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Responses To Notice Deadline: March 2, 2018

Form 571-STR Due Date: April 2, 2018

**Last Day To File Form 571-STR Without
Penalty:** May 7, 2018

Account #: _____

Online PIN #: _____

LOCATION:

DIRECT BILL NOTICE FOR SHORT TERM RENTALS

February 12, 2018

Dear Business Owner:

As a convenience to you, and within the provisions of Section 441 of the California Revenue and Taxation Code, it is not necessary for you to file a Form 571-STR Short-Term Rental Statement for lien year 2018. Your business personal property will be assessed based on existing information in our records. *If there were no changes to your business in 2017, no action is required. Simply wait for the tax bill from the Treasurer & Tax Collector's Office which will be issued at a later date.*

If you have changes, such as moving to a new location, or a new owner/business name, or you were out of business prior to January 1, 2018, please check the appropriate box on page 2, update the requested information, sign and return this Notice to our office by **March 2, 2018**, and we will update the business information record.

Also, if there have been *material* changes in the *value* of your business personal property as of January 1, 2018, you are required by law to file a Form 571-STR Short-Term Rental Statement. Please check the "Change in value of personal property" box on page 2 and return this notice to our office by **March 2, 2018**. Upon receipt of the returned form, we will mail you a Form 571-STR for you to report the cost of business personal property on your short-term rental business. The last day to file the form is April 2, 2018. The last day to file without incurring a penalty is May 7, 2018; the penalty for filing after May 7, 2018 is 10% of the total assessed value.

If you have any questions, you can reach us by phone at (415) 554-5531 or email at askbpp@sfgov.org.

Sincerely,

Carmen Chu
Assessor-Recorder

CHANGES TO BUSINESS INFORMATION: If your business information has changed as of January 1, 2018, please check the appropriate box and provide the new information. Sign and return this Notice by **March 2, 2018** to:

San Francisco Assessor-Recorder
 1155 Market Street, 5th Floor
 San Francisco, CA 94103

Owner's Name:
Account #:

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- Change in value of property / Send Form 571-STR Short-Term Rental Statement
- Business Closed/Went out of business Date closed: _____
- New Business Location: _____ Date moved: _____
- New Owner's Name: _____ Date changed: _____
- New Mailing Address: _____
- New Business Name: _____

Signature of Assessee			Date
Name of Assessee		Title	
Business Account Number (BAN)	Telephone No.	E-mail address	

SAMPLE