

BPP SHORT AUDIT REQUEST

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 [Download Form](#)

 - Complete all applicable fields **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 BPPAuditReq@acgov.org.

3. If completing by hand:
 - Print the form by clicking on this button [Print Form](#)
 - Complete all applicable fields.
 - Sign and date 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**

Mail To: 1221 Oak St., Room 145, County Administration Building
Oakland, California 94612-4288
(510) 272-3848 / FAX (510) 891-5542

**P H O N G L A
A S S E S S O R**

**2021 REQUEST FOR SHORT AUDIT
BUSINESS PERSONAL PROPERTY ASSESSMENT**

We are temporarily accepting requests for a short audit of your business property tax assessment.

If you have evidence that the value of your business personal property is less than the assessed value as of January 1, 2021, please submit this form by **August 31, 2021.**

Please complete all the information below

1. OWNER INFORMATION

Owner Name: _____ Account Number: _____

Best Contact Number: _____ Email Address: _____

Property Address (Situs): _____

Mailing Address: _____

2. AGENT INFORMATION (Agent or Authorized Representative – Please attach Agent Authorization):

Agent Name: _____ Company: _____

Best Contact Number: _____ Email Address: _____

3. PROPERTY INFORMATION:

2021 Assessed Value: \$ _____ Opinion of Value as of 1/1/21: \$ _____

I did not own the business as of 1/1/2021. (ATTACH PROOF & skip to signature section on pg. 2)

Please answer the following:

New Business Yes No

Records are ready and available Yes No

Business was temporarily closed as of 1-1-21 Yes No

Business was permanently closed as of 1-1-21 Yes No



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**P H O N G L A
A S S E S S O R**

Please submit the following documents along with this form no later than August 31, 2021:

- Completed 2021 571-L form with all assessable costs as of January 1, 2021. (If Not Filed)
- Financial document(s) reconciling to costs reported on 2021 571-L.
(Examples: Depreciation schedule as of 12/31/2020, fixed asset listing as of 12/31/2020).
Note: Financial document(s) must reconcile to the reported costs and categories as reflected on the 571-L. The Assessor will not perform any reconciliations. If not reconciled, the short audit will be cancelled.
- Evidence supporting a reduction in the fair market value of your personal property as of January 1, 2021.

Other: _____

If you have questions regarding this form, please contact the number listed above.

Signature of Owner/Authorized Agent: _____ Date: _____

Name (Please Print): _____

****This is not an assessment appeals form. If you have not received a response to this informal request from our office by the assessment appeals deadline or do not agree with the response, you must file a timely Application for Changed Assessment in order to protect your appeal rights.***

Assessment Appeals (Not filed with the Assessor)

The Assessment Appeals Board (AAB) is an independent body established to resolve differences of opinion of value between the Assessor and property owners. To have your issue heard before the Board you must file a timely Assessment Appeal Application. These forms are available through and must be filed with Clerk, Board of Supervisors Office. The forms may be downloaded from their web site <http://www.acgov.org/clerk/assessment.htm> and their office may be contacted at (510) 272-6352.

The filing period for the 2021 Assessment Appeals Process is between July 2 and September 15, 2021.
