

**COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER
PROPERTY TAX SERVICES DIVISION**

TRANSFER TAXES TO THE UNSECURED ROLL REQUEST

YR/SEQ

Date of Request _____
From: **(1)** (Name) _____
(Dept/Co.) _____
(Address) _____

Subject: TRANSFER TO THE UNSECURED ROLL DUE TO SUBSEQUENT OWNERSHIP
CHANGE ON PROPERTY LOCATED AT:
(2) _____

ASSESSOR ID NO.

Due to change of ownership on (Date) **(3)** _____ from (seller) _____
_____ To (Buyer) _____ transfer the secured assessment
AIN # **(4)** _____ Sequence No. **(5)** _____ Roll Year **(5)** _____ Tax Rate Area
(TRA) **(5)** _____ Date bill created (See STR) **(6)** _____ Master parcel (if not the
Same as above) **(7)** _____ Prior request submitted for above parcel
& sequence **(8)** Yes _____ No _____ If yes, Date prior request submitted _____

BUYER :

(9) (Name) _____
(Address) _____
Tel: () _____

TAXES PAID:

(10) Yes _____ No _____ Unknown _____
If paid, by whom _____
(Address) _____

Note: Proof of tax payment
Must be submitted.

Transfer to the Unsecured Roll in the name of the Seller :

In the name of: **(11)** _____
Last known address _____

FOR OFFICE USE ONLY **(12)**Yr/Seq, Disposition, ReasonYr/Seq, Disposition, Reason

Mail to:

**Auditor-Controller, Property Tax Services Division
Transfer Unit, Room 153
Kenneth Hahn Hall of Administration
500 West Temple St., Los Angeles, CA 90012-2766
Phone: (213) 974-8368**

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INSTRUCTIONS FOR FILING

1. Name and address of individual filing request for taxpayer. Leave blank if the request is submitted by the taxpayer.
2. Property or situs address.
3. Date taxpayer acquired the property.
4. The AIN number is the 10-digit Assessors Identification Number made up of the map book, page and parcel numbers.
5. Write the sequence number, roll year, and TRA for the tax bill that the taxpayer wants to transfer. If the taxpayer has a copy of the bill, the sequence and roll year are listed directly before the parcel number and the TRA directly after.
6. Indicate the date the bill was initially billed (if available). The bill date can be found on the Secured Tax Roll (STR).
7. If taxpayer's parcel is a condo, townhouse, parcel cut or parcel combine, include the master parcel that was deleted in order to create the new parcel(s). If the bill being investigated resulted from an escape assessment, include the 8900 number.
8. Indicate whether a previous transfer request has been submitted for the same year and sequence and if so the date the previous request was submitted.
9. Indicate the name, address, and telephone number of the buyer.
10. Indicate (if known) whether the taxes have been paid.
NOTE: If the taxes have been paid proof of payment (copies of the front and back of the check(s)) must be included or the application will not be accepted. Proof of payment may consist of either the original or copies of one of the following: (1) tax receipt bearing the Tax Collector's "Paid" stamp, (2) front and back of cancelled check receipt(s), (3) money order receipt(s), (4) cashier's check receipt(s).
11. Name and address (if known) of taxpayer responsible for the tax bill (**SELLER**). NOTE: If the seller's new address is not indicated on the request, the unsecured bill will be sent to the property (situs) address.
12. To be completed by the Auditor-Controller's office.