



**20 MISCELLANEOUS PROPERTY STATEMENT**

*(Declaration of costs and other related property information as of 12:01 A.M., January 1, 20\_\_\_)*

**FILE RETURN BY APRIL 1, 20\_\_\_**

**1. NAME AND MAILING ADDRESS**

(Make necessary corrections to the printed name and mailing address.)

\_\_\_\_\_

\_\_\_\_\_

Tangible property owned, claimed, possessed, controlled, or managed by you at this location at 12:01 a.m., January 1 of the year being reported. Inventories are exempt from taxation and should not be reported for 1980 and future years. Do not report property eligible for this exemption.

**SHELLY SCOTT**  
**ASSESSOR-RECORDER-COUNTY CLERK**  
**BUSINESS DIVISION**  
PO Box C, Civic Center Branch  
San Rafael, CA 94913  
PH (415) 473-7208  
FAX (415) 473-6542  
[www.marincounty.gov](http://www.marincounty.gov)

**2. LOCATION OF THE PROPERTY:**

(File a separate statement for each location)

Street Address \_\_\_\_\_

City \_\_\_\_\_

**3. DO YOU OWN THE LAND AT THIS LOCATION?**

Yes  No

If yes, is the name on your deed recorded as shown on this statement.  Yes  No

**4. LOCAL PHONE NUMBER ( )**

E-Mail Address \_\_\_\_\_

**VETERANS:**

Are you filing a claim for veterans' exemption?

Yes  No

If yes, a separate "Claim for Veterans' Exemption" form must be filed with Assessor on or before February 15.

DESCRIPTION OF PROPERTY	DATE ACQUIRED	COST	REMARKS	ASSESSOR'S USE ONLY
5. SUPPLIES	X X X X			
6. EQUIPMENT	X X X X	X X X X		
a. Total cost of all equipment held on January 1, last year	X X X X			
b. Equipment acquired since January 1, last year	X X X X	X X X X		
c. Equipment disposed of since January 1, last year	X X X X	X X X X		
d. Total cost of all equipment held on January 1, this year	X X X X			
7. OTHER (describe)				
8. BUILDINGS OR LEASEHOLD IMPROVEMENTS: (describe additions and retirements in detail)	MONTH & YEAR			

**INSTRUCTIONS:**

Line 5. Enter the cost of your supplies.

Line 6. List individually items acquired or disposed of since January 1 of last year. Additional sheets may be attached. The figure to be entered on line d may be computed by adding the figures for lines a and b and subtracting the figure for line c.

Line 7. Enter the date acquired, cost, and description of any other personal property at this location. Additional sheets may be attached.

Line 8. Describe in detail and show the cost of all additions and retirements to your buildings, or to your leasehold improvements to the buildings of your landlord during the year being reported. Do not repeat items that were included in line 6.

**TOTAL FULL VALUE**

**PERSONAL PROPERTY**

**FIXTURES (IMPROVEMENTS)**

**DECLARATION BY ASSESSSEE**

		<b>PROCESSING DATA</b>	
OWNERSHIP TYPE (4)	Note: The following declaration must be completed and signed. If you do not do so, it may result in penalties.		OPERATION BY DATE
Proprietorship	<input type="checkbox"/>	I declare under penalty of perjury under the laws of the State of California that I have examined this property statement, and that the foregoing and all information herein, including any accompanying statements or materials, is true, correct, and complete to the best of the taxpayer's knowledge and belief, and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named as the assessee in this statement at 12:01 a.m. on January 1, 20_____.	
Partnership	<input type="checkbox"/>	ANALYZED _____	
Corporation	<input type="checkbox"/>	COMPUTED _____	
Other _____	<input type="checkbox"/>	APPRAISED _____	
		REVIEWED _____	
		POSTED TO: _____	
		_____	
		_____	
		TAX AREA CODE: _____	
		BUS. CODE: _____	
SIGNATURE OF ASSESSSEE OR AUTHORIZED AGENT* ►		DATE	
NAME OF ASSESSSEE OR AUTHORIZED AGENT* (typed or printed)		TITLE	
NAME OF LEGAL ENTITY (other than DBA) (typed or printed)		FEDERAL EMPLOYER ID NUMBER	
PREPARER'S NAME AND ADDRESS (typed or printed)	TELEPHONE NUMBER ( )	TITLE	

\* Agent: See P2 for Declaration by Assessee Instructions.

THIS STATEMENT SUBJECT TO AUDIT



## INSTRUCTIONS

California law prescribes a yearly ad valorem tax based on property as it exists at 12:01 a.m. on January 1 (tax lien date). This form constitutes an official request that you declare all assessable business property situated in this county which you owned, claimed, possessed, controlled, or managed on the tax lien date, and that you sign (under penalty of perjury) and return the statement to the Assessor's Office by the date cited on the face of the form as required by law. Failure to file the statement during the time provided in section 441 of the Revenue and Taxation Code will compel the Assessor to estimate the value of your property from other information in the Assessor's possession and add a penalty of 10 percent of the assessed value as required by section 463 of the Code.

If you own taxable personal property in any other county whose aggregate cost is \$100,000 or more for any assessment year, you must file a property statement with the Assessor of that county whether or not you are requested to do so. Any person not otherwise required to file a statement shall do so upon request of the Assessor regardless of aggregate cost of property. The Assessor of the county will supply you with a form upon request.

Except for the "DECLARATION BY ASSESSEE" section, you may furnish attachments in lieu of entering the information on this property statement. However, such attachments must contain all the information requested by the statement and these instructions. The attachments must be in a format acceptable to the Assessor, and the property statement must contain appropriate references to the attachments and must be properly signed. In all instances, you must return the original BOE-571-M.

THIS STATEMENT IS SUBJECT TO AUDIT.	THIS STATEMENT IS NOT A PUBLIC DOCUMENT. THE INFORMATION DECLARED WILL BE HELD SECRET BY THE ASSESSOR.	IF ANY SITUATION EXISTS WHICH NECESSITATES A DEVIATION FROM TOTAL COST PER BOOKS AND RECORDS, FULLY EXPLAIN ALL ADJUSTMENTS.
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### DECLARATION BY ASSESSEE

The law requires that this property statement, regardless of where it is executed, shall be declared to be true under penalty of perjury under the laws of the State of California. The declaration must be signed by the assessee, a duly appointed fiduciary, or a person authorized to sign on behalf of the assessee. In the case of a corporation, the declaration must be signed by an officer or by an employee or agent who has been designated in writing by the board of directors, by name or by title, to sign the declaration on behalf of the corporation. In the case of a partnership, the declaration must be signed by a partner or an authorized employee or agent. In the case of a Limited Liability Company (LLC), the declaration must be signed by an LLC manager, or by a member where there is no manager, or by an employee or agent designated by the LLC manager or by the members to sign on behalf of the LLC.

When signed by an employee or agent, other than a member of the bar, a certified public accountant, a public accountant, an enrolled agent or a duly appointed fiduciary, the assessee's written authorization of the employee or agent to sign the declaration on behalf of the assessee must be filed with the Assessor. The Assessor may at any time require a person who signs a property statement and who is required to have written authorization to provide proof of authorization.

A property statement that is not signed and executed in accordance with the foregoing instructions is not validly filed. The penalty imposed by section 463 of the Revenue and Taxation Code for failure to file is applicable to unsigned property statements.

