



WEBSTER J. GUILLORY  
ORANGE COUNTY ASSESSOR  
(714) 834-5031

# PRELIMINARY CHANGE OF OWNERSHIP REPORT

[To be completed by transferee [buyer] prior to transfer of subject property in accordance with section 480.3 of the Revenue and Taxation Code.] A Preliminary Change of Ownership Report must be filed with each conveyance in the County Recorder's office for the county where the property is located; this particular form may be used in all 58 counties of California.

FOR RECORDER'S USE ONLY

## THIS REPORT IS NOT A PUBLIC DOCUMENT

SELLER/TRANSFEROR:

BUYER/TRANSFeree:

ASSESSOR'S PARCEL NUMBER(S):

PROPERTY ADDRESS OR LOCATION:

MAIL TAX INFORMATION TO:      Name  
   Address

**NOTICE:** A lien for property taxes applies to your property on January 1 of each year for the taxes owing in the following fiscal year, July 1 through June 30. One-half of these taxes is due November 1, and one-half is due February 1. The first installment becomes delinquent on December 10, and the second installment becomes delinquent on April 10. One tax bill is mailed before November 1 to the owner of record. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the Orange County Assessor. For further information on your supplemental roll obligation, please call the Orange County Assessor at (714) 834-2727.

### PART I: TRANSFER INFORMATION (please answer all questions)

YES    NO

- ☐ ☐ A. Is this transfer solely between husband and wife (addition of a spouse, death of a spouse, divorce settlement, etc.)?
- ☐ ☐ B. Is this transaction only a correction of the name(s) of the person(s) holding title to the property (for example, a name change upon marriage)? Please explain \_\_\_\_\_
- ☐ ☐ C. Is this document recorded to create, terminate, or reconvey a lender's interest in the property?
- ☐ ☐ D. Is this transaction recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest (e.g., cosigner)? Please explain \_\_\_\_\_
- ☐ ☐ E. Is this document recorded to substitute a trustee of a trust, mortgage, or other similar document?
- ☐ ☐ F. Did this transfer result in the creation of a joint tenancy in which the seller (transferor) remains as one of the joint tenants?
- ☐ ☐ G. Does this transfer return property to the person who created the joint tenancy (original transferor)?
- ☐ ☐ H. Is this a transfer of property:
- ☐ ☐ 1. to a revocable trust that may be revoked by the transferor and is for the benefit of the ☐ transferor ☐ transferor's spouse?
- ☐ ☐ 2. to a trust that may be revoked by the Creator/Grantor who is also a joint tenant, and which names the other joint tenant(s) as beneficiaries when the Creator/Grantor dies?
- ☐ ☐ 3. to an irrevocable trust for the benefit of the ☐ Creator/Grantor and/or ☐ Grantor's spouse?
- ☐ ☐ 4. to an irrevocable trust from which the property reverts to the Creator/Grantor within 12 years?
- ☐ ☐ I. If this property is subject to a lease, is the remaining lease term 35 years or more including written options?
- ☐ ☐ \* J. Is this a transfer between ☐ parent(s) and child(ren)? ☐ or from grandparent(s) to grandchild(ren)?
- ☐ ☐ \* K. Is this transaction to replace a principal residence by a person 55 years of age or older?  
Within the same county? ☐ Yes ☐ No
- ☐ ☐ \* L. Is this transaction to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5? Within the same county? ☐ Yes ☐ No
- ☐ ☐ M. Is this transfer solely between domestic partners currently registered with the California Secretary of State?

\*If you checked yes to J, K or L, you may qualify for a property tax reassessment exclusion, which may result in lower taxes on your property. **If you do not file a claim, your property will be reassessed.**

Please provide any other information that will help the Assessor to understand the nature of the transfer.

If the conveying document constitutes an exclusion from a change in ownership as defined in section 62 of the Revenue and Taxation Code for any reason other than those listed above, set forth the specific exclusions claimed: \_\_\_\_\_

**Please answer all questions in each section. If a question does not apply, indicate with "N/A." Sign and date at bottom of second page.**

### PART II: OTHER TRANSFER INFORMATION

- A. Date of transfer if other than recording date \_\_\_\_\_
- B. Type of transfer (please check appropriate box):
- ☐ Purchase    ☐ Foreclosure    ☐ Gift    ☐ Trade or Exchange    ☐ Merger, Stock, or Partnership Acquisition
- ☐ Contract of Sale — Date of Contract \_\_\_\_\_
- ☐ Inheritance — Date of Death \_\_\_\_\_ ☐ Other (please explain): \_\_\_\_\_
- ☐ Creation of Lease    ☐ Assignment of a Lease    ☐ Termination of a Lease    ☐ Sale/Leaseback
- ☐ Date lease began \_\_\_\_\_
- ☐ Original term in years (including written options) \_\_\_\_\_
- ☐ Remaining term in years (including written options) \_\_\_\_\_
- Monthly Payment \_\_\_\_\_ Remaining Term \_\_\_\_\_
- C. Was only a partial interest in the property transferred? ☐ Yes ☐ No
- If yes, indicate the percentage transferred \_\_\_\_\_ %.

Please write Assessor's Parcel Number(s): \_\_\_\_\_

Please answer, to the best of your knowledge, all applicable questions, then sign and date. If a question does not apply, indicate with "N/A."

**PART III: PURCHASE PRICE AND TERMS OF SALE**

A. CASH DOWN PAYMENT OR value of trade or exchange (*excluding closing costs*) Amount \$ \_\_\_\_\_

B. FIRST DEED OF TRUST @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Pymts./Mo.= \$ \_\_\_\_\_ (Prin. & Int. only) Amount \$ \_\_\_\_\_

☐ FHA (\_\_\_\_ Discount Points) ☐ Fixed rate ☐ New loan

☐ Conventional ☐ Variable rate ☐ Assumed existing loan balance

☐ VA (\_\_\_\_ Discount Points) ☐ All inclusive D.T. (\$ \_\_\_\_\_ Wrapped) ☐ Bank or savings & loan

☐ Cal-Vet ☐ Loan carried by seller ☐ Finance company

Balloon payment ☐ Yes ☐ No Due Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

C. SECOND DEED OF TRUST @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Pymts./Mo.= \$ \_\_\_\_\_ (Prin. & Int. only) Amount \$ \_\_\_\_\_

☐ Bank or savings & loan ☐ Fixed rate ☐ New loan

☐ Loan carried by seller ☐ Variable rate ☐ Assumed existing loan balance

Balloon payment ☐ Yes ☐ No Due Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

D. OTHER FINANCING: Is other financing involved not covered in (b) or (c) above? ☐ Yes ☐ No Amount \$ \_\_\_\_\_

Type \_\_\_\_\_ @ \_\_\_\_\_ % interest for \_\_\_\_\_ years. Pymts./Mo.= \$ \_\_\_\_\_ (Prin. & Int. only)

☐ Bank or savings & loan ☐ Fixed rate ☐ New loan

☐ Loan carried by seller ☐ Variable rate ☐ Assumed existing loan balance

Balloon payment ☐ Yes ☐ No Due Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

E. WAS AN IMPROVEMENT BOND ASSUMED BY THE BUYER? ☐ Yes ☐ No Outstanding Balance: Amount \$ \_\_\_\_\_

F. TOTAL PURCHASE PRICE (*or acquisition price, if traded or exchanged, include real estate commission if paid*)

**TOTAL ITEMS A THROUGH E** \$

G. PROPERTY PURCHASED ☐ Through a broker ☐ Direct from seller ☐ From a family member ☐ Other (*please explain*): \_\_\_\_\_

If purchased through a broker, provide broker's name and phone number: \_\_\_\_\_

Please explain any special terms, seller concessions, or financing and any other information that would help the Assessor understand the purchase price and terms of sale: \_\_\_\_\_

**PART IV: PROPERTY INFORMATION**

A. TYPE OF PROPERTY TRANSFERRED:

☐ Single-family residence ☐ Agricultural ☐ Timeshare

☐ Multiple-family residence (no. of units: \_\_\_\_\_) ☐ Co-op/Own-your-own ☐ Manufactured Home

☐ Commercial/Industrial ☐ Condominium ☐ Unimproved lot

☐ Other (Description: i.e., timber, mineral, water rights, etc. \_\_\_\_\_)

B. IS THIS PROPERTY INTENDED AS YOUR PRINCIPAL RESIDENCE? ☐ Yes ☐ No

If **yes**, enter date of occupancy \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ or intended occupancy \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_.

(month) (day) (year) (month) (day) (year)

C. IS PERSONAL/BUSINESS PROPERTY INCLUDED IN PURCHASE PRICE (i.e., furniture, farm equipment, machinery, etc.) (other than a manufactured home subject to local property tax)? ☐ Yes ☐ No

If **yes**, enter the value of the personal/business property included in the purchase price \$ \_\_\_\_\_ (*Must attach itemized list*)

D. IS A MANUFACTURED HOME INCLUDED IN PURCHASE PRICE? ☐ Yes ☐ No

If **yes**, how much of the purchase price is allocated to the manufactured home? \$ \_\_\_\_\_

Is the manufactured home subject to local property tax? ☐ Yes ☐ No What is the decal number? \_\_\_\_\_

E. DOES THE PROPERTY PRODUCE INCOME? ☐ Yes ☐ No If **yes**, is the income from:

☐ Lease/Rent ☐ Contract ☐ Mineral rights ☐ Other (*please explain*): \_\_\_\_\_

F. WHAT WAS THE CONDITION OF THE PROPERTY AT THE TIME OF SALE?

☐ Good ☐ Average ☐ Fair ☐ Poor

Please explain the physical condition of the property and provide any other information (such as restrictions, etc.) that would assist the Assessor in determining the value of the property: \_\_\_\_\_

**CERTIFICATION**

OWNERSHIP TYPE (✓)

Proprietorship ☐

Partnership ☐

Corporation ☐

Other \_\_\_\_\_ ☐

I certify that the foregoing is true, correct and complete to the best of my knowledge and belief.

This declaration is binding on each and every co-owner and/or partner.

NAME OF NEW OWNER/CORPORATE OFFICER	TITLE
SIGNATURE OF NEW OWNER/CORPORATE OFFICER ▶	DATE
NAME OF ENTITY ( <i>typed or printed</i> )	FEDERAL EMPLOYER ID NUMBER
ADDRESS ( <i>typed or printed</i> )	PHONE NUMBER (8 a.m. - 5 p.m.)
	E-MAIL ADDRESS ( <i>optional</i> )

(Note: The Assessor may contact you for additional information.)

If a document evidencing a change of ownership is presented to the recorder for recordation without the concurrent filing of a preliminary change of ownership report, the recorder may charge an additional recording fee of twenty dollars (\$20).