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.
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(Preliminary Change of Ownership Report)

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: ________________________

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  ☐ Other: ________________________

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 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  ☐ Manufactured home  ☐ Mobile home  ☐ Condominium  ☐ Timeshare  ☐ Multi-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: $ _______
- If YES, enter the value of incentives: $ _______

C. YES ☐ NO ☐ A manufactured home is included in the purchase price:
- If YES, enter the value attributed to the manufactured home: $ _______
- If YES, enter the decal number: _______

D. YES ☐ NO ☐ The manufactured home is subject to local property tax.
- If YES, enter the income from: Lease/rent  ☐ Contract  ☐ Mineral rights  ☐ Other: ________________________

E. Condition of the property at the time of sale: Good ☐ Average ☐ Fair ☐ Poor ☐

CERTIFICATION
I certify (or declare) that the foregoing and all information herein, 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.