

Mills Act Contract: Pre-Offer Worksheet

Print this and fill it in before you write the offer. Every line is something the city or the title company can answer in one call.

1. THE PROPERTY

Address

APN

City

Which program applies?

☐ Pasadena ☐ Glendale ☐ Other city (ask which)

2. IS A CONTRACT ALREADY ON THIS HOUSE?

It is recorded against title, so it shows in the preliminary title report, and it transfers to you. You inherit the obligations, not just the tax figure.

Recorded contract in prelim? Yes / No Recording date

Anniversary date (a year is added on this date automatically)

Recorded contract and its rehabilitation plan requested on (date)

3. COMPLIANCE HISTORY. ASK THE CITY, NOT THE SELLER

Date of most recent city inspection

Pasadena: is the annual self certification filed? Which years are missing?

Open code violations, and work in the last 10 years needing a Certificate of Appropriateness

4. THE THREE NUMBERS THAT DECIDE THE BILL

The enrolled value is the LOWEST of these three. Write all three down before assuming a saving.

a. Restricted (Mills Act) value, from the assessor

b. Current market value

c. Factored Proposition 13 base year value

Lowest of the three. This is what gets enrolled.

5. EXIT COST IF IT IS EVER BROKEN

Cancellation costs 12.5 percent of current fair market value, assessed as if the property were free of the restriction. Do this arithmetic now, not in year seven.

Purchase price _____ x 0.125 = _____

6. ASK THE CITY BEFORE CONTINGENCIES COME OFF

- ☐ Is this parcel under contract now, and from what date?
- ☐ Has a notice of nonrenewal ever been served, by either side?
- ☐ What is still outstanding on the recorded work plan?
- ☐ No contract yet: is the house eligible, and when does the next window open?

7. NOTES

Program rules, fees and deadlines change, and the county assessor makes the valuation decision. This sheet is general information, not tax or legal advice. Confirm current requirements with the city.

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