

## **BUILDER'S CLAIM NEW CONSTRUCTION**

### **FORM INSTRUCTIONS**

1. This form may be completed electronically OR be printed, completed, and mailed to the Assessor's office.
2. If completing electronically:
  - Free Adobe Reader is required to complete the form online.
  - The form has to be downloaded to sign electronically.
  - Download the form by clicking on this button
  
  - Complete all applicable fields, including on Page 2 if needed, **BEFORE** signing electronically. You may not be able to edit form fields after signing.
  - Sign the form electronically. An unsigned form cannot be accepted.
  - Save a copy of the signed form.
  - Email the completed, signed form as an attachment to [a-svcs@acgov.org](mailto:a-svcs@acgov.org).
3. If completing by hand:
  - Print the form by clicking on this button
  - Complete all applicable fields.
  - Sign the form. An unsigned form cannot be accepted.
  - Save a copy of the completed, signed form for your records.
  - Mail the original completed, signed form to the address below:

PHONG LA, ASSESSOR  
COUNTY OF ALAMEDA 1221  
OAK STREET, ROOM 145  
OAKLAND, CA 94612



# OFFICE OF ASSESSOR COUNTY OF ALAMEDA

1221 Oak Street, Room 145, County Administration Building  
Oakland, California 94612-4288  
(510) 272-3787 / FAX (510) 272-3803

**PHONG LA**  
ASSESSOR

## BUILDER'S CLAIM FOR NEW CONSTRUCTION EXCLUSION FROM SUPPLEMENTAL ASSESSMENT

THIS FORM MUST BE FILED WITH THE ASSESSOR PRIOR TO, OR WITHIN 30 DAYS AFTER, COMMENCEMENT OF CONSTRUCTION.

PLEASE MAIL THIS FORM TO:

PHONG LA  
ASSESSOR, COUNTY OF ALAMEDA  
1221 OAK STREET #145  
OAKLAND, CA 94612-4288

<b>FOR ASSESSOR'S USE ONLY</b>	
Received	_____
Approved	_____
Denied	_____
Reason for Denial	_____
	_____
	_____
Input Date	_____

In the space below, enter your name and correct mailing address:

NAME \_\_\_\_\_  
STREET \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
TELEPHONE NO. (Between 8:00 a.m and 5:00 p.m.) \_\_\_\_\_

List Assessor's Parcel Number(s), address, and description of property below:

APN	TRACT #	LOT #	ADDRESS	PROPERTY TYPE

(Use additional space on reverse side, if necessary.) Recordation Date of Tract required if APN not used above \_\_\_\_\_

### STATEMENT

I am the owner of the property described herein on which construction will or has commenced on \_\_\_\_\_, and therefore claim the new construction exclusion from Supplemental Assessment provided by Section 75.12 of the California Revenue and Taxation Code.

I currently offer, or intend to offer, the property for sale or other change in ownership and do not intend to rent, lease, occupy, or otherwise use the property, except as a model home or other use as is incidental to an offer for a change of ownership.

I understand that this exclusion shall not preclude the reassessment of any such property on the regular assessment roll for the January 1 lien date.

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT.

SIGNED \_\_\_\_\_  
(Owner or Corporate Officer)

\_\_\_\_\_  
(Please Print Name & Title)

Date: \_\_\_\_\_

Only the owner or a co-owner of the above described property (including a purchaser under contract of sale) or his legal representative may sign.

If you are buying this property under an unrecorded contract of sale and the Assessor does not have a copy of the contract, you must attach a copy to the claim.

Section 75.12 of the California Revenue and Taxation Code provides that any real property on which new construction is completed shall not be added to the supplemental roll until the date the property, in whole or in part:

- A) Changes ownership.
- B) Is rented or leased, or
- C) Is occupied or otherwise used by the owner or with the owner’s consent, except as a model home or other use which is incidental to an offer or change of ownership. whichever comes first.

This exclusion applies only if the owner notified the Assessor in writing prior to, or within 30 days after, the commencement of construction that he or she offers or intends to offer the property for sale or other change of ownership, and does not intend to rent, lease, occupy or otherwise use the property, except as a model home or other use as is incidental to an offer for a change of ownership, and the owner requests the application of this section.

The owner of any real property granted this exclusion shall notify the Assessor within **45** days of the earliest date that any of the following occur:

- (1) The property changes ownership subject to an unrecorded contract of sale.
- (2) The property is rented or leased
- (3) The property is occupied and the occupancy of the property is other than as a model home or incidental to an offer for a change of ownership.

THE FAILURE TO TIMELY NOTIFY THE ASSESSOR WILL RESULT IN A PENALTY IN THE AMOUNT OF ONE HUNDRED DOLLARS (\$100) OR 10% OF THE TAXES APPLICABLE TO THE NEW BASE YEAR VALUE, WHICHEVER IS GREATER.

**ADDITIONAL PROPERTIES COVERED BY CLAIM**

APN	TRACT #	LOT #	ADDRESS	PROPERTY TYPE