



INDEPENDENT
TAX
REPRESENTATIVES

PROPERTY TAX CALENDAR FOR CALIFORNIA COUNTIES
REGULAR ASSESSMENT CYCLE

			RECOMMENDED ACTIONS	
DATE*	DESCRIPTION	PARTIES AFFECTED	REAL PROPERTY	PERSONAL PROPERTY
1/1	Lien Date, Valuation, or Assessment Date.	Owners of taxable real or personal property.	Estimate the fair market value of your properties.	Produce a report of fixed asset records acquired before January 1.
2/15	Filing deadline for exempt entities.	Qualifying entities owning hospitals, colleges and universities, religious and church property, free museums, etc.	File affidavit with County Assessor.	File affidavit with County Assessor.
4/1	Business Property Statement due (Form 571L).	Legal entity owning business personal property of \$100,000 or more, or at the Assessor's request.	Construction-in-progress should be reported along with personal property.	File the Business Property Statement (Form 571L).
4/10	Last day to pay 2 nd installment of property taxes on "secured roll" without penalty.	Assesseees with property tax liability on the "secured roll."	Pay in person or by wire transfer if requested by 5 p.m. or by letter postmarked the same day.	Pay in person or by wire transfer if requested by 5 p.m. or by letter postmarked the same day. (secured roll).
5/7** 5/31	Last day to file the Business Property Statement. Penalty is tax based on 10% of the assessed value.	Legal entity with taxable personal property of \$100,000 or more, or at the Assessor's request.	Construction-in-progress should be reported along with personal property.	File (571L) before this date to avoid a penalty that equals tax on 10% of assessed value. 5/31: last day to amend return.
7/2 to 9/15***	Annual appeal filing period. Statute of limitation is four years for base year values appeal.	Owners or property tax payers.	If fair market value is less than assessment or lien or change in ownership date.	If fair market value is less than assessment or lien date.
8/31	Last day to pay unsecured taxes without penalty. Penalty = 10% of tax.	Assesseees with property tax liability on "unsecured roll."	Not affected, except in case of possessory interest.	Pay in person or by wire transfer if requested by 5 p.m. or by letter postmarked the same day.
12/10	Last day to pay 1 st installment on "secured roll" without penalty (10% of tax).	Assesseees with property tax liability on "secured roll."	Pay in person or by wire transfer if requested by 5 p.m. or by letter postmarked the same day.	Pay in person or by wire transfer if requested by 5 p.m. or by letter postmarked the same day.

EVENT-ORIENTED DEADLINES

Within 60 Days	Of the notification date on a supplemental assessment notice.	Owners or taxpaying lessees of "reappraised" real property with reason to appeal assessed value.	File "assessment appeal" if Assessor has overstated value. No action = Acceptance of value. Base year value will increase by a maximum of 2% each year.	File an appeal on an unsatisfactory audit; 60-day deadline from date of escape assessment or tax bill, whichever is earlier.
Within 10 Days	Of the date on a letter notifying taxpayer of the results of a County Assessor's audit.	Legal entity with taxable personal property of \$300,000 or more is subject to mandatory audit every four years.	Seldom affected.	Respond or request an extension. Best time for negotiations; otherwise, an appeal may be necessary.
Within 30 Days	Of the date of the construction cost questionnaire from Assessor.	Legal entity with completed construction project or construction in progress as of January 1.	Report date of and assessable costs of completed construction; or cost-in-place as of January 1.	Rarely affected.
Within 90 Days	Of the date of purchase of real property OR if a legal entity experiences a change in ownership.	Buyers of real property or owner of legal entity that owns real property.	File Preliminary Change of Ownership Report at time of transfer, file Change of Ownership Report within 90 days of assessor's request, file Form 100-B with Legal Entity Ownership Program of Calif. State Board of Equalization with 90 days of change in control or change in ownership in a legal entity	Rarely affected.

PENALTY DEADLINES **FILING PERIODS**

* The dates are subject to change by legislation. ** If May 7 falls on a weekend day, the deadline is the next business day. *** For some counties, appeal deadline is November 30. Check: boe.ca.gov/proptaxes/proptax.htm/.

Courtesy of: Independent Tax Representatives, 1390 Market Street, Suite 304, San Francisco, CA 94105, 415-495-3333, markong@itrsf.com, www.itrsf.com/.