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# 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.

502-A-R12-0513-34007592-1  
IE-502-A (P1) REV. 12 (05-13)

## PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A Preliminary Change of Ownership Report must be filed with each conveyance in the County Recorder's office for the county where the property is located.



**KATHLEEN KELLEHER**  
**SACRAMENTO COUNTY ASSESSOR**  
PROPERTY TRANSFER SECTION  
3701 Power Inn Road, Suite 3000  
Sacramento, CA 95826-4329  
Phone (916) 875-0750  
FAX (916) 875-0755  
[www.assessor.saccounty.net](http://www.assessor.saccounty.net)

NAME AND MAILING ADDRESS OF BUYER/TRANSFeree  
(Make necessary corrections to the printed name and mailing address)

Robert Recipient  
123 Main St.  
Sacramento CA 95814

ASSESSOR'S PARCEL NUMBER

12-345-6789

SELLER/TRANSFEROR

Frankie Former-Owner

BUYER'S DAYTIME TELEPHONE NUMBER

(916) 555-1212

BUYER'S EMAIL ADDRESS

rrecipient@uvwxyz.com

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY

123 Main St., Sacramento

MAIL PROPERTY TAX INFORMATION TO (NAME)

Robert Recipient

ADDRESS

123 Main St.

CITY

Sacramento

STATE

CA

ZIP CODE

95814

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

MO  
01

DAY  
01

YEAR  
2016

### PART 1. TRANSFER INFORMATION

Please complete all statements.

This section contains possible exclusions from reassessment for certain types of transfers.

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.

Between spouses/  
domestic partners

Between parents/  
grandparents and  
children

Death of one owner

Replacing home of senior  
or disabled person

Name change

Beginning or end of  
mortgage

Required for financing

Substitution of trustee

Into or out of family trust

Long-term lease

Change in title, between  
the same owners

Low income housing

New solar construction

\* Please refer to the instructions for Part 1.

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

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(Preliminary Change of Ownership Report)

BF-502-A-R12-0513-34007592-2  
BOE-502-A (P2) REV. 12 (05-13)

**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 excluded from purchase price Amount \$ \_\_\_\_\_

C. First deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years.

FHA ( Discount Points)  Cal-Vet  VA ( Discount Points)  Other: \_\_\_\_\_

Bank/Savings & Loan/Credit Union  Loan carried by seller

Balloon payment \$ \_\_\_\_\_ Due date: \_\_\_\_\_

D. Second deed of trust @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Monthly payment \$ \_\_\_\_\_

Fixed rate  Variable rate  Bank/Savings & Loan/Credit Union  Loan carried by seller

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 (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property: \_\_\_\_\_

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.

**PART 4. PROPERTY INFORMATION**

Check and complete as applicable.

A. Type of property transferred:

Single-family residence  Co-op/Own-your-own  Manufactured home

Multiple-family residence. Number of units: \_\_\_\_\_  Condominium  Unimproved lot

Other. Description: (i.e., timber, mineral, water rights, etc.) \_\_\_\_\_  Timeshare  Commercial/Industrial

B.  YES  NO Personal/business property, or incentives, provided by seller to buyer are included in the purchase price. Examples of personal property are furniture, farm equipment, machinery, etc. Examples of incentives are club memberships, etc. Attach list if available.

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: \_\_\_\_\_

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."**

**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/LEGAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)	TITLE	EMAIL ADDRESS

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

