

What is a Preliminary Change of Ownership Form?



What is a PCOR?

It is a document that is filed with the County Recorder's Office at the time of transfer of any real property. It asks for information on the property, type of transfer, purchase price and terms of sale etc. The PCOR normally satisfies the change of ownership requirements when filled out completely and accurately by the Buyer. The county assessor may also request other information about a deed or other matters related to the transfer after reviewing the PCOR. The PCOR is confidential and not recorded or available for public inspection.

What is the purpose of the PCOR?

Each County Tax Assessor's office reviews all recorded deeds for that county to determine which properties require reappraisal and reassessment to the fair market value under the law. The PCOR is important to this process and it must be filed at the time of recording, otherwise an additional \$20 recording fee will be assessed.

What happens if I don't fill out a PCOR?

If the PCOR is not filed at the time of recording, the county assessor will charge an additional \$20.00 in most counties. The tax assessor will still require the information and after recording will send a Change of Ownership Statement (COS) to the transferee (buyer). If the COS is not filed by the transferee within 45 days of the county assessor's request, then penalties can ultimately range from \$100 to \$20,000.

The PCOR can be confusing to fill out. Your escrow officer or signing agent may be able to assist you with any questions but ultimately it is your responsibility to complete the form in order to avoid the fines mentioned above.

For a blank PCOR form please log onto www.octitle.com and click on "RE Documents" on the left side menu.

During your escrow process and every time a property is purchased or ownership is transferred for other reasons, a Preliminary Change of Ownership (PCOR) form must be filled out. You will receive a PCOR with your escrow documents and you will be required to fill it out completely. It is a two page document and a sample is shown here on the left.

BDE-602-A (P) REV 15 (02-21)
PRELIMINARY CHANGE OF OWNERSHIP REPORT
 To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 4003 of the Revenue and Taxation Code. A preliminary Change of Ownership Report must be filed with each conveyance in the County Recorder's office for the county where the property is located.

MAILING AND MAILING ADDRESS OF BUREAUFEE (Must include complete address for printed name and mailing address)
 BUREAUFEE PARCEL NUMBER
 BUREAUFEE TRANSFEROR
 BUYER'S DAYTIME TELEPHONE NUMBER
 BUYER'S EMAIL ADDRESS

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY
 YES NO This property is transferred as my principal residence. If YES, please indicate the date of occupancy: _____ MO / _____ DAY / _____ YEAR
 YES NO Are you a disabled veteran or a unmarried surviving spouse of a disabled veteran who was compensated as 100% by the Department of Veterans Affairs?

MAIL PROPERTY TAX INFORMATION TO: ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PART 1 - TRANSFER INFORMATION Please complete all statements. This section contains possible exclusions from reassessment for certain types of transfers.

YES NO
 A. This transfer is solely between spouses (addition or removal of a spouse, death of a spouse, divorce settlement, etc.)
 B. This transfer is solely between domestic partners currently registered with the California Secretary of State (addition or removal of a partner, death of a partner, termination settlement, etc.)
 C. This is a transfer: between parent(s) and child(ren) between grandparent(s) and grandchild(ren). Was this the transferor/grantor's principal residence? YES NO
 D. This transfer is the result of a cotenant's death. Date of death: _____
 E. This transaction is to replace a principal residence owned by a person 55 years of age or older. Within the same county? YES NO
 F. This transaction is to replace a principal residence by a person who is severely disabled. Within the same county? YES NO
 G. This transaction is to replace a principal residence substantially damaged or destroyed by a wildfire or natural disaster for which the Governor proclaimed a state of emergency. Within the same county? YES NO
 H. This transaction is only a correction of the name(s) of the person(s) holding title to the property (e.g. a name change upon marriage). If YES, please explain: _____
 I. The recorded document creates, terminates, or recovers a lender's interest in the property.
 J. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or recover a security interest (e.g. co-signer). If YES, please explain: _____
 K. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.
 L. This is a transfer of property.
 1. to form a revocable trust that may be revoked by the transferor and is for the benefit of the transferor and/or the transferor's spouse registered domestic partner.
 2. to form an irrevocable trust for the benefit of grantor/grantor and/or grantor/grantor's spouse grantor/grantor's registered domestic partner.
 M. This property is subject to a lease with a remaining lease term of 20 years or more including written options.
 N. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.
 O. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions, or restrictions imposed by specified nonprofit corporations.
 P. This transfer is the first purchaser of a new building containing an active solar energy system.
 Q. Other: This transfer is to _____
 * Please refer to the instructions for Part 1.
 * Please provide any other information that will help the Assessor understand the nature of the transfer.

THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION

I certify (or declare) that the foregoing and all information herein, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.
 SIGNATURE OF BUREAUFEE OR CORPORATE OFFICER _____ DATE _____ TELEPHONE _____
 MAILING ADDRESS OF BUREAUFEE OR CORPORATE OFFICER (PLEASE PRINT) _____ TITLE _____ EMAIL ADDRESS _____
 The Assessor's office may contact you for additional information regarding this transaction.

CERTIFICATION
 I certify (or declare) that the foregoing and all information herein, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.
 SIGNATURE OF BUREAUFEE OR CORPORATE OFFICER _____ DATE _____ TELEPHONE _____
 MAILING ADDRESS OF BUREAUFEE OR CORPORATE OFFICER (PLEASE PRINT) _____ TITLE _____ EMAIL ADDRESS _____
 The Assessor's office may contact you for additional information regarding this transaction.

Check and complete as applicable:
 Exchange Merger, stock, or partnership acquisition (Form BDE-100-B)
 Termination of a lease. Date lease began: _____
 Termination of a lease. Date lease began: _____
 Remaining term in years (including written options): _____
 YES NO If YES, indicate the percentage transferred: _____ %
 Check and complete as applicable:
 Financing costs: Amount \$ _____
 Monthly payment \$ _____ Amount \$ _____
 Discount Points Fixed rate Variable rate by seller
 Monthly payment \$ _____ Amount \$ _____
 Loan carried by seller
 Outstanding balance \$ _____
 Buyer which are not included in the purchase price \$ _____
 Broker name _____ Phone number: _____
 Buyer assumed the valuation of your property.
 Check and complete as applicable:
 Co-op/You-own Manufactured home
 Condominium Unimproved lot
 Timeshare Commercial/Industrial
 provided by seller to buyer are included in the purchase price. Examples of personal property, etc. Examples of incentives are club memberships, etc. Attach list if available.
 \$ _____ Incentives \$ _____
 Purchase price \$ _____
 Property tax. If NO, enter decal number: _____
 Mineral rights Other _____
 Good Average Fair Poor

