
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/forms/sacramento/BOE-502-A/pdf/2025)
(<https://www.capropeforms.org/forms/sacramento/BOE-502-A/pdf/2025>)

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

1 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.

2 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).

3 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.

4 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.

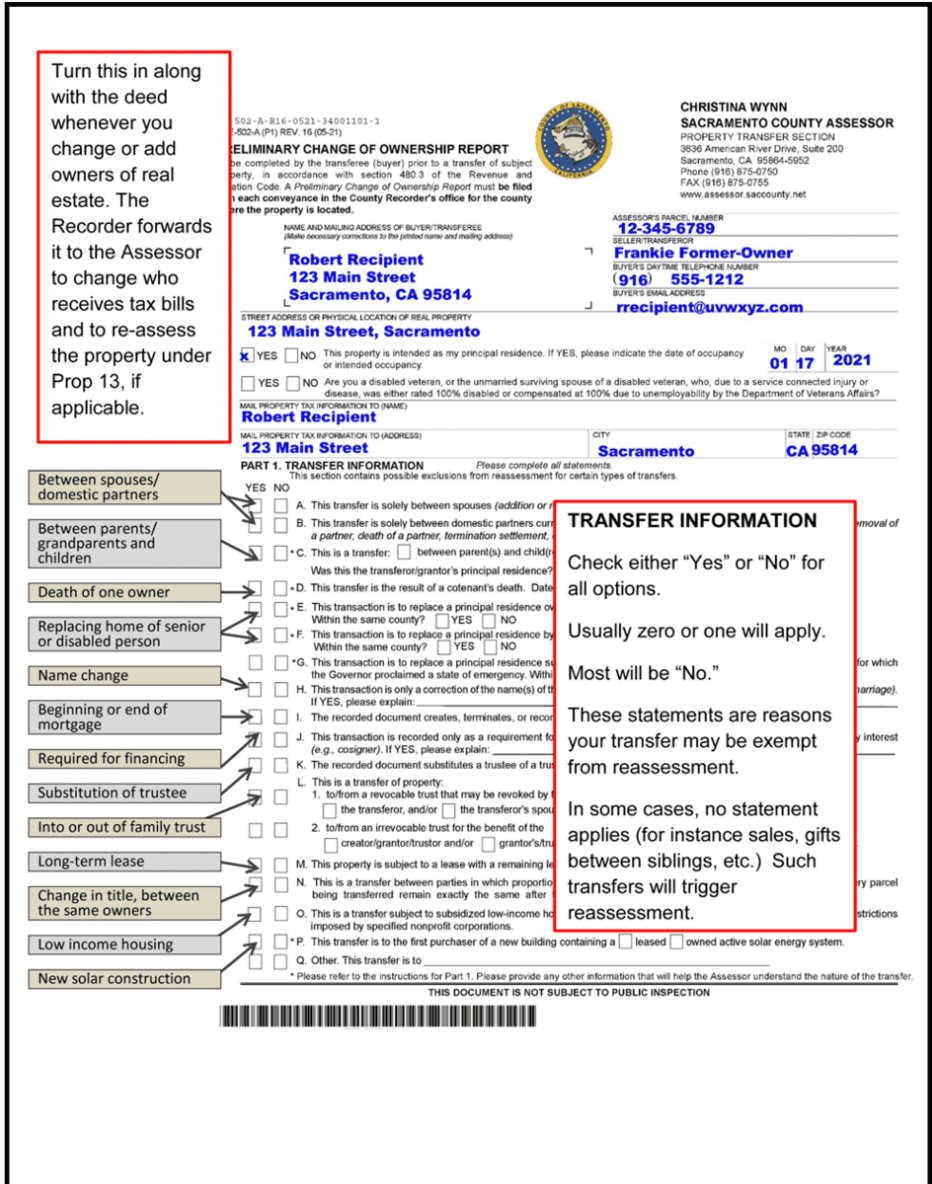
For More Information

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

Samples

PCOR Instructions

Turn this in along with the deed whenever you change or add owners of real estate. The Recorder forwards it to the Assessor to change who receives tax bills and to re-assess the property under Prop 13, if applicable.



ELIMINARY CHANGE OF OWNERSHIP REPORT

NAME AND MAILING ADDRESS OF BUYER/TRANSFEREE
Robert Recipient
123 Main Street
Sacramento, CA 95814

ASSASSOR'S PARCEL NUMBER
12-345-6789

SELLER/TRANSFEROR
Frankie Former-Owner
BUYER'S PHONE NUMBER
(916) 555-1212
BUYER'S EMAIL ADDRESS
rrecipient@uvwxyz.com

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY
123 Main Street, Sacramento

YES NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.
01 17 2021

YES NO Are you a disabled veteran, or the unmarried surviving spouse of a disabled veteran, who, due to a service connected injury or disease, was either rated 100% disabled or compensated at 100% due to unemployment by the Department of Veterans Affairs?
Robert Recipient

MAIL PROPERTY TAX INFORMATION TO (NAME)
Robert Recipient

MAIL PROPERTY TAX INFORMATION TO (ADDRESS)
123 Main Street

CITY
Sacramento

STATE | ZIP CODE
CA 95814

PART 1. TRANSFER INFORMATION

Between spouses/domestic partners → YES NO

Between parents/grandparents and children → YES NO

Death of one owner → YES NO

Replacing home of senior or disabled person → YES NO

Name change → YES NO

Beginning or end of mortgage → YES NO

Required for financing → YES NO

Substitution of trustee → YES NO

Into or out of family trust → YES NO

Long-term lease → YES NO

Change in title, between the same owners → YES NO

Low income housing → YES NO

New solar construction → YES NO

TRANSFER INFORMATION

Check either "Yes" or "No" for all options.

Usually zero or one will apply.

Most will be "No."

These statements are reasons your transfer may be exempt from reassessment.

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

Instructions on filling out PCOR (page 1)

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EF-902-A-R16-0521-34001101-2
BOE-902-A (P2) REV. 16 (09-21)

PART 2. OTHER TRANSFER INFORMATION *Check and complete as applicable.*

A. Date of transfer, if other than recording date: _____

B. Type of transfer:
 Purchase Foreclosure Gift Trade or exchange Merger, stock, or partnership acquisition (Form BOE-100-B)
 Contract of sale. Date of contract: _____ Inheritance. Date of death: _____
 Sale/leaseback Creation of a lease Assignment of a lease Termination of a lease. Date lease began: _____
 Original term in years (including written options): _____ Remaining term in years (including written options): _____
 Other. Please explain: _____

C. Only a partial interest in the property was transferred. YES NO If YES, indicate the percentage transferred: _____ %

PART 3. PURCHASE PRICE AND TERMS OF SALE *Check and complete as applicable.*

A. Total purchase price \$ _____

B. Cash down payment or value of trade or exchange excluding closing costs Amount \$ _____

C. First deed of trust @ _____ % interest for _____ years. FHA (Discount Points) Cal-Vet VA Bank/Savings & Loan/Credit Union Loan carried by _____
 Balloon payment \$ _____ Due date: _____

D. Second deed of trust @ _____ % interest for _____ years. Fixed rate Variable rate Bank/Savings & Loan Balloon payment \$ _____ Due date: _____

E. Was an Improvement Bond or other public financing assumed by the buyer? YES NO Outstanding balance \$ _____

F. Amount, if any, of real estate commission fees paid by the buyer which are not included in the purchase price _____

G. The property was purchased: Through real estate broker. Broker name: _____ Phone number: _____
 Direct from seller From a family member-Relationship _____
 Other. Please explain: _____

H. Please explain any special terms, seller concessions, broker/agent fees waived, financing, and any other information existing loan balance) that would assist the Assessor in the valuation of your property. _____

PART 4. PROPERTY INFORMATION *Check and complete as applicable.*

A. Type of property transferred
 Single-family residence Co-op/Own-your-own Condominium Timeshare
 Multiple-family residence. Number of units: _____
 Other. Description: (i.e., timber, mineral, water rights, etc.) _____

B. YES NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. If YES, enter the value of the personal/business property: \$ _____ Incentives _____

C. YES NO A manufactured home is included in the purchase price. If YES, enter the value attributed to the manufactured home: \$ _____
 YES NO The manufactured home is subject to local property tax. If NO, enter decal number: _____

D. YES NO The property produces rental or other income. If YES, the income is from: Lease/rent Contract Mineral rights Other: _____

E. The condition of the property at the time of sale was: Good Average Fair Poor
 Please describe: _____

CERTIFICATION

I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.

SIGNATURE OF BUYER/TRANSFeree OR CORPORATE OFFICER _____ DATE _____ TELEPHONE () _____

NAME OF BUYER/TRANSFeree/PERSONAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT) _____ TITLE _____ EMAIL ADDRESS _____

The Assessor's office may contact you for additional information regarding this transaction.

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Describe the property being transferred, and any included personal property or manufactured homes. Fill this out even if you did not pay a "purchase price."

If this transfer is not a purchase, put \$0 in line "A" and skip to Part 4.

Is this transfer a "gift"? A "gift" means no money, property, or services changes hands. Taking over mortgage payments counts as money changing hands - the new owner has essentially paid the outstanding mortgage for the old owner. If it is a gift, the donor should ask their tax advisor whether they must file a gift tax return this year.

A new owner fills out, dates, and signs the PCOR. It does NOT need to be notarized.

Instructions on filling out PCOR (page 2)