



**REQUEST FOR NOTIFICATION OF INDIVIDUAL  
ASSESSED VALUE FOR TENANCY-IN-COMMON UNITS/  
申請聯合擁有公寓個別單位估值通知書**

Dear Tenancy-In-Common Owner/親愛的聯合擁有公寓業主：

The Office of the Assessor-Recorder is pleased to provide notification of individual assessments for Tenancy-In-Common (TIC) owners who request them, in accordance with Section 65.1 and 2821/2823 of the California Revenue and Taxation Code. This service is intended to make available additional information to TIC owners that may aid in their income tax preparation and for general knowledge regarding assessed value of individual units. This service is especially beneficial to buildings with multiple partial transfers as it will better protect the base year value of each TIC unit. Additionally, it will enable the Assessor-Recorder's office to process documents more efficiently and accurately, resulting in increased equity and fairness among TIC owners./按照加州收入和稅收法 (California Revenue and Taxation Code) 第 65.1 和 2821/2823 節的規定，估值官辦公室很高興為聯合擁有公寓業主 (Tenancy-In-Common, 簡稱 TIC) 提供個別單位的估值通知書，這項服務的目的是為 TIC 業主提供額外資訊，對其收入報稅可能有所幫助，同時也是普及公寓個別單位估值的基本知識。這項服務特別有利於那些多個部分轉換的物業，因為這將更好地保護每個 TIC 公寓的基年價值。另外，這將使估值辦公室更有效及更正確地處理文件，從而提高 TIC 業主之間的公平和公正。

To receive individual assessments, please fill out the attached forms, *Request for Notification of Individual Assessed Value for TIC Units* and the *Supplemental Questionnaire*. In order to become effective for the fiscal year beginning July 1, we ask that you submit these forms to the Office of the Assessor-Recorder by March 30th of the calendar year. Notification of assessed value letters will be mailed every July./如想獲得個別單位的估值，請填寫所附的“聯合擁有公寓個別單位估值通知書申請表”和“補充資料表格”，並在每年3月30日之前向估值辦公室遞交表格，以便在新財政年的7月1日起生效。年度估值通知書將於每年的7月寄出。

Please also note that requesting individual assessments does not mean that you will receive individual property tax bills; all TIC co-owners are still liable for the full amount of property taxes owed. For more information regarding your tax billing and payment, please contact the Office of the Tax Collector by dialing 3-1-1 (within San Francisco only) or call (415) 701-2311./另請注意，申請個別單位估值通知書並不代表你會收到個別單位的物業稅單；所有 TIC 聯合擁有公寓業主仍須負責交付所欠的全部物業稅。如想了解有關你的稅單和繳稅詳情，請撥打 3-1-1 (三藩市內) 或撥打 (415) 701-2311 聯繫稅收辦公室。

Sincerely/此致，

Joaquín Torres  
Assessor-Recorder, City and County of San Francisco



**REQUEST FOR NOTIFICATION OF INDIVIDUAL  
ASSESSED VALUE FOR TIC UNITS/  
聯合擁有公寓個別單位估值通知書申請表**

This form must be completed in English/本表格必須用英文填寫

We are requesting from the Office of the Assessor-Recorder an annual accounting of each Tenancy-In-Common's (TIC) individual assessment (factored base year value) for the following Assessor's parcel number/我們要求估值辦公室提為以下聯合擁有公寓(TIC)提供個別單位的年度估值 (以基年價值為參考), 估值的物業編號如下:

Block/街區 \_\_\_\_\_ Lot/地段 \_\_\_\_\_

Street Address/街道地址 \_\_\_\_\_

Phone Number/電話號碼 \_\_\_\_\_ Email/電子郵件 \_\_\_\_\_

We understand the annual notification of each individual's assessed value is for informational purposes only and is deemed to be correct by the Assessor. Please note that the total property assessment enrolled by the Tax Collector is always binding. Any disputes among the affected parties regarding an individual's assessment are to be resolved by the TIC group and their legal representatives./我們明白個別單位的年度估值通知僅供參考之用, 估值官辦公室有權更改估值, 並以其估值為準。請注意, 稅收辦公室將以整個物業的總估值作為計算物業稅的依據, 並具有約束力。受影響方如對個別估值有任何爭議, 應通過 TIC 全體業主及其法律代表來解決。

Please submit this form and the Supplemental Questionnaire to the Office of the Assessor-Recorder (by mail: 1 Dr. Carlton B. Goodlett Place, Room 190, Attention: Standards, San Francisco, CA 94102; by fax: (415) 554-5501 by March 30th of the calendar year in order for it to become effective for the fiscal year beginning July 1. Every TIC owner for one parcel must sign below in order to receive separate assessments. Notification of assessed value letters will be mailed every July./請將此表格及補充資料表格遞交給估值辦公室 (郵寄地址: 1 Dr. Carlton B. Goodlett Place, Room 190, Attention: Standards, San Francisco, CA 94102; 傳真: (415) 554-5501, 請於每年的3月30日之前遞交申請以便於新財政年7月1日起生效。每個TIC業主 (同一個物業編碼) 必須在下面簽名才能獲得個別單位的估值。年度估值通知書將在每年7月寄出。

*All TIC co-owners must sign below, one applicant per occupied unit./所有TIC 聯合擁有公寓的業主都必須在下面簽名, 每個單位只需一名申請人。*

_____	_____	_____	_____
Print Name and Unit #/正楷姓名和單位#	Print Name and Unit #/正楷姓名和單位#	Print Name and Unit #/正楷姓名和單位#	Print Name and Unit #/正楷姓名和單位#
_____	_____	_____	_____
Signature of Owner or Power of Attorney/業主或授權人簽名	Date/日期	Signature of Owner or Power of Attorney/業主或授權人簽名	Date/日期



<p>_____ Print Name and Unit #/正楷姓名和單位#</p> <p>_____ Signature of Owner or Date/日期 Power of Attorney/業主或授權人簽名</p>	<p>_____ Print Name and Unit #/正楷姓名和單位#</p> <p>_____ Signature of Owner or Date/日期 Power of Attorney/業主或授權人簽名</p>
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## TENANCY-IN-COMMON QUESTIONNAIRE/聯合擁有公寓補充資料表格

Date/日期 \_\_\_\_\_

Block and Lot #/街區和地段 # \_\_\_\_\_ Property Address/物業地址 \_\_\_\_\_

*\*If more than four co-owners, please use additional paper to provide information requested./*  
 如果有四個以上聯合擁有公寓業主，請使用其他紙張來提供所要求的資料。

UNIT NO./公寓號碼	_____	_____	_____	_____
NAME OF UNIT OWNER/ 公寓業主姓名	_____	_____	_____	_____
PURCHASE PRICE/ 購買價格	_____	_____	_____	_____
PURCHASE DATE/ 購買日期	_____	_____	_____	_____
SQ.FT. OF UNIT/ 公寓面積 (平方英尺)	_____	_____	_____	_____
NO. OF BEDROOMS/ 臥室數目	_____	_____	_____	_____
NO. OF FULL BATHS/ 全浴數目	_____	_____	_____	_____
NO. OF HALF BATHS/ 半浴數目	_____	_____	_____	_____
<i>Check all that apply/ 勾選所有適用的:</i>	_____	_____	_____	_____
DINING ROOM/飯廳	_____	_____	_____	_____
STUDY/學習室	_____	_____	_____	_____
LIBRARY/圖書室	_____	_____	_____	_____
OTHER (specify)/ 其他 (請註明)	_____	_____	_____	_____
DECK/陽台	_____	_____	_____	_____
NO. OF PARKING SPACES/ 停車位	_____	_____	_____	_____

JOAQUÍN TORRES  
ASSESSOR-RECORDER



SAN FRANCISCO  
OFFICE OF THE ASSESSOR-RECORDER

Have you done any new construction to your unit since your purchase?/  
你購買公寓後，是否對其進行過任何新的工程？ Y/是 N/否

If yes, what was done and the date completed?/

如回答是，請註明工程內容及完工日期？ \_\_\_\_\_

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*\*\* In the event of any inconsistency between English version and the translated version, the English version shall prevail, to the extent of such inconsistency or conflict.*  
如英文版和翻譯版有任何不一致的地方，請以英文版為準。

English/ Chinese