



**2023-2024 INFORMAL ASSESSMENT REVIEW REQUEST FOR "TEMPORARY DECLINE IN MARKET VALUE" REASSESSMENT**

**Only for single family dwellings, residential condominiums, townhouses, live work units and cooperative units**

The annual request for Informal Assessment Review (Prop 8 review) for the fiscal year beginning July 1, 2023 and ending June 30, 2024 may only be made by the property owner between January 2, 2023 and March 31, 2023. If the market value of your property as of January 1, 2023 is determined to be lower than the factored Prop 13 value (assessed value), your property assessed value will be reduced to the market value. This is a temporary reduction and does not change your property base year value.

You can either submit your request online or return this completed form to: San Francisco Assessor-Recorder's Office, ATTN; Informal Assessment Review, 1 Dr. Carlton B. Goodlett Place, City Hall, Room 190, San Francisco, CA 94102. By Fax: (415) 554-7915 or E-mail: InformalReviewRP@sfgov.org. Please print clearly and keep a copy for your records.

**1. Owner Information**

Assessor's Parcel Number:      Block#: \_\_\_\_\_ Lot #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Price:                    \$ \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Your Opinion of the market value as of January 1, 2023 is:      \$ \_\_\_\_\_

**2. Comparable Market Data Information**

*Please provide sales information of similar properties in your neighborhood and/or submit a copy of an appraisal with a valuation date as close to the January 1, 2023 lien date, but no later than March 31, 2023.*

SALE	ADDRESS	SALE DATE (Must be prior to 3/31/2023)	SALE PRICE	PROPERTY DESCRIPTION				
				Square Feet	No. of Bedrooms	No. of Bathrooms	No. of Parking	Remodeled Kitchen/Baths?
Subject Property								
1								
2								
3								

Any additional information: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

SAN FRANCISCO ASSESSOR-RECORDER  
**FREQUENTLY ASKED QUESTIONS**  
2023-2024 INFORMAL ASSESSMENT REVIEWS

**Q1: I BELIEVE THE MARKET VALUE OF MY PROPERTY IS LESS THAN MY CURRENT ASSESSED VALUE. HOW DO I PROTEST MY VALUE?**

Please check your current assessed value at <http://propertymap.sfplanning.org>. If you believe your property assessed value is higher than the market value, you have the following options:

1. **REQUEST AN INFORMAL REVIEW** (single family dwellings, residential condominiums, townhouses, live-work lofts, and cooperative units only) – **From January 2, 2023 to March 31, 2023**, the Assessor will accept requests to review the market value of your property. You must submit your **written request** either online or in-person at our office, with supporting evidence of your opinion of value. If you were granted a reduction for the year 2022-2023, we will automatically review the assessed value for 2023-2024. A Notification of Assessed Value will be sent to you in July 2023, which will indicate our findings. Online submissions are preferable but alternately you may send your request to: San Francisco **Assessor-Recorder's Office, ATTN: Informal Review, 1 Dr. Carlton B. Goodlett Place, City Hall – Room 190, San Francisco, CA 94102**. Mail-in requests for an informal review must be U.S. postmarked by the March 31, 2023, deadline. By Fax: (415) 554-7915 or E-mail: [InformalReviewRP@sfgov.org](mailto:InformalReviewRP@sfgov.org). **Be sure to keep a copy for your records.**
2. **FILE AN ASSESSMENT APPEAL** (All property types) – If you disagree with the Assessor's findings, you may file an **Application for Changed Assessment** with the **Assessment Appeals Board (AAB)**, an independent board established to hear and resolve valuation disputes between the Assessor's Office and property owners from **July 2, 2023 through September 15, 2023**. A non-refundable \$60.00 filing fee is due at the time of application and a hearing will be scheduled for you by the AAB at a later date. Applications for Changed Assessment may be obtained by contacting the Appeals Board – Clerk of the Board at 1 Dr. Carlton B. Goodlett Place, City Hall – Room 405, San Francisco, CA 94102, by Phone: (415) 554-6778 or directly from their website: [www.sfgov.org/AAB](http://www.sfgov.org/AAB).

**Q2: WHAT DOES MARKET VALUE MEAN?**

Market value is the price a property would sell for when it is put up for sale in a competitive and open market.

**Q3: WHAT IF MY CURRENT ASSESSED VALUE IS BELOW MARKET VALUE?**

The Assessor is required to enroll the lesser of your factored base year value (assessed value) or the market value. For example, if the market value of your property (what you could sell your house for) as of January 1, 2023 is \$500,000 and your assessed value is \$200,000 the Assessor would enroll the \$200,000 as your taxable value for the year 2023-2024 only.

**Q4: WHAT TAX YEAR AM I APPEALING?**

The assessed value being appealed will cover the fiscal year from July 1, 2023 to June 30, 2024.

**Q5: WHAT TYPE OF INFORMATION WILL I NEED TO PROVIDE TO SUPPORT MY CLAIM?**

You will need to submit sales information and/or an appraisal performed by a licensed real estate appraiser to support your claim. The sales information or appraisal's date of valuation should be as close to the January 1, 2023 lien date as possible, but no later than March 31, 2023.

**Q6: IF THE ASSESSOR OR THE ASSESSMENT APPEALS BOARD AGREES TO REDUCE MY VALUE, WILL THE NEW ASSESSMENT BE PERMANENT?**

No. The reduction is temporary and only applies to the tax year being appealed. Any reduction to the assessed value is automatically reviewed annually as of the lien date to determine if market conditions indicate that the assessed value should be maintained, lowered, or increased.

**Q7: WHY ARE TENANCY-IN-COMMON (TICs) UNITS EXCLUDED?**

Unlike residential condominiums and cooperative units, TICs do not have separate parcel numbers. A review of a single TIC unit is more complex. TIC owners can appeal their property assessed values by filing an **Application for Changed Assessment** with the **Assessment Appeals Board** beginning July 2, 2023 through September 15, 2023.

**Q8: WHEN WILL I BE NOTIFIED OF THE RESULTS OF MY INFORMAL REVIEW REQUEST?**

Property owners will be notified of the results of their informal assessment review in the annual **Notice of Assessed Value** which will be mailed at the end of July 2023.