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Responses To Notice Deadline: March 2, 2018

Form 571-STR Due Date: April 2, 2018

Last Day To File Without Penalty:
May 7, 2018

Account #: _____

Online PIN #: _____

LOCATION:

LOW VALUE EXEMPTION NOTICE FOR SHORT-TERM RENTALS

February 12, 2018

Dear Business Owner:

Under San Francisco City Ordinance 308-97, personal property on the unsecured roll with a total value of four thousand dollars (\$4,000) or less is exempt from property tax. Your business personal property will be exempted from assessment based on existing information in our records. You do not have to apply or call our office to get the exemption or do anything as a result of this notice. *No action is required and you will not be receiving a tax bill for business personal property this year.*

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 you believe that the aggregate value of all business personal property owned, possessed, or controlled *exceeds* four thousand dollars (\$4,000), or if there are any *significant* changes in the value of your business as of January 1, 2018, 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 #:

- 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 | E-mail address |

SAMPLE