Filling Out Your PCOR (Preliminary Change of Ownership Report)

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.

**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.
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.

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

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.”

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