

**CHANGE OF OWNERSHIP STATEMENT**  
REAL PROPERTY OR MANUFACTURED HOMES  
SUBJECT TO LOCAL PROPERTY TAXES

RECORDING DATA	
Date _____	
Document Number _____	
Book _____	Page _____

County of \_\_\_\_\_ Office of Assessor

Address \_\_\_\_\_

*Correct mailing address if necessary.*

Name and Address of Buyer/Transferee *[last name, first name(s), initial]*

File This Statement By \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Phone No. (8 a.m.-5 p.m.) (\_\_\_\_\_) \_\_\_\_\_

Seller/Transferor \_\_\_\_\_  
*[last name, first name(s) initial]*

**IMPORTANT NOTICE**

The law requires any transferee acquiring an interest in real property or manufactured home subject to local property taxation, and that is assessed by the Assessor, to file a Change of Ownership Statement with the County Recorder or Assessor. The Change of Ownership Statement must be filed at the time of recording or, if the transfer is not recorded, within 45 days of the date of the change in ownership, except that where the change in ownership has occurred by reason of death the statement shall be filed within 150 days after the date of death or, if the estate is probated, shall be filed at the time the inventory and appraisal is filed. The failure to file a change in ownership statement within 45 days from the date of a written request by the Assessor results in a penalty of either: (1) One hundred dollars (\$100), or (2) 10 percent of the taxes applicable to the new base year value reflecting the change in ownership of the real property or manufactured home, whichever is greater, but not to exceed two thousand five hundred dollars (\$2,500) if that failure to file was not willful. This penalty will be added to the assessment roll and shall be collected like any other delinquent property taxes, and be subject to the same penalties for nonpayment.

This notice is a written request from the Office of the Assessor for a Change of Ownership Statement. If you do not file this statement, it will result in the assessment of a penalty. This statement will be held secret as required by section 481 of the Revenue and Taxation Code.

The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the \_\_\_\_\_ Assessor. For further information on your supplemental roll obligation, please call the \_\_\_\_\_ Assessor at \_\_\_\_\_.

**PART I: TRANSFER INFORMATION** *(Please answer all questions.)*

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A. Is this transfer solely between husband and wife (addition of a spouse, death of a spouse, divorce settlement, etc.)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Is this transaction only a correction of the name(s) of the person(s) holding title to the property (e.g., a name change upon marriage)?<br>Please explain: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Is this document recorded to create, terminate, or reconvey a lender's interest in the property?  |
| <input type="checkbox"/> | <input type="checkbox"/> | D. Is this transaction recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner)? Please explain: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | E. Is this document recorded to substitute a trustee of a trust, mortgage, or other similar document?  |
| <input type="checkbox"/> | <input type="checkbox"/> | F. Did this transfer result in the creation of a joint tenancy in which the seller (transferor) remains as one of the joint tenants?   |
| <input type="checkbox"/> | <input type="checkbox"/> | G. Does this transfer return property to the person who created the joint tenancy (original transferor)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | H. Is this a transfer of property:   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. to a revocable trust that may be revoked by the transferor and is for the benefit of the <input type="checkbox"/> transferor <input type="checkbox"/> transferor's spouse?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. to a trust that may be revoked by the Creator/Grantor who is also a joint tenant, and which names the other joint tenant(s) as beneficiaries when the Creator/Grantor dies?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. to an irrevocable trust for the benefit of the <input type="checkbox"/> Creator/Grantor and/or <input type="checkbox"/> Grantor's spouse?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. to an irrevocable trust from which the property reverts to the Creator/Grantor within 12 years?   |
| <input type="checkbox"/> | <input type="checkbox"/> | I. If this property is subject to a lease, is the remaining lease term 35 years or more including written options?   |
| <input type="checkbox"/> | <input type="checkbox"/> | *J. Is this a transfer between parent(s) and child(ren)? <input type="checkbox"/> Yes <input type="checkbox"/> No or from grandparent(s) to grandchild(ren)? <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| <input type="checkbox"/> | <input type="checkbox"/> | *K. Is this transaction to replace a principal residence by a person 55 years of age or older? Within the same county? <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| <input type="checkbox"/> | <input type="checkbox"/> | *L. Is this transaction to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5? Within the same county? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> | <input type="checkbox"/> | M. Is this transfer solely between domestic partners currently registered with the California Secretary of State?  |

\* If you answered **yes** to J, K or L, you may qualify for a property tax reassessment exclusion, which may result in lower taxes on your property. If you do not file a claim, it will result in the reassessment of the property.

Please provide any other information that will help the Assessor to understand the nature of the transfer.

IF YOU HAVE ANSWERED **YES** TO ANY OF THE ABOVE QUESTIONS **EXCEPT J, K OR L**, PLEASE SIGN AND DATE, OTHERWISE COMPLETE THE REVERSE SIDE.

**PART II: OTHER TRANSFER INFORMATION**

- A. Date of transfer if other than recording date
B. Type of transfer. (Please check appropriate box.)
Purchase, Foreclosure, Gift, Trade or exchange, Merger, stock, or partnership acquisition, Contract of sale, Inheritance, Creation of a lease, Assignment of a lease, Termination of a lease, Original term in years, Remaining term in years, Was only a partial interest in the property transferred?

**PART III: PURCHASE PRICE AND TERMS OF SALE**

- A. CASH DOWN PAYMENT OR VALUE OF TRADE OR EXCHANGE
B. FIRST DEED OF TRUST @ % interest for years. Pymts./Mo. = \$
C. SECOND DEED OF TRUST @ % interest for years. Pymts./Mo. = \$
D. OTHER FINANCING: Is other financing involved not covered in (b) or (c) above?
E. WAS AN IMPROVEMENT BOND ASSUMED BY THE BUYER?
F. TOTAL PURCHASE PRICE (or acquisition price, if traded or exchanged, include real estate commission if paid)
G. PROPERTY PURCHASED: Through a broker, Direct from seller, From a family member, Other

**PART IV: PROPERTY INFORMATION**

- A. TYPE OF PROPERTY TRANSFERRED: Single-family residence, Multiple-family residence, Commercial/Industrial, Other
B. IS THIS PROPERTY INTENDED AS YOUR PRINCIPAL RESIDENCE?
C. IS PERSONAL PROPERTY INCLUDED IN PURCHASE PRICE (e.g., furniture, farm equipment, machinery, etc.)?
D. IS A MANUFACTURED HOME INCLUDED IN THE PURCHASE PRICE?
E. DOES THE PROPERTY PRODUCE INCOME?
F. WHAT WAS THE CONDITION OF THE PROPERTY AT THE TIME OF SALE?

**CERTIFICATION**

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief. This declaration is binding on each and every co-owner and/or partner.

Signed in County of, California, this day of 20

SIGNATURE OF OWNER OR CORPORATE OFFICER, TITLE (if corporate officer/partner), E-MAIL ADDRESS (optional), NAME OF NEW OWNER/LEGAL REPRESENTATIVE/CORPORATE OFFICER (typed or printed)