the full cash value of such real property.

**Business Personal Property -**

Business personal property is assessable, and includes computers, supplies, office furniture and equipment, tooling, machinery and equipment. Most business inventory is exempt. (See personal property).

**Change in Ownership** - When a transfer of ownership in Real Property occurs, the Assessor-Recorder determines if a reappraisal is required under State law. If required, the reappraised value becomes the new base value of the property transferred, and a supplemental assessment is enrolled.

**CPI** - Consumer Price Index as determined annually by the California Bureau of Labor Statistics.

**Exemption** - Allowance of a deduction from the taxable assessed value of the property as prescribed by law.

**Homeowner's Exemption** - People who own and occupy a dwelling on the lien date as their principal place of residence are eligible to receive an exemption of up to \$7,000 of the dwelling's taxable value. The tax dollars reduced by the (HOX) homeowner's exemption are reimbursed to the County by the State of California.

**Exemptions** - Charitable, hospital, religious or scientific organizations, colleges, cemeteries, museums, and disabled veterans (for 100%, service-connected disabled veterans) are eligible for exemption.

**Factored Base Year Value -**

A property's base value is adjusted each year by the change in the California Consumer Price Index (CPI), not to exceed 2%. The factored base value is the upper limit of taxable value each year.

**Fiscal Year (FY)** - The period beginning July 1 and ending June 30.

**Fixture** - An improvement to real property whose purpose directly applies to or augments the process or function of a trade, industry or profession.

**Full Cash Value (FCV)** - The amount of cash or its equivalent value which property would bring if exposed for sale in the open market and as further defined in Revenue and Taxation Code 110.1.

**Lien** - The amount owed and created by the assessment of the property, or the amount levied against property by a taxing agency or revenue district.

**Lien Date** - The time when taxes for any fiscal year become a lien on property; and the time as of which property is valued for tax purposes. The lien date for California property is 12:01 a.m. on January 1 (effective January 1, 1997) preceding the fiscal year for which the taxes are collected. The lien date for prior years was March 1.

**New Base Year (Value)** - The full cash value of property on the date it changes ownership or when new construction is completed.



**New Construction** - The construction of new buildings, additions to existing buildings, or alterations which convert the property to another use or extends the economic life of the property, is reassessed, establishing a new base year value for only that portion of the property.

**Parcel** - Real property assessment unit. Land that is segregated into units by boundary lines for assessment purposes.

**Personal Property** - Any property except real estate, including airplanes, boats, and business property such as computers, supplies, furniture, machinery and equipment. (Most business inventory, household furnishings, personal effects, and pets are exempt from taxation.)

**Possessory Interest (PI)** - The possession or the right to possession of real estate whose fee title is held by a tax exempt public agency. An example of a PI includes the exclusive right to use public property at an airport such as a car rental company's service counter. The vendors are subject to property taxes. Regardless of the type of document evidencing the right to possession, a taxable PI exists whenever a private party has the exclusive right to a beneficial use of tax exempt publicly owned real property.

**Proposition 8** - Passed by California voters in November 1978, Proposition 8 requires for the temporary reduction in the assessed value when there is a decline in market value below the property's factored base year value.

**Proposition 13** - Passed by California voters in June, 1978, Proposition 13 is a Constitutional amendment that limits the taxation of property and creates a procedure for establishing the current taxable value of locally assessed real property, referencing a base year full cash value.

**Real Property** - Land and improvements to the land, which permits the possession of, claim to, ownership of, or right to possess.

**Roll** - A listing of all assessed property within the county. It identifies property, the owner, and the assessed value of the property.

**Secured Roll** - Property on which the property taxes are a lien against the real estate.

**Special Assessments** - Direct charges or flat fees against property which are included in the total tax bill but are not based upon the Assessor-Recorder's valuation of the property. Examples are a sewer charge or a school parcel tax.

**State Board of Equalization (SBE)** - The State Board of Equalization (BOE) consists of four members elected by California voters by district, and the State Controller whose duties in the field of taxation are defined by the State Constitution and the Legislature. The BOE regulates county assessment practices and administers a variety of state and local business tax programs.

**Supplemental Assessment** - When property is assessed due to a change in ownership or completed new construction, a supplemental assessment is issued. This is separate and in addition to the annual regular assessment. It is based on the net difference between the previous assessed value and the new assessment.

**Supplemental Roll** - The roll, prepared or amended, contains properties in which a change in ownership or completed new construction occurred.

**Tax Rates** - The maximum ad valorem (on the value) basic property tax rate is 1% of the net taxable value of the property. The total tax rate may be higher for various properties because of voter-approved general obligation bonds that are secured by property taxes for the annual payment of principle and interest.

**Tax Roll** - The official list of property subject to property tax, together with the amount of assessed value and the amount of taxes due, as applied and extended by the Auditor/Controller.

**Unsecured Roll** - Property on which the property taxes are not a lien against the real estate (real property) where they are situated, including personal property or improvements located on leased land.



## KEY DATES - 2015

<b>JANUARY 1</b>	The date taxes for the next fiscal year become a lien on property.
<b>FEBRUARY 15</b>	Deadline to file all exemption claims.
<b>MARCH 31</b>	Last day to file Informal Review
<b>APRIL 1</b>	Due date for filing statements for business personal property and marine vessels.
<b>APRIL 10</b>	Last day to pay second installment of secured property taxes without penalty.
<b>MAY 7</b>	Last day to file a business personal property statement without incurring a 10% penalty.
<b>JULY 1</b>	Local assessment roll is surrendered to the Controller. The local assessment roll is the official list of all taxable property within the County.
<b>MID-JULY</b>	Annual mailing of assessment notices to all San Francisco real property owners stating the taxable value of the property.
<b>JULY 2</b>	First day to file assessment appeal application with the Assessment Appeals Board.
<b>AUGUST 31</b>	Regular roll unsecured taxes due.
<b>SEPTEMBER 15</b>	Last day to file an assessment appeal application for reduced assessment with the Assessment Appeals Board, unless extended to November 30.
<b>DECEMBER 10</b>	Last day to pay first installment of secured property taxes without penalty.

The Assessor-Recorder's Office is open Monday thru Friday 8:00 A. M. to 5:00 P.M., excluding legal holidays. Document recording is available 8:00 A.M. to 4:00 P.M. We have a public service desk that is staffed during business hours where you can inquire about property, tax rates and recorded documents.

If you have a question about your tax bill, please contact the Treasurer & Tax Collector at [www.sfgov.org/tax](http://www.sfgov.org/tax).

# Annual Report 2015

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[WWW.SFASSESSOR.ORG](http://WWW.SFASSESSOR.ORG)

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## Office Of The Assessor-Recorder City & County Of San Francisco

1 Dr. Carlton B. Goodlett Place  
City Hall, Room 190  
San Francisco, CA 94102-4698

**Phone:** 3-1-1 (within San Francisco's 415 area code) / 415-701-2311 (outside of San Francisco)

**Fax:** (415) 554-4179

**Email:** [assessor@sfgov.org](mailto:assessor@sfgov.org)

**Website:** [www.sfassessor.org](http://www.sfassessor.org)