



OFFICE OF  
**ASSESSOR-COUNTY CLERK-  
RECORDER & ELECTIONS**  
COUNTY OF SAN MATEO

**MARK CHURCH**  
ASSESSOR-COUNTY CLERK-  
RECORDER & CHIEF ELECTIONS OFFICER

January 2018

To Whom It May Concern:

Enclosed is your Possessory Interest Annual Usage Report form (BOE-502-P) and the Supplemental Schedule: Property Usage form for the 2018 assessment roll year. Please complete, sign, date and return the Annual Usage Report form by **February 15, 2018**. If, you are submitting this year's PI information using the Supplemental Schedule instead, you must still sign, date, and return the PI Annual Usage Report form along with the Supplemental Schedule. *Please note that the Annual Usage form instructions changed slightly in 2017. See the instruction paragraph at the top of the form.* **An electronic submission of all forms to [ctalivaa@smcacre.org](mailto:ctalivaa@smcacre.org) is acceptable and preferred.**

If you filed your PI Annual Usage Report and Supplemental Schedule electronically last year and kept an electronic copy, you may make the necessary changes to the 2017 file and submit the updated version for 2018 as an e-mail attachment.

Please be sure to check the Name and Address box in the upper left corner of the Supplemental Schedule to make sure your agency name and the correct assessment year has been identified and entered on the form before submitting it.

If you have not previously filed electronically but would like to do so, you can download an updateable PDF copy of the forms and cover letter from our website at [www.smcacre.org](http://www.smcacre.org). The Supplemental Schedule is also available as an MS Excel file upon request.

**REMINDER:** If you are filing your Supplemental Schedule form either by e-mail or by regular mail, you must **also** include a signed and dated copy of both sides of the PI Annual Usage Report form (BOE-502-P). Please also provide/include your email address.

Mail your forms to our address at:

San Mateo County Assessor-County Clerk-Recorder  
Attn: Possessory Interest Appraiser - Christine  
555 County Center – 3<sup>rd</sup> Floor  
Redwood City, CA 94063-1665

If you have any question, please contact Christine Taliva'a-Aguerre at 650.599.1258 or via e-mail at: [ctalivaa@smcacre.org](mailto:ctalivaa@smcacre.org).

Mark Church, Assessor-County Clerk-Recorder

*Christine Taliva'a-Aguerre*  
Special Properties Appraiser