

# Change of Ownership Filing Worksheet

One page to fill in before the deed is recorded. Which form goes with the deed, which exclusion you are claiming, what the recorder charges if the form is missing, and the clock that starts if the assessor has to ask you in writing. Revenue and Taxation Code sections are given so you can check each answer yourself.

## 1 The transfer

Property address

APN County

Transferor (seller / grantor) Transferee (buyer / grantee)

Date of transfer Date deed recorded Document type

## 2 Which form, and when

- ☐ PCOR, form BOE-502-A, filed with the recorder at the same time as the deed
- Preferred route
- ☐ No PCOR at recording: the recorder may charge an additional \$20 recording fee (R&T 480.3(b))
- Costs \$20
- ☐ Change in Ownership Statement instead, filed within 90 days of the change in ownership where the transfer is not recorded (R&T 480)
- 90 days
- ☐ Transfer by reason of death: the statement is filed within 150 days (R&T 480)
- 150 days

## 3 Are you claiming an exclusion from reassessment?

Part 1 of the PCOR is where this is declared. Tick what applies, then write the box letter from the form and the document that proves it. Claiming nothing here is the most common reason a reassessment arrives that did not have to.

| Situation                                                               | PCOR Part 1 box | Proof attached |
|-------------------------------------------------------------------------|-----------------|----------------|
| <input type="checkbox"/> Transfer solely between spouses                |                 |                |
| <input type="checkbox"/> Transfer between registered domestic partners  |                 |                |
| <input type="checkbox"/> Parent to child, or grandparent to grandchild  |                 |                |
| <input type="checkbox"/> Transfer into or out of a revocable trust      |                 |                |
| <input type="checkbox"/> Correcting the name or adding a co-signer only |                 |                |
| <input type="checkbox"/> Other exclusion claimed                        |                 |                |

## 4 What it costs if the assessor has to ask

Under R&T 482, failing to file the statement within 90 days from the date the assessor mails a written request brings a penalty of \$100, or 10 percent of the taxes applicable to the new base year value, whichever is greater.

Capped at \$5,000 if the property is eligible for the homeowners' exemption  
Capped at \$20,000 otherwise

## 5 Dates to put in the calendar

Date of transfer

Deed recorded

PCOR filed with the deed

Assessor's written request received, if any

Deadline: 90 days after that request was mailed

Keep a copy of the filed PCOR. It is the record of what you declared, and the assessor copy is not public.