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## Property Transfers

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The Property Transfers division is responsible for reviewing transfer documents and parcel changes in order to update parcel, assessees, and address records. The division also reviews documents to determine if the activity constitutes a reappraisable event. Current systems are a combination of electronic records, mainframe files, and personal computer applications.

Form BOE 502-A, *Preliminary Change of Ownership Report* (PCOR), is a key form and reviewed for each document that transfers title of a parcel. The form can be found on our [Forms page](#). It is to be completed by the transferee (new owner) prior to a transfer of subject property. If a document is recorded that changes ownership without a Preliminary Change of Ownership Report, the Recorder may charge an additional recording fee of twenty dollars (\$20). Each PCOR is reviewed for completeness as well as to see if a reassessment exclusion may apply to the transfer. The form is designed to aid the Assessor's Office in correctly assessing the parcel and identifying its owners. Help filling out the PCOR can be found [in this document](#).

In addition to the PCOR, Property Transfers may request additional information if a parcel is being transferred [between family members](#), into or out of a trust or corporation, or if a possible reassessment exclusion exists. If property is changing hands because of the [death of an owner](#), additional forms are required.

[Address changes](#) are processed by this division as well. Please note, we will not confirm mailing addresses written on PCORs or address changes submitted to our office. It is up to the property owner to make sure the mailing address is correct. You are responsible for the current or upcoming property taxes even if you do not receive the tax bill.

Staff of the Assessor and Recorder are barred from giving legal advice. General information on how documents are recorded can be found [here](#).

**None of the information Property Transfers gathers is subject to public inspection, it is held in confidence.**

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