



## **KEN BAIRD**

KINGS COUNTY GOVERNMENT CENTER  
1400 WEST LACEY BLVD  
HANFORD, CALIFORNIA 93230-5905

## **ASSESSOR – CLERK – RECORDER REGISTRAR OF VOTERS**

PHONE (559) 582-3211 EXT. 2486  
FAX – ASSESSOR (559) 582-2794  
FAX – CLERK/RECORDER (559) 582-6639  
FAX – ELECTIONS (559) 585-8453

## **PLEASE BE AWARE OF THE FOLLOWING CHANGES THAT AFFECT YOUR BUSINESS PROPERTY REPORTINGS**

### **IDENTIFICATION LABELS FOR ELECTRONIC 571 STATEMENTS**

With the switch to an electronic format of the Business Property Statements, it is impossible to preprint your business information on the form as we have done in years past. To ensure proper identification of your individual statement, our office included a preprinted identification label with the notification letter that was sent to you. **IT IS IMPORTANT THAT YOU PLACE THE MAILING LABEL ON YOUR 571 FORM BEFORE YOU RETURN IT TO OUR OFFICE.** Without this identification label on your 571 form, we may not be able to identify your form as being returned, which could result in the assessment of a penalty for failure to file your property statement.

### **IMPORTANT INFORMATION FOR 571-F FILERS**

Included in your Business Property Statement request letter was your itemized equipment list based on the prior year's reporting. It is important that you edit this list for any additions or deletions, sign, and include with your completed 571-F packet. Failure to include this list may result in the incorrect assessment of your equipment.

### **IMPORTANT TAX LAW CHANGE**

Revenue and Taxation Code Section 480.1 and 480.2 requires legal entities (corporations, partnerships, limited liability companies, etc.) to file form BOE-100-B with the State Board of Equalization (Board) whenever there is a change in control or change in ownership of a legal entity **and** the entity owns California real property or leases it from a government entity for any term or from a private owner if the remaining term of the lease is 35 years or more.

**Effective January 1, 2010 the penalty provisions changed; entities must now file with the Board within 45 days of the event date or be subject to a late filing penalty (10% of the taxes on all the real property owned by the entity within each county).**

A *change in control* occurs when any person or entity obtains more than 50% of the ownership interest in the legal entity. A *change in ownership* is a transfer of ownership interests in an entity that results in a cumulative transfer of more than 50% of *original co-owner interests* in that entity; original co-owners status originates when property is excluded from reassessment under section 62(a)(2) in a prior transaction. Information on filing requirements and penalty provisions is available on the Board's website at <http://www.boe.ca.gov/proptaxes/leop.htm>. (Note: Part I, question G of the Business Property Statement and Agricultural Property Statement asks about changes in control and real property ownership.)

**If you have any questions regarding these changes or your property statement in general, please contact our office at (559) 582-3211 x2486.**

**BUSINESS PROPERTY STATEMENT FOR 201&**

(Declaration of costs and other related property information as of 12:01 A.M., January 1, 201G)

**FILE RETURN BY APRIL 1, 201&**

NAME AND MAILING ADDRESS  
(Make necessary corrections to the printed name and mailing address)

RETURN THIS ORIGINAL FORM. COPIES WILL NOT BE ACCEPTED.  
FILE A SEPARATE STATEMENT FOR EACH LOCATION.

**PART I: GENERAL INFORMATION**

COMPLETE (a) THRU (g)

- a. Enter type of business: \_\_\_\_\_
- b. Enter local telephone number \_\_\_\_\_ FAX number \_\_\_\_\_  
E-Mail Address (optional) \_\_\_\_\_
- c. Do you own the land at this business location?  Yes  No  
If **yes**, is the name on your deed recorded as shown on this statement?  Yes  No
- d. When did you start business at this location? DATE: \_\_\_\_\_  
If your business name or location has changed from last year, enter the former name and/or location: \_\_\_\_\_
- e. Enter location of general ledger and all related accounting records (include zip code): \_\_\_\_\_

- f. Enter name and telephone number of authorized person to contact at location of accounting records: \_\_\_\_\_
- g. During the period of January 1, 201F through December 31, 201F:
  - (1) Did any individual or legal entity (corporation, partnership, limited liability company, etc.) acquire a "controlling interest" (see instructions for definition) in this business entity?  Yes  No
  - (2) If YES, did this business entity also own "real property" (see instructions for definition) in California at the time of the acquisition?  Yes  No
  - (3) If YES to both questions (1) and (2), filer must submit form *BOE-100-B, Statement of Change in Control and Ownership of Legal Entities*, to the State Board of Equalization. See instructions for filing requirements.

**PART II: DECLARATION OF PROPERTY BELONGING TO YOU**  
(attach schedule for any adjustment to cost)

- 1. Supplies
- 2. Equipment (From line 35)
- 3. Equipment out on lease, rent, or conditional sale to others (Attach Schedule)
- 4. Bldgs., Bldg. Impr., and/or Leasehold Impr., Land Impr., Land (From line 71)
- 5. Construction In Progress (Attach Schedule)
- 6. Alternate Schedule A (See instructions)
- 7.
- 8.

COST (omit cents) (see instructions)	ASSESSOR'S USE ONLY	

**PART III: DECLARATION OF PROPERTY BELONGING TO OTHERS – IF NONE WRITE "NONE"**

(SPECIFY TYPE BY CODE NUMBER)  
Report conditional sales contracts that are not leases on Schedule A

	Year of Acq.	Year of Mfr.	Description and Lease or Identification Number	Cost to Purchase New	Annual Rent
1. Leased equipment					
2. Lease-purchase option equipment					
3. Capitalized leased equipment					
4. Vending equipment					
5. Other businesses					
6. Government-owned property					
Tax Obligation: A. Lessor B. Lessee					
9. Lessor's name Mailing address					
10. Lessor's name Mailing address					

- OWNERSHIP TYPE** (☑)
- Proprietorship
  - Partnership
  - Corporation
  - Other \_\_\_\_\_
- BUSINESS DESCRIPTION** (☑)
- Retail
  - Wholesale
  - Manufacturer
  - Service/Professional

**DECLARATION BY ASSESSEE**

**Note: The following declaration must be completed and signed. If you do not do so, it may result in penalties.**

*I declare under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete 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, 201G*

SIGNATURE OF ASSESSEE OR AUTHORIZED AGENT*		DATE
NAME OF ASSESSEE 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

**SCHEDULE A — COST DETAIL: EQUIPMENT** (Do not include property reported in Part III.)

Include expensed equipment and fully depreciated items. Include sales or use tax (see instructions for important use tax information), freight and installation costs. Attach schedules as needed. Lines 18, 32, 33, and 45 "Prior" — Report detail by year(s) of acquisition on a separate schedule.

LINE NO	Calendar Year of Acq.	1. MACHINERY AND EQUIPMENT FOR INDUSTRY, PROFESSION, OR TRADE <i>(do not include licensed vehicles)</i>				2. OFFICE FURNITURE AND EQUIPMENT		3. OTHER EQUIPMENT <i>(describe)</i>			Calendar Year of Acq.	4. TOOLS, MOLDS, DIES, JIGS	
		COST		ASSESSOR'S USE ONLY		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY			COST	ASSESSOR'S USE ONLY
11	201F										201F		
12	20F€										20F€		
13	200J										200J		
14	200i										200i		
15	200ï										200ï		
16	200î										200î		
17	200í										200í		
18	200I										Prior		
19	200H										Total		
20	200G										Calendar Year of Acq.	5a. PERSONAL COMPUTERS	
21	200F											COST	ASSESSOR'S USE ONLY
22	0€€€												
23	199J										201F		
24	199i										20F€		
25	199ï										200J		
26	199î										200i		
27	199í										200ï		
28	199I										200î		
29	199H										200í		
30	199G										200I		
31	199F										200H		
32	19J€										Prior		
33	Prior										Total		
34	Total												
35	Add TOTALS on lines 19, 33, 34, 46 and any additional schedules. ENTER HERE AND ON PART II, LINE 2										Calendar Year of Acq.	5b. LOCAL AREA NETWORK (LAN) EQUIPMENT AND MAINFRAMES	
												COST	ASSESSOR'S USE ONLY
36	ASSESSOR'S USE ONLY										201F		
37	CLASSIFICATION	COL	FULL VALUE BASE	FULL VALUE	PERS. PROP. RCLND	PERS. PROP. ADJUSTMENT	PERS. PROP. FULL VALUE				20F€		
38	Machinery & equipment	1									200J		
39	Office furniture & equipment	2									200i		
40	Tools, molds, dies & jigs	4									200ï		
41	Personal Computers	5a									200î		
42	LAN and Mainframe	5b									200í		
43											200I		
44	Other equipment	3									200H		
45	Schedule B — Fixtures	—									Prior		
46	TOTALS										Total		

**SCHEDULE B — COST DETAIL: BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS, LAND IMPROVEMENTS, LAND AND LAND DEVELOPMENT**

Attach schedules as needed. Line 69 "Prior"— Report detail by year(s) of acquisition on a separate schedule.

LINE NO	Calendar Year of Acq.	BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS				3. LAND IMPROVEMENTS <i>(e.g., blacktop, curbs, fences)</i>		4. LAND AND LAND DEVELOPMENT <i>(e.g., fill, grading)</i>	
		1. STRUCTURE ITEMS ONLY <i>(see instructions)</i>		2. FIXTURES ONLY <i>(see instructions)</i>		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY
		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY				
47	201F								
48	20F€								
49	200J								
50	200ì								
51	200ĭ								
52	200Î								
53	200Í								
54	200I								
55	200H								
56	200G								
57	200F								
58	2000								
59	199J								
60	199ì								
61	199ĭ								
62	199Î								
63	199Í								
64	199I								
65	199H								
66	199G								
67	199F								
68	19J€								
69	Prior								
70	Total								
71	Add TOTALS on line 70 and any additional schedules. ENTER HERE AND ON PART II, LINE 4								
72	Have you received allowances for tenant improvements for the current reporting period that are not reported above? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> indicate amount \$ _____								

REMARKS:

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**OFFICIAL REQUEST**

DO NOT RETURN THESE 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-L.

<b>THIS STATEMENT IS SUBJECT TO AUDIT.</b>	<b>THIS STATEMENT IS NOT A PUBLIC DOCUMENT. THE INFORMATION DECLARED WILL BE HELD SECRET BY THE ASSESSOR.</b>	<b>IF ANY SITUATION EXISTS WHICH NECESSITATES A DEVIATION FROM TOTAL COST PER BOOKS AND RECORDS, FULLY EXPLAIN ALL ADJUSTMENTS.</b>
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**INSTRUCTIONS***(complete the statement as follows)*

**NAME.** If the information has been preprinted by the Assessor, make necessary corrections. **INDIVIDUALS**, enter the last name first, then the first name and middle initial. **PARTNERSHIPS** must enter at least two names, showing last name, first name and middle initial for each partner. **CORPORATIONS** report the full corporate name. If the business operates under a **DBA** (Doing Business As) or **FICTITIOUS NAME**, enter the DBA (Fictitious) name under which you are operating in this county below the name of the sole owner, partnership, or corporation.

**LOCATION OF THE PROPERTY.** Enter the complete street address. Forms for additional business or warehouse locations will be furnished upon request. A listing may be attached to a single property statement for your vending equipment leased or rented to others, when any such properties are situated at many locations within this county.

**USE TAX INFORMATION**

California use tax is imposed on consumers of tangible personal property that is used, consumed, given away or stored in this state. Businesses must report and pay use tax on items purchased from out-of-state vendors not required to collect California tax on their sales. If your business is not required to have a seller's permit with the State Board of Equalization, the use tax may be reported and paid on your California State Income Tax Return or directly to the State Board of Equalization on the tax return provided in Publication 79-B, *California Use Tax*. Obtain additional use tax information by calling the State Board of Equalization Information Center at 800-400-7115 or from the website - [www.boe.ca.gov/sutax/usetaxreturn.htm](http://www.boe.ca.gov/sutax/usetaxreturn.htm).

**Part I: GENERAL INFORMATION***[complete items (a) through (g)]*

**OWNERSHIP OF LAND — (c).** Check either the YES or the NO box to indicate whether you own the land at the LOCATION OF THE PROPERTY shown on this statement. If YES is checked, verify the official RECORDED NAME on your DEED. If it agrees with the name shown on this statement, check the second YES box. If it does **not** agree, check the second NO box.

**LOCATION OF RECORDS — (e and f).** Enter the address or addresses at which your general ledger and all related accounting records are maintained and available for audit. If you enter your tax agent or representative's address, indicate whether all or only part of the records are at that address, and the location of the remainder, if applicable.

**PROPERTY TRANSFER — (g).**

**Real Property** – For purposes of reporting a change in control, real property includes land, structures, or fixtures owned or held under lease from (1) a private owner if the remaining term of the lease exceeds 35 years, including written renewal options, (2) a public owner (any arm or agency of local, state, or federal government) for any term or (3) mineral rights owned or held on lease for any term, whether in production or not.

**Controlling Interest** – When any person or legal entity obtains more than 50 percent of the voting stock of a corporation, or more than a 50 percent ownership interest in any other type of legal entity. The interest obtained includes what is acquired directly or indirectly by a parent or affiliated entity.

**Forms, Filing Requirements & Penalty Information** – Contact the Legal Entity Ownership Program Section at 916-274-3410 or refer to the Board’s website at [www.boe.ca.gov](http://www.boe.ca.gov) to obtain form BOE-100-B, applicable filing requirements, and penalty information.

## Part II: DECLARATION OF PROPERTY BELONGING TO YOU

Report book cost (100 percent of actual cost). Include excise, sales, and use taxes, freight-in, installation charges, and all other relevant costs. Report any additional information which will assist the Assessor in arriving at a fair market value. Include finance charges for buildings and improvements that are constructed or otherwise produced for an enterprise’s own use (including assets constructed or produced by others) for which deposits or progress payments have been made. **Do not** include finance charges for purchased equipment.

**LINE 1. SUPPLIES.** Report supplies on hand, such as stationery and office supplies, chemicals used to produce a chemical or physical reaction, janitorial and lavatory supplies, fuel, sandpaper, etc., at their current replacement costs. Include medical, legal, or accounting supplies held by a person in connection with a profession that is primarily a service activity. **Do not** include supplies which will become a component part of the product you manufacture or sell.

**LINE 2. EQUIPMENT.** Enter total from Schedule A, line 35 (*see instructions for Schedule A*).

**LINE 3. EQUIPMENT OUT ON LEASE, RENT, OR CONDITIONAL SALE TO OTHERS.** Report cost on line 3 and attach schedules showing the following: equipment actually out on lease or rent, equipment out on a conditional sale agreement, and equipment held for lease or rent which you have used or intend to use must be reported. Equipment held for lease or rent and not otherwise used by you is exempt and should not be reported.

**Equipment out on lease, rent, or conditional sale.** (1) Name and address of party in possession, (2) location of the property, (3) quantity and description, (4) date of acquisition, (5) your cost, selling price, and annual rent, (6) lease or identification number, (7) date and duration of lease, (8) how acquired (purchased, manufactured, or other — explain), (9) whether a lease or a conditional sale agreement. If the property is used by a free public library or a free museum or is **used exclusively** by a public school, community college, state college, state university, church, or a nonprofit college it may be exempt from property taxes, provided the lessor’s exemption claim is filed by February 15. Obtain BOE-263, *Lessors’ Exemption Claim*, from the Assessor. **Also include equipment on your premises held for lease or rent which you have used or intend to use.** Report your cost and your selling price by year of acquisition.

**LINE 4. BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS, LAND IMPROVEMENTS, LAND AND LAND DEVELOPMENT.** Enter total from Schedule B, line 71 (*see instructions for Schedule B*).

**LINE 5. CONSTRUCTION IN PROGRESS.** If you have unallocated costs of construction in progress for improvements to land, machinery, equipment, furniture, buildings or other improvements, or leasehold improvements, attach an itemized listing. Include all tangible property, even though not entered on your books and records. Enter the total on PART II, line 5.

**LINE 6. ALTERNATE OR IN-LIEU SCHEDULE.** If the Assessor enclosed BOE-571-L, *Alternate Schedule A*, with this property statement, complete the alternate schedule as directed and report the total cost on line 6.

**LINES 7-8. OTHER.** Describe and report the cost of tangible property not reported elsewhere on this form.

## Part III: DECLARATION OF PROPERTY BELONGING TO OTHERS

If property belonging to others, or their business entities, is located on your premises, report the owner’s name and mailing address. If it is leased equipment, read your agreement carefully and enter A (Lessor) or B (Lessee), and whether lessor or lessee has the tax obligation. For assessment purposes, the Assessor will consider, but is not bound to, the contractual agreement.

1. **LEASED EQUIPMENT.** Report the year of acquisition, the year of manufacture, description of the leased property, the lease contract number or other identification number, the total installed cost to purchase (including sales tax), and the annual rent; do not include in Schedule A or B (*see No. 3, below*).
2. **LEASE-PURCHASE OPTION EQUIPMENT.** Report here all equipment acquired on lease-purchase option on which the **final payment remains to be made**. Enter the year of acquisition, the year of manufacture, description of the leased property, the lease contract number or other identification number, the total installed cost to purchase (including sales tax), and the annual rent. **If final payment has been made**, report full cost in Schedule A or B (*see No. 3, below*).
3. **CAPITALIZED LEASED EQUIPMENT.** Report here all leased equipment that has been capitalized at the present value of the minimum lease payments on which a final payment remains to be made. Enter the year of acquisition, the year of manufacture, description of the leased property, the lease contract number or other identification number, and the total installed cost to purchase (including sales tax). **Do not** include in Schedule A or B unless final payment has been made.

4. VENDING EQUIPMENT. Report the model and description of the equipment; **do not** include in Schedule A.
5. OTHER BUSINESSES. Report other businesses on your premises.
6. GOVERNMENT-OWNED PROPERTY. If you possess or use government-owned land, improvements, or fixed equipment, or government-owned property is located on your premises, report the name and address of the agency which owns the property, and a description of the property.

#### **SCHEDULE A — COST DETAIL: EQUIPMENT**

**Do not** include property already reported in Part III.

**LINES 11-46.** Enter in the appropriate column the cost of your equipment segregated by calendar year of acquisition, include short-lived or expensed equipment. Total each column. Report full cost; do not deduct investment credits, trade-in allowances or depreciation. Include equipment acquired through a lease-purchase agreement at the selling price effective at the inception of the lease and report the year of the lease as the year of acquisition (if final payment has **not** been made, report such equipment in PART III). Report self-constructed equipment used by you at the proper trade level in accordance with Title 18, section 10, of the California Code of Regulations. Exclude the cost of normal maintenance and repair that does not extend the life nor modify the use of the equipment. Exclude the cost of equipment actually removed from the site. The cost of equipment retired but not removed from the site must be reported. Segregate and report on PART II, line 3, the cost of equipment out on lease or rent.

Include special mobile equipment (SE Plates). Exclude motor vehicles licensed for operation on the highways. However, you must report overweight and oversized rubber-tired vehicles, except licensed commercial vehicles and cranes, which require permits issued by the Department of Transportation to operate on the highways. If you have paid a license fee prior to January 1 on these large vehicles, contact the Assessor for an *Application for Deduction of Vehicle License Fees from Property Tax* and file it with the Tax Collector. Report overweight and oversized vehicles in Column 3.

Computers used in any application directly related to manufacturing, or used to control or monitor machinery or equipment, should be reported in Column 1. Do not include application software costs in accordance with section 995.2 of the California Revenue and Taxation Code. Personal Computers should be reported on Schedule A, column 5a; Local Area Network (LAN) equipment, including LAN Components, and Mainframes should be reported on Schedule A, column 5b. Personal computers include the following: Desktops, Docking Stations, Ink Jet Printers, Laptops, Laser Printers, Mini Towers, Monitors, Netbooks, Notebooks, PC Power Supply, Scanners, Workstations. Local Area Network Equipment includes the following: External Storage Devices, Hubs, Mainframes, Network Attached Storage Devices, Routers, Servers, Switches. LAN Components include, but are not limited to, the following: Network Disk & Tape Drives, Network Fan Trays, Network Memory, Network Portable Storage Devices, Network Power Supply, Network Adaptors, Network Interface Cards, Network Processors.

If necessary, asset titles in Schedule A may be changed to better fit your property holdings; however, the titles should be of such clarity that the property is adequately defined.

**LINES 18, 32, 33 and 45.** For "prior" years acquisition, you must attach a separate schedule detailing the cost of such equipment by year(s) of acquisition. Enter the total cost of all such acquisitions on lines 18, 32, 33 and 45.

**LINE 35.** Add totals on lines 19, Column 4; line 33, Column 5a; line 34, Columns 1, 2, 3; line 46, Column 5b; and any additional schedules. Enter the same figure on PART II, line 2, that you entered in the box.

#### **SCHEDULE B — COST DETAIL: BUILDINGS, BUILDING IMPROVEMENTS, AND/OR LEASEHOLD IMPROVEMENTS, LAND IMPROVEMENTS, LAND AND LAND DEVELOPMENT**

**LINES 47-71.** Report by calendar year of acquisition the original or allocated costs (per your books and records) of buildings and building or leasehold improvements; land improvements; land and land development owned by you at this location on January 1. Include finance charges for buildings or improvements which have been constructed for an enterprise's own use. If no finance charges were incurred because funding was supplied by the owner, then indicate so in the remarks. In the appropriate column enter costs, including cost of fully depreciated items, by the calendar year of acquisition and total each column. Do not include items that are reported in Schedule A.

If you had any additions or disposals reported in Columns 1, 2, 3, or 4 during the period of January 1, 2011 through December 31, 2011, attach a schedule showing the month and year and description of each addition and disposal. Enclosed for this purpose is BOE-571-D, *Supplemental Schedule for Reporting Monthly Acquisitions and Disposals of Property Reported on Schedule B of the Business Property Statement*. If additional forms are needed, photocopy the enclosed BOE-571-D.

Segregate the buildings and building or leasehold improvements into the two requested categories (items which have dual function will be classified according to their primary function). Examples of some property items and their most common categorization are listed below:

#### EXAMPLES OF STRUCTURE ITEMS, Column 1

An improvement will be classified as a structure when its primary use or purpose is for housing or accommodation of personnel, personalty, or fixtures and has no direct application to the process or function of the industry, trade, or profession.

Air conditioning (except process cooling)  
 Boilers (except manufacturing process)  
 Central heating & cooling plants  
 Craneways  
 Elevators  
 Environmental control devices (if an integral part of the structure)  
 Fans & ducts (part of an air circulation system for the building)  
 Fire alarm systems  
 Partitions (floor to ceiling)  
 Pipelines, pipe supports & pumps used to operate the facilities of a building  
 Pits not used in the trade or process  
 Railroad spurs  
 Refrigeration systems (integral part of the building)  
 Refrigerators, walk-in (excluding operating equipment) which are an integral part of the building  
 Restaurants — rough plumbing to fixtures  
 Safes — imbedded  
 Signs which are an integral part of the building excluding sign cabinet (face & lettering)  
 Silos or tanks when primarily used for storage or distribution  
 Sprinkler systems  
 Store fronts  
 Television & radio antenna towers

#### EXAMPLES OF FIXTURE ITEMS, Column 2

An improvement will be classified as a fixture if its use or purpose directly applies to or augments the process or function of a trade, industry, or profession.

Air conditioning (process cooling)  
 Boilers (manufacturing process)  
 Burglar alarm systems  
 Conveyors (to move materials and products)  
 Cranes — traveling  
 Environmental control devices (used in production process)  
 Fans & ducts (used for processing)  
 Floors, raised computer rooms  
 Furnaces, process  
 Ice dispensers, coin operated  
 Machinery fdns. & pits (not part of normal flooring fdns.)  
 Permanent partitions (less than floor to ceiling)  
 Pipelines, pipe supports, pumps used in the production process  
 Pits used as clarifiers, skimmers, sumps & for greasing in the trade or manufacturing process  
 Plumbing — special purpose  
 Power wiring, switch gear & power panels used in mfg. process.  
 Refrigeration systems (not an integral part of the building)  
 Refrigerators, walk-in unitized; including operating equipment  
 Restaurant equipment used in food & drink preparation or service (plumbing fixtures, sinks, bars, soda fountains, booths & counters, garbage disposals, dishwashers, hoods, etc.)  
 Scales including platform & pit  
 Signs — all sign cabinets (face) & free standing signs including supports  
 Silos or tanks when primarily used for processing

**LINE 69.** If you have items reportable in Schedule B which were acquired in 1989 or previously, you **must** attach a separate schedule detailing the cost of such items by year(s) of acquisition. Enter the total cost of such items on line 69.

**LINE 71.** Add totals on line 70 and any additional schedules. Enter the same figure on PART II, line 4 that you entered in the box.

**LINE 72.** Report tenant improvements for which you received allowances during this reporting period that are not reported on Schedule B.

#### 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.





**ALTERNATE SCHEDULE A FOR BANK, INSURANCE COMPANY, OR FINANCIAL CORPORATION FIXTURES**

Name \_\_\_\_\_ Location \_\_\_\_\_ Corporation No. \_\_\_\_\_

Include expensed equipment and fully depreciated items. Include sales or use tax, freight and installation costs. Attach schedules as needed. Line 95 "Prior" — Report detail by year(s) of acquisition on a separate schedule.

LINE NO	Calendar Year of Acq.	1. COUNTERLINES, PARTITIONS, CAFETERIA EQUIPMENT, ETC.		2. SIGNS, CAMERAS, TV EQUIPMENT, ETC.		Enter Code (C) or (DR)	3. CARPETS (C), DRAPES (DR)		4. ATMs (Do not include free standing or counter-top units)	
		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY		COST	ASSESSOR'S USE ONLY	COST	ASSESSOR'S USE ONLY
73	2011									
74	2010									
75	2009									
76	2008									
77	2007									
78	2006									
79	2005									
80	2004									
81	2003									
82	2002									
83	2001									
84	2000									
85	1999									
86	1998									
87	1997									
88	1996									
89	1995									
90	1994									
91	1993									
92	1992									
93	1991									
94	1990									
95	Prior									
96	Total									

97 Add TOTALS on lines 96, 103, and any additional schedules. **ENTER HERE AND ON (P1), PART II, LINE 6**

LINE NO	Enter Year of Acquis.	Enter Code (V) or (N)	5. VAULT DOORS (V) AND NIGHT DEPOSITORIES (N)		Enter Year of Acquis.	Enter Code (D) (W) or (K)	6. DRIVE-UP WINDOWS (D) WALK-UP WINDOWS (W) AND KIOSKS (K)		ASSESSOR'S USE ONLY		
			COST	ASSESSOR'S USE ONLY			COST	ASSESSOR'S USE ONLY	CLASSIFICATION	MARKET VALUE	ADJUSTED BASE YEAR VALUE
									Counterlines, etc.		
98									Camera, etc.		
99									Carpets, drapes		
100									ATMs		
101									Vault doors, etc.		
102									Kiosks, etc.		
103	TOTAL				TOTAL				TOTALS		

REMARKS: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING ALTERNATE SCHEDULE A FOR BANK, INSURANCE COMPANY,  
OR FINANCIAL CORPORATION FIXTURES**

This schedule is applicable **ONLY** to: (1) banks and financial corporations that are subject to taxation under the provisions of section 23181 et seq. of the Revenue and Taxation Code; and (2) insurance companies that are subject to taxation under the provisions of section 28 of Article XIII of the California Constitution. If the assessee named on this statement is not a bank, financial corporation, or insurance company as defined in the preceding sentence, so indicate in the "Remarks" section and **do not** complete this schedule. Complete BOE-571-L, *Business Property Statement*, and return it and this schedule to the Assessor.

If the assessee named on this statement is a bank, financial corporation, or insurance company as defined above, complete entire BOE-571-L, **except do not complete Schedule A or Column 2 of Schedule B of that statement**. This supplemental schedule must be completed in lieu of Schedule A and Column 2 of Schedule B and submitted with BOE-571-L.

**NAME and LOCATION.** Enter the OWNER NAME and LOCATION OF THE PROPERTY as indicated on the front of BOE-571-L.

**CORPORATION NUMBER.** Enter the corporate number issued by the California Secretary of State. If this number has not been issued, enter the equivalent number issued by the Franchise Tax Board.

**FIXTURES.** Under the California law, personal property owned by a bank or financial corporation, and personal property owned by an insurance company, are exempt from property tax assessment. However, fixtures are taxable and must be reported on this schedule. Report the cost of your fixtures by calendar year of acquisition in the column that best describes the fixtures. Total the reported costs and enter the total on (P1), line 6, of BOE-571-L.

**Do not** include building costs which are reported in Column 1 of Schedule B of BOE-571-L.

To facilitate your reporting, below is a list of typical fixtures. Note that some items may be capitalized as personal property on your records, but must be reported as fixtures on this schedule. If additional information is needed, please contact the Assessor's Office cited on the face of BOE-571-L.

**COLUMNS 3, 5, and 6.** Report separately each item's cost, year of acquisition, and descriptive code ("C" for Carpets, "DR" for Drapes, "V" for Vault Door, "N" for Night Depository, "D" for Drive-up Window, "W" for Walk-up Window, and "K" for Kiosk.) If carpets and drapes were acquired in the same year, please attach a separate schedule listing the year of acquisition and the individual costs.

**COLUMN 4.** ATMs that are installed as free standing or counter-top units within a building are classified as personal property. ATMs installed in a structure built primarily for the purpose of housing the ATMs, or an ATM installed through the wall of a building, is classified as a fixture. (See Property Tax Rule 122.5(e)(9) and Assessor's Handbook Section 504, page 18.)

**REFERENCE LIST**

**LIST OF TYPICAL FIXTURES TO BE REPORTED IN COLUMN 1**

Auditorium equipment (seating-stage and lighting-sound-projection)  
Conveyors  
Counters (include teller lines and railings)  
Interior railings (not safety railings-staircase or mezzanine)  
Man traps  
Permanently attached partitions (less than ceiling heights)  
Power panels, plumbing, and wiring for computers  
Restaurant and cafeteria equipment including plumbing  
Safe-deposit booths (partitions)  
Shelving (attached or built-in)  
Vault alarm systems  
Vault ventilator  
Wall-hung desks and built-in desks

**LIST OF TYPICAL FIXTURES TO BE REPORTED IN COLUMN 2**

Auxiliary or standby power generation equipment and ride through generators  
Burglar alarms  
Cameras (surveillance) attached to walls or columns  
Closed circuit television systems  
Electronic security or surveillance equipment  
Music and security paging systems  
Signs  
Standby air conditioning for computers  
Telephone systems equipment if permanently annexed to real property  
Trash compactors and paper shredders  
Vacuum air tube systems and compressors

**PLEASE COMPLETE THIS FORM ONLY IF THE BUSINESS  
MOVED, WAS SOLD, OR CLOSED PRIOR TO JANUARY 1, 2012**

YOU MUST DECLARE BUSINESS PROPERTY YOU OWNED ON JANUARY 1 ON THE  
ENCLOSED 571-L OR 571-F.

1. If the business **moved** prior to January 1, 2012 please complete the following and return with the signed and completed statement:

Date moved \_\_\_\_\_ Telephone number \_\_\_\_\_

New location \_\_\_\_\_

---

2. If the business **sold** prior to January 1, 2012 please complete the following and return with the signed property statement:

New business name \_\_\_\_\_

New owner's name \_\_\_\_\_

New owner's mailing address: \_\_\_\_\_

---

3. If the business **closed** prior to January 1, 2012 please complete the following and return with the signed property statement:

Date business closed \_\_\_\_\_ Telephone number \_\_\_\_\_

A. I disposed of the business property on \_\_\_\_\_

B. I have converted the business property to my personal use at this location:

\_\_\_\_\_

C. I have stored the business property at this location: \_\_\_\_\_

---

4. If your **business property was sold**:

Description of sold asset(s) \_\_\_\_\_

Date sold \_\_\_\_\_ Selling price \$ \_\_\_\_\_

Name of buyer \_\_\_\_\_

Address of buyer \_\_\_\_\_

---

Assessment Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

I DECLARE UNDER PENALTY OF PERJURY THAT THIS STATEMENT IS TRUE & CORRECT

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ PHONE \_\_\_\_\_

## **INSTRUCTIONS FOR COMPLETING THE “TENANT LEASE QUESTIONNAIRE”**

All information provided will be held in strict confidence in compliance with Section 408 of the California Revenue and Taxation Code. We would appreciate your cooperation in returning the requested information with your annual Business Property Statement filing.

The information on this questionnaire can be supplied by either the landlord (property owner) or the tenant. Information collected on this form will be used to establish fair market rents for Kings County. The data you supply along with data supplied by others will be used to help the Assessor’s Office establish the value of properties similar to yours when the Assessor is required to reappraise those properties in accordance with California Law. Your information will help insure that values established in Kings County are based on local information rather than data collected from other sources.

Please complete the requested information on the following page. You may choose to use this form or you can respond in whatever format that is convenient for you. However, if the term of the lease (including options) is 35 years or more, an actual copy of the lease would be preferred. Please include all pertinent information and a contact name and telephone number in case we should have any questions.

Thank you for your cooperation.

Sincerely,

**KEN BAIRD  
KINGS COUNTY ASSESSOR**

**TENANT LEASE QUESTIONNAIRE** (Instructions on previous page)

APN \_\_\_\_\_ Parcel Address \_\_\_\_\_

Tenant (Legal Name) \_\_\_\_\_

Tenant Mailing Address \_\_\_\_\_

Tenant (DBA) \_\_\_\_\_

1. Is property leased?  Or rented on a month-to-month basis?
2. Approximate area of leased premises? Land \_\_\_\_\_ Sq. Ft. Building \_\_\_\_\_ Sq. Ft.
3. What is the monthly rent? \_\_\_\_\_ Annual rent? \_\_\_\_\_

(Note: Please include rent schedule or an explanation if rent term is not fixed throughout the lease.)

\_\_\_\_\_

4. Date current lease commences: Mo \_\_\_ Day \_\_\_ Yr \_\_\_
5. Date current lease expires: Mo \_\_\_ Day \_\_\_ Yr \_\_\_
6. Does tenant have any options to extend this lease? Yes  No
- (If yes, please list number of options and terms) \_\_\_\_\_

\_\_\_\_\_

7. Does tenant have an option to purchase the property? Yes  No
- (If yes, please explain) \_\_\_\_\_

\_\_\_\_\_

8. Does tenant pay any or all of the following expenses (check box if yes)
- |                               |                          |             |                          |                        |                          |
|-------------------------------|--------------------------|-------------|--------------------------|------------------------|--------------------------|
| Electricity & Gas             | <input type="checkbox"/> | Maintenance | <input type="checkbox"/> | Water                  | <input type="checkbox"/> |
| Common Area Maintenance (CAM) | <input type="checkbox"/> |             | <input type="checkbox"/> | Sewer                  | <input type="checkbox"/> |
| Property Taxes                | <input type="checkbox"/> | Garbage     | <input type="checkbox"/> |                        |                          |
| Insurance                     | <input type="checkbox"/> | Other       | <input type="checkbox"/> | (please explain) _____ |                          |

9. Did tenant install any leasehold improvements? Yes  No
- (If yes, please explain) \_\_\_\_\_

\_\_\_\_\_

10. Did landlord install leasehold improvements for tenant? Yes  No
- (If yes, please explain or show allowance figures) \_\_\_\_\_

\_\_\_\_\_

11. Does tenant's lease include a percentage clause? Yes  No
- (If yes, please explain, i.e. minimum rent plus, or in addition to, a percentage of sales over a certain amount, or ...?)

\_\_\_\_\_

\_\_\_\_\_

12. Other relevant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_