



Re: Landlord Report of Tenants

Dear Property Owner:

Please complete the enclosed Landlord Report of Tenants and return it by October 1st of the current year.

My office is required by law to identify and assess all taxable property in San Bernardino County. Taxable property can include both real estate and personal property. We use the information you and other property owners provide in these reports to help identify the owners of all businesses in the county. We then send each business owner a Business Property Statement, which they are required by law to file each year to identify personal property used in their business which may be subject to taxation.

The information you provide is confidential and is not open to public inspection in accordance with Sections 408 and 451 of the Revenue and Taxation Code.

If you own a business on the property, please provide the information for your business in the space provided for the first tenant. If there are multiple tenants, please enter the street address including suite or unit number for each one along with the other requested information. If you receive multiple tax bills on this property because different portions of the real estate have different assessor parcel numbers, please complete and submit one report that covers all of the tenants on all of those parcels.

This information is requested in accordance with Section 441(d) of the Revenue and Taxation Code and your cooperation is greatly appreciated.

If you have any questions about this report, please contact the **Business Property division** at **(909) 382-3220** or **personalproperty@arc.sbcounty.gov** and we will be happy to assist you.

Sincerely,

CHRIS WILHITE
Assessor-Recorder-County Clerk

Encl.

**INSTRUCTIONS FOR
LANDLORD REPORT
OF TENANTS**

(909) 382-3220

OFFICIAL REQUEST FOR INFORMATION BY

**SAN BERNARDINO COUNTY
ASSESSOR'S OFFICE**
222 West Hospitality Lane, Fourth Floor
San Bernardino, CA 92415-0311

**CHRIS WILHITE
Assessor-Recorder-County Clerk**

INSTRUCTIONS AND SAMPLE

- ① LIST THE STREET ADDRESS AND UNIT NUMBER OF EACH RENTAL UNIT ON THIS PROPERTY.
- ② LIST ALL INDIVIDUALS, PARTNERSHIPS OR CORPORATIONS CURRENTLY OCCUPYING EACH RENTAL UNIT. IF VACANT, SO STATE.
- ③ LIST THE DBA AND MAILING ADDRESS (INCLUDING ZIP) OF THE CURRENT OCCUPANT OF EACH RENTAL UNIT.
- ④ TYPE OF BUSINESS: GIVE A BRIEF DESCRIPTION OF BUSINESS.
- ⑤ OCCUPANT'S PHONE NUMBER.
- ⑥ CURRENT RENTAL INFORMATION: LIST EXPENSES PAID BY TENANT, SUCH AS TAXES, UTILITIES, INSURANCE, REPAIRS, ETC. TERM OF LEASE, SQUARE FOOTAGE AND MONTHLY DOLLAR PER SQUARE FOOT.

PER THE CALIFORNIA REVENUE AND TAXATION CODE SECTION 441 (d), ALL LEGAL ENTITIES ARE REQUIRED TO COMPLETE THE LANDLORD REPORT OF TENANTS. THIS REPORT SHOULD BE RETURNED TO THE ASSESSOR BY **OCTOBER 1st** OF THE CURRENT YEAR.

EXAMPLES ARE LISTED BELOW

PCL#		DRC		ASSESSOR'S USE ONLY		STATUS		BCC	
Tenant Information									
STREET	DIR	STREET NAME			SUFFIX	UNIT NO.			
① 1155	N	Brooks			Street				
OCCUPANT NAME					TYPE OF BUSINESS				
② Jane Doe					④ Toy Store				
DOING BUSINESS AS					PHONE NO.				
③ Toys 4 Less					⑤ (909) 387-6890				
MAILING ADDRESS									
③ 1155 N Brooks St									
CITY, STATE, ZIP CODE					DATE STARTED AT THIS LOCATION				
③ San Bernardino CA 92415					2/1999				
LIST EXPENSES PAID BY TENANT			TERM	SQ FT	\$ PER SQ FT				
⑥ Insurance, Proptax, Utilities			5 yrs	1200	1.25 per mo				
PCL#		DRC		ASSESSOR'S USE ONLY		STATUS		BCC	
Tenant Information									
STREET	DIR	STREET NAME			SUFFIX	UNIT NO.			
1153	N	Brooks			Street	A + B			
OCCUPANT NAME					TYPE OF BUSINESS				
Joe Pesto					Restaurant				
DOING BUSINESS AS					PHONE NO.				
Angies					(909) 387-6666				
MAILING ADDRESS									
PO Box 303									
CITY, STATE, ZIP CODE					DATE STARTED AT THIS LOCATION				
San Bernardino CA 92415					1/2000				
LIST EXPENSES PAID BY TENANT			TERM	SQ FT	\$ PER SQ FT				
Insurance, Proptax, Utilities			5 yrs	5000	1.25 per mo				
PCL#		DRC		ASSESSOR'S USE ONLY		STATUS		BCC	
Tenant Information									
STREET	DIR	STREET NAME			SUFFIX	UNIT NO.			
1153	N	Brooks			Street	C			
OCCUPANT NAME					TYPE OF BUSINESS				
					VACANT				
DOING BUSINESS AS					PHONE NO.				
MAILING ADDRESS									
CITY, STATE, ZIP CODE					DATE STARTED AT THIS LOCATION				
LIST EXPENSES PAID BY TENANT			TERM	SQ FT	\$ PER SQ FT				
PCL#		DRC		ASSESSOR'S USE ONLY		STATUS		BCC	
Tenant Information									
STREET	DIR	STREET NAME			SUFFIX	UNIT NO.			
1151	N	Brooks			Street				
OCCUPANT NAME					TYPE OF BUSINESS				
Paul Johnson					Book Store				
DOING BUSINESS AS					PHONE NO.				
Paul's Books					(909) 845-6200				
MAILING ADDRESS									
1151 N Brooks St									
CITY, STATE, ZIP CODE					DATE STARTED AT THIS LOCATION				
San Bernardino CA 92415					6/2001				
LIST EXPENSES PAID BY TENANT			TERM	SQ FT	\$ PER SQ FT				
All exp paid by landlord			3 yrs	1000	1.50 per mo				