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# Tips for the PCOR — Preliminary Change in Ownership Report

The purpose of the Preliminary Change in Ownership Report, or PCOR, is to alert the county Assessor that a piece of real estate has a new owner. This form must be turned in to the Recorder's office along with the deed or affidavit that changes ownership; the Recorder sends it to the Assessor.

# **Templates and Forms**

 Preliminary Change of Ownership Report (PCOR) – Sacramento County (https://www.capropeforms.org/counties/Sacramento/form/BOE-502-A/)

The Assessor uses the PCOR information to update the tax records to the new owner. The Assessor will also re-assess the property value, and the property tax will probably go up. (Under California's Prop 13, real estate owners pay taxes based on the property value when they got the property, plus 1% per year.) There are exclusions from re-assessment, and the PCOR indicates whether one of the common exclusions apply.

## Sales, Gifts and Inheritance All Use this Form

People commonly ask us, "I didn't buy the property, I got it as a gift or I inherited it. But the form keeps asking for 'buyer' information. Do I have to fill it out?"

Yes. For the purpose of the form, the new owner is the "buyer/transferee" or "buyer" even if they didn't pay anything. The old owner is the "seller/transferor." If this transaction is a gift or inheritance, some of the language will seem awkward. But all sections should be filled out, even for gifts.

# **Tips for Filling out PCOR**

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#### **Part 1: Transfer Information**

These options are reasons your transfer may be excluded from reassessment under Prop 13.

Check either "Yes" or "No" for all options. Usually zero or one will apply, and the rest will be "No."

In some cases, no statement applies (for instance sales, gifts between siblings, etc.) Such transfers will trigger reassessment.

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#### **Part 2: Other Transfer Information**

In Part 2B, only one option should apply.

Part 2C is asking if the owner added someone but did not take themselves off (ex: adding someone as a joint tenant).

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#### **Purchase Price and Terms of Sale**

**Fill this out even if you did not pay a "purchase price."** If this transfer is a gift, put \$0 in 3A and skip to Part 4.

Note: A "gift" means that no money, property, or services changes hands. Swapping property, taking over mortgage payments or bond payments, or adding someone because they agree to live with you as a caretaker are not considered gifts.

If it is a gift, the donor should ask their tax advisor whether they must file a gift tax return this year.

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#### **Part 4: Property Information**

**Fill this out even if you did not pay a "purchase price."** Describe the property being transferred, any included personal property (appliances are common), whether there is a manufactured (mobile) home on the property; and whether the property generates rental income.

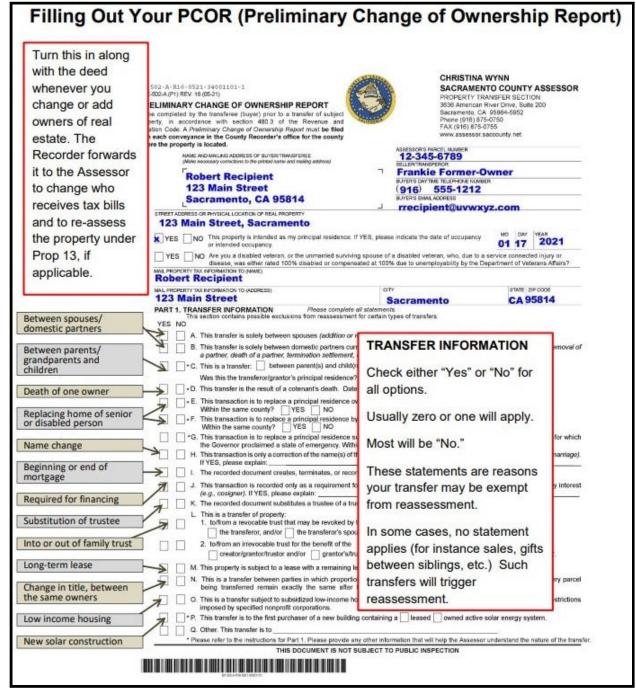
### For More Information

- California Board of Equalization: "Frequently Asked Questions: Change in Ownership (https://www.boe.ca.gov/proptaxes/faqs/changeinownership.htm) "
- Sacramento County Assessor: "Exclusions from Reassessment (Change of Ownership)" (https://web.archive.org/web/20250906140745/https://assessor.saccounty.gov/Exclusions/Pages/MoreInfo.aspx)



# **Samples**

#### **PCOR Instructions**



Instructions on filling out PCOR (page 1)

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	(Preliminary Change of	Ownership Report)		
		,		
E	7-502-A-R16-0521-34001101-2 BOE-502-A(P2) REV. 16 (05-21)			
	PART 2. OTHER TRANSFER INFORMATION	Check and complete as applicable	t.	
	A. Date of transfer, if other than recording date:      B. Type of transfer:			
	Purchase Foreclosure Gift Trade or exchange	e Merger, stock, or pertnership acquisitio	n (Form BOE-100-B)	
	Contract of sale. Date of contract:	Inheritance. Date of	death:	
	Sala/leaseback Creation of a lease Assignment of a le			
	Original term in years (Including written opt	tions): Remaining term in years (inclu	ding written options);	
	C. Only a partial interest in the property was transferred. YES	NO If YES, indicate the percentage trans	ferred:%	
	PART 3. PURCHASE PRICE AND TERMS OF SALE A. Total purchase price	Check and complete as applicable	ş	
	B. Cash down payment or value of trade or exchange excluding closing		unt \$	
	C. First deed of trust @ % interest for years.  FHA ( Discount Points) Cal-Vet VA (	this transfer is not a	mount \$	
		rchase, put \$0 in	Is this transfer a "gift"?	
	D. Spooned doubled for the St. interpret for women	e "A" and skip to	io tino dunoroi di giit !	
	D. Second deed of trust @% interest foryears. Pa	art 4.	A "gift" means no money,	
	Balloon payment \$ Due date:		property, or services	
	E. Was an Improvement Bond or other public financing assumed by the	이번 하시기를 하는 사람들이 하는 것이라는 그렇게 하셨다면 하네.	changes hands.	
	F. Amount, if any, of real estate commission fees paid by the buyer white. G. The property was purchased:  Through real estate broker. Broker.			
	Direct from seller From a family member-Relationship	nameProne num	payments counts as money	
	Other, Please explain:			
	H. Please explain any special terms, seller concessions, broker/agent fe- existing loan balance) that would assist the Assessor in the valuation		7000	
Describe the	1		owner has essentially paid	
property being	PART 4. PROPERTY INFORMATION  A. Type of property transferred	Check and complete as applicable	9 9	
transferred, and	Single-family residence	Co-op/Own-your-own	for the old owner.	
any included	Multiple-family residence. Number of units:	Condominium		
personal	Other. Description: (i.e., timber, mineral, water rights, etc.)	Timeshare	If it is a gift, the donor	
property or	B. YES NO Personal/business property, or incentives, provided to		should ask their tay advisor	
manufactured	property are furniture, farm equipment, machinery, etc.  If YES, enter the value of the personal/business property:	c. Examples of incentives are club membership  Incentives	whether they must file a gif	
homes.	C. YES NO A manufactured home is included in the purchase p		tax return this year.	
	If YES, enter the value attributed to the manufactured home:	s		
Fill this out	YES NO The manufactured home is subject to local property	y tax. If NO, enter decal number:		
even if you did	D. YES NO The property produces rental or other income.	diseased diables Others		
not pay a	If YES, the income is from: Lease/rent Contract N  E. The condition of the property at the time of sale was: Good	Mineral rights Other:Poor		
Please describe:			<u> </u>	
price."	CERTIFICATION			
	I certify (or declare) that the foregoing and all information hereon, include the best of my knowledge and belief.	ding any accompanying statements or docum	ents, is true and correct to	
	SIGNATURE OF BUYER/TRANSFERSE OR CORPORATE OFFICER	DATE	TELEPHONE	
	NAME OF BUYER/TRANSFEREE/PERSONAL REPRESENTATIVE/CORPORATE OFFICER (PL	LEASE PRINT) TITLE	EWAIL ADDRESS	
	The Assessor's office may contact you for addit	dional information reparding this transaction	A new owner fills out,	
	The Assessor's circle thay contact you for addit	normal and marker regarding this transaction.	dates, and signs the	
	17 (21 A (MAGE) - PEC / 21)		PCOR. It does NOT	
			need to be notarized.	
			need to be notalized.	