

# 2016-17 Fiscal Year PROPERTY TAX POSTPONEMENT GUIDE

FOR COUNTY TAX COLLECTORS, ASSESSORS, AND RECORDERS



**BETTY T. YEE**

CALIFORNIA STATE CONTROLLER'S OFFICE

Division of Accounting and Reporting

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## SECTION 1: PROPERTY TAX POSTPONEMENT OVERVIEW

### PROGRAM BACKGROUND

Article 13, Section 8.5 of the California Constitution authorizes the postponement of property tax payments due from senior, blind, or disabled homeowners with low-to-moderate income. The Senior Citizens Property Tax Postponement Act, signed into law in 1977, established the Property Tax Postponement (PTP) Program, administered by the State Controller's Office (SCO).

Senate Bill (SB) X3 suspended the PTP Program effective February 20, 2009. This legislation prohibited the SCO from accepting claims for property tax postponement. All funding for the program was eliminated beginning in fiscal year 2009-10.

Assembly Bill (AB) 2231 reinstated the PTP Program on September 28, 2014 and authorized the SCO to begin accepting applications in the fall of 2016. This bill modified specific provisions and requirements of the PTP Program, including establishing a self-funded program. The reinstated program must fund itself through collections without any general fund contribution.

While the SCO is the main administrator of the PTP Program, collaboration with the counties is necessary in order to make the program successful and sustainable. The County Tax Collectors, Assessors, and Recorders perform important functions that are crucial to the success of the PTP Program. The *Property Tax Postponement Guide* (Guide) provides an overview of the PTP Program activities and the counties' responsibilities. The Guide should be used as a reference to assist county staff as they perform activities impacted by the PTP Program for the 2016-17 fiscal year.

### PROGRAM CONTACTS AND ADDITIONAL INFORMATION

For program forms, flyers, Frequently Asked Questions, and fillable or printable application forms, please visit our website at [www.sco.ca.gov](http://www.sco.ca.gov), select *Financial Reports, Taxes, and Economy*, then select PTP under *Resources*.

The SCO periodically offers trainings for county staff via webinar. The California Association of County Treasurer Tax Collectors (CACTTC) has generously hosted these webinars and maintained the recordings on the CACTTC website for your reference.

Counties may call (800) 952-5661, and choose option four, or email [postponement@sco.ca.gov](mailto:postponement@sco.ca.gov) for account or routine questions such as to request an application booklet for a potential claimant. To inquire about in-person trainings or presentations at your meetings, or for policy questions or guidance, please contact us directly.

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## PROGRAM SUMMARY

The PTP Program allows eligible homeowners to postpone payment of part or all of the property taxes on his or her primary residence. To participate in the program, homeowners must complete and submit an application to the SCO proving eligibility each year in which they wish to postpone their taxes (only current year taxes are eligible for postponement). To be eligible for the program, the homeowner must:

- be at least 62 years of age, blind, or disabled;
- own and occupy the home as his or her principal place of residence (mobile and manufactured homes, whether affixed or unaffixed, floating homes, and house boats are **not** eligible);
- have a total household income of \$35,500 or less;
- have at least 40% equity in the property;
- **not** have a reverse mortgage on the property; and
- **not** have a PACE loan.\*

\***NOTE:** language making PACE participants ineligible is currently pending in the Legislature in AB 1952 (Gordon) and may or may not be signed into law. To verify the current status, please contact the SCO using the information on page 1.

If the claimant is granted postponement, the SCO will make a payment directly to the County Tax Collector for the current-year property taxes requested and create an account receivable for each PTP claimant. A lien will be recorded by the SCO against the qualified property to secure eventual repayment of those deferred taxes plus interest. The claimant may pay all or part of the postponed taxes and interest at any time but they become due and payable when the claimant:

- dies;
- moves from or sells the property;
- transfers title;
- defaults on a senior lien;
- refinances the residential dwelling; or
- elects to participate in a reverse mortgage program.

When the PTP account is paid in full, the SCO will prepare a Release of Lien and forward to the County Recorder for recordation.

## FUND MANAGEMENT

Under current law, the program must fund itself through collections. The PTP Fund (Fund) covers postponements as well as the SCO's costs of administering the program. As the amount collected from PTP accounts vary, the SCO will manage the Fund to determine the amount of money available for postponements in a given fiscal year.

As a result of the funding limitations, applications will be processed and approved on a first-come, first-served basis. The priority and order of each application will be based on the postmark date followed by the date it is received by the SCO.

## PROGRAM TIMELINE/KEY DATES

JULY – AUGUST	<u>County Reconciliation</u> – SCO and County Tax Collectors update and reconcile properties with a valid PTP lien.
OCTOBER 1 – FEBRUARY 10	<u>PTP Filing Period</u> – The SCO accepts, reviews, and approves or denies applications for postponement of property taxes.
NOVEMBER – JUNE	<u>Payments to Counties</u> – The SCO issues electronic fund transfer (EFT) payments to the County Tax Collector and submits Notice of Lien (NOL) to the County Recorder. Payments for the filing period will likely be completed earlier than June; however, this will depend on the volume and timing of applications received and the availability of funding.

## SECTION 2: APPLICATION REVIEW, APPROVAL, AND PAYMENT

### APPLICATION REVIEW

The filing period to submit an application to the SCO to postpone property taxes is October 1 through February 10 of each year. Early and/or late applications may be returned. See Appendix I for a sample Application Booklet.

The SCO will review and approve or deny applications on a first-come, first-served basis during and around the filing period. The timeframe within which the SCO can notify applicants of their status will depend on the availability of funding, completeness, complexity, and volume and timing of applications received by the SCO. In general, we hope to respond within four to six weeks and will refine this estimate as needed as the program progresses.

### Defaulted Taxes and Delinquency Fees, Penalties, and Interest

Only current-year taxes are eligible for postponement. Per State law, the SCO cannot pay for any defaulted property taxes nor any delinquency fees, penalties, or interest that are owed on the property; these taxes are the responsibility of the taxpayer. If a claim is filed timely (by February 10 for the fiscal year in which postponement is being claimed) and postponement is granted, any delinquent penalties, costs, fees, and interest accrued for that fiscal year shall be canceled, pursuant to Revenue and Taxation Code (RTC) [20645.5](#).

### Application Receipt

Upon receipt of an application, the SCO will send a letter to the applicant acknowledging receipt and assign an account number.

## Incomplete Applications

If the SCO does not receive all of the required information or documentation, the applicant will have 30 calendar days upon notification, by phone and written correspondence from the SCO, to send the missing information and maintain his or her place in the first-come, first-served order.

If the missing information is submitted 30 or more days after the notification of missing information from the SCO, the application will be placed in order according to the postmark date or SCO date of receipt of the missing information.

If the SCO does not receive the required information within 60 calendar days of notification, the application will be denied and the applicant will be notified by mail.

## Denied Applications

If the SCO denies an application, the applicant will be notified by mail with instructions to submit an appeal if he or she believes the application was denied in error. The applicant will be reminded of the responsibility to pay property taxes to the County Tax Collector.

## Approved Applications

If the SCO approves the application, the applicant will be notified that his or her application was approved and that the SCO will make a payment directly to the County Tax Collector for the current-year property taxes.

The SCO will provide electronic notification of approved claimants to the County Tax Collector periodically (once or twice a month while applications are being reviewed), generally via email.

## PROCESSING PAYMENTS

The SCO will approve applications on a flow basis, and make payments directly to counties approximately every four to six weeks. A payment may be made prior to or after an installment date.

Applicants may apply to have one or both property tax installments postponed. If determined eligible and funding is available, the full amount of current taxes requested on the application will be paid, which may be for one or both installments. If the applicant has requested postponement of both installments, the SCO will pay both at the same time.

Each payment to the County Tax Collector will be a lump sum amount of all postponements for approved claimants within the county during that period. A remittance advice file (Appendix II) will be sent, via email, in conjunction with the payment detailing each approved claimant's name, property address, parcel number, and postponement amount. Upon receipt of both the EFT payment and remittance advice, the County Tax Collector will apply the payment to the PTP claimant's current fiscal year property tax bill.

## Postponed Amounts

The PTP payment for each individual will cover the following items on the tax bill:

- All ad valorem property taxes for the current fiscal year;
- Fixed charges and special assessments; and
- Escape assessments charged for the first time in the current fiscal year and corrected tax bills on a case-by-case basis, if submitted within the filing period and funding is available.

**NOTE:** Pursuant to State law, the PTP payment will **not** cover any defaulted taxes or any delinquency fees, penalties, or interest.

## County Tax Collector Responsibilities

- **Payment and Remittance Advice Reconciliation** – Verify that the remittance advice lists the correct property address, parcel number, and owner of record before applying the payment to the PTP claimant's taxes.
- **Incorrect Amount** – If a payment error is identified or there has been a revision to the amount due for property taxes since the bill was issued, do not reject the entire EFT payment as this will affect payment for all other approved claimants in the county.

Notify the SCO immediately at (800) 952-5661 or [postponement@sco.ca.gov](mailto:postponement@sco.ca.gov). If necessary, the County Tax Collector may issue a refund to the SCO for the amount in error, and a new payment may be issued to the county. However, if additional funds are needed due to a supplemental or corrected tax bill, payment will be contingent on the availability of funds.

- **Refund of Duplicate Payments** – If the property taxes have already been paid by a claimant or lender through a trust, impound, or similar account, the County Tax Collector must issue a refund of the duplicate amount **to the claimant** within **60 days**, pursuant to RTC Section [2514](#).\*

\* **NOTE:** Clarification to this law is currently pending in the Legislature in AB 1952 (Gordon) and may or may not be signed into law. To verify the current status, please contact the SCO using the information on page 1.

- **Delinquent Penalties, Costs, and Fees** – If a claim is filed timely (by February 10 for the fiscal year in which postponement is being claimed) and postponement is granted, any delinquent penalties, costs, fees, and interest accrued for that fiscal year shall be canceled, pursuant to RTC [20645.5](#).

In the event a county has made a determination of willful neglect, the county will not be required to cancel penalties, costs, and fees. If the SCO grants a postponement, the claimant must provide an amount sufficient to cover any delinquencies within 30 days of receiving payment from the SCO. The SCO will work with each County Tax Collector for any such situations.

- **Prorated Payments** – Pursuant to RTC [20583](#), PTP applicants may not be eligible to postpone the entire amount of the tax bill if a portion of the property is used for business or rental purposes. In these situations, the SCO will make a payment for only the portion of the property that is used as the principal place of residence and a portion of the land surrounding it as necessary for use of the dwelling as a residence.

The PTP claimant is responsible to pay the remaining balance of the property tax bill. In this instance, the SCO will send a paper warrant, rather than an EFT, to the County Tax Collector to be deposited when the PTP claimant pays the remaining portion. If the claimant has not made a payment to the county by June 30 of a given fiscal year, the SCO must be notified and the warrant returned to the SCO at the following address:

State Controller's Office  
Departmental Accounting Office  
P.O. Box 942850  
Sacramento, CA 94250-0001

- **Designate PTP Properties** – Upon receiving payment from the SCO, the County Tax Collector is required to maintain a record of property taxes that have been postponed, pursuant to RTC [2514](#).\*

\***NOTE:** Clarification to this law is currently pending in the Legislature in AB 1952 (Gordon) and may or may not be signed into law. To verify the current status, please contact the SCO using the information on page 1.

### [SECTION 3: LIEN FOR POSTPONED PROPERTY TAXES](#)

#### NOTICE OF LIEN (NOL)

In order to secure the State's interest in repayment for the postponed taxes, Government Code (GC) Section [16182](#) requires that a lien be filed against the property for which a postponement is made. If the residence in question is part of a larger parcel, the lien is attached to the entire parcel.

At the time the EFT payment is submitted to the County Tax Collector, the SCO will send the NOL to the County Recorder.

**NOTE:** For the 2016-17 fiscal year, the SCO will **not** be recording electronically.

The form and contents of the NOL shall be prescribed by the Controller, signed by the Controller, and submitted directly to the County Recorder (Appendix III). Once the lien has been recorded and indexed, the SCO will provide a copy of the executed lien to the County Tax Collector and Assessor.

The lien will not be released until the account has been paid in full or otherwise discharged. PTP liens do not expire after ten years (or any other period of time). A PTP lien remains even if the claimant dies, transfers the property, or is able to discharge his or her debts in bankruptcy.

### *County Recorder Responsibilities*

- Record the NOL for Postponed Property Taxes within **14 days** of the receipt of the notice from the SCO. It must be indexed in the Grantor (name of all owners)/Grantee (State Controller) index pursuant to GC [16182 \(b\)\(6\)](#).
- The NOL must be returned by mail to the SCO at the address provided on the notice.

### *County Tax Collector Responsibilities*

- Receive a copy of the NOL from the SCO.
- Maintain a record of property taxes that have been postponed, pursuant to RTC [2514](#).

### *County Assessor Responsibilities*

- Receive a copy of the NOL from the SCO.
- Maintain a record of property taxes that have been postponed, pursuant to RTC [2515](#).

## RELEASE OF LIEN

When a PTP account balance is paid in full, the SCO will execute a Release of Lien (ROL) and direct the County Recorder to record the release imparting notice that all the amounts secured by the lien have been satisfied. The SCO will also notify the County Tax Collector and Assessor of the full release of the PTP lien and direct them to remove the information from county records.

### *County Recorder Responsibilities*

- Record the document immediately upon receipt.
- After recording, mail the recorded ROL to the SCO address provided.

### *County Tax Collector Responsibilities*

- Remove the information from the appropriate record of the property.

### *County Assessor Responsibilities*

- Remove the information from the appropriate record of the property.

## SECTION 4: NOTIFICATION OF PROPERTY CHANGE

Consistent and timely notification of collection triggers to the SCO is critical to the success of the PTP Program. The program is now self-funded; therefore, it is of utmost importance that the SCO is notified of collection triggers as soon as counties become aware of them. If notifications to the SCO do not arrive promptly and consistently, the program will be deprived of collection opportunities which will impact its sustainability.

### *County Tax Collector Responsibilities*

- Pursuant to RTC [3375](#), submit a Notice of Change Form (Appendix IV) to the SCO as soon as possible, but not later than **60 days** of the following:
  1. The PTP property is declared tax defaulted;
  2. Processing a transfer of ownership or changes to the mailing address of the PTP claimant; or
  3. Becoming aware the claimant is deceased.
- Notify the SCO of any other changes that may affect the PTP account.

### *County Assessor Responsibilities*

- Pursuant to RTC [2515](#), upon processing a change in ownership status, submit a Notice of Change Form (Appendix IV) to the SCO.
- Pursuant to RTC [3375](#), submit a Notice of Change Form (Appendix IV) to the SCO as soon as possible, but not later than **60 days** of the following:
  1. Processing a transfer of ownership or changes to the mailing address of the PTP claimant; or
  2. Becoming aware the claimant is deceased.
- Notify the SCO of any changes to the Assessor's Parcel Number or any other changes that may affect the PTP property.

## SECTION 5: COUNTY RECONCILIATION

To ensure compliance with RTC [3375](#), annual comparison and reconciliation between the SCO and county records is imperative to determine that all properties with valid PTP liens are identified and contain the correct information. As the PTP program is self-funded, it is also crucial that all collection triggers have been accurately reported to and recorded by the SCO for the pursuance of collection activities.

The SCO will annually notify County Tax Collectors of all properties within their respective counties that possess valid PTP liens for the purpose of reconciling accounts. This notification will be provided through

an Excel file and emailed to all the PTP contacts County Tax Collectors have identified within their offices.

Counties will have **30 days** to review, confirm, and report back to the SCO through the same Excel file any discrepancies or changes. Counties must review the information for each property to confirm its accuracy and/or report any discrepancies or updates.

### *County Tax Collector Responsibilities*

- Review each individual PTP property and verify the accuracy of the following information:
  1. The PTP lien is currently identified on county record
  2. The county APN/parcel number
  3. The property owner(s) of record
  4. The situs address of the property
  5. Whether the property has become tax defaulted and the years of default
  6. Whether the claimant has been determined to be deceased
- Ensure that all properties the SCO has listed with a valid PTP lien are on record in the county.
- Notify the SCO of any properties that have any collection triggers pursuant to RTC [3375](#) or properties that contain incorrect information.

## *SECTION 6: TAX DEFAULTED LAND SALES*

### *Minimum Bid*

Pursuant to RTC sections [3698.5](#), [3698.7](#), and [3793.1](#) beginning September 28, 2014, the minimum price at which a property with a PTP lien may be offered for tax sale must include the outstanding balance of any PTP lien.

### *County Tax Collector Responsibilities*

- Determine whether any of the properties in an upcoming tax sale have a PTP lien. If so, contact the SCO for a projected balance due as of the expected date of the sale.
- Include the PTP lien amount in the minimum bid proposal submitted to the Board of Supervisors for approval.

When a PTP lien is placed on a property, it continues to exist even if the claimant dies, transfers the property, or is able to discharge his or her debts in bankruptcy. The Tax Collector is obligated to treat the PTP lien as prior to the transfer. Therefore, if the property is transferred from the PTP claimant to another person without the lien being satisfied and that person defaults on the property taxes, resulting in a tax defaulted land sale, the

outstanding PTP balance must be included in the minimum bid. Statute does not require the name of the person who defaults to match the name of the PTP claimant.

- **Reducing the Minimum Bid** – Properties must be offered at the minimum bid, including the full PTP lien amount, at least once prior to the Tax Collector reducing the price.

## Distribution of Proceeds

RTC [4673.1](#) provides the distribution of proceeds to the SCO for outstanding balances on PTP liens. The distribution is not conditioned on the inclusion of PTP amounts in the minimum bid.

### *County Tax Collector Responsibilities*

- RTC 4673.1 (a) (1), (2), and (3) establishes a three-step, sequential process if the total amount owed is not received:
  1. A pro rata share to the assessment funds;
  2. If fully paid, then a pro rata share to the tax funds; and
  3. If there are any remaining proceeds, to the SCO's PTP balance.

As the amount received is split pro rata among the assessment funds and then the tax funds, SCO will only receive funds if the tax funds were first fully reimbursed.

After a tax defaulted land sale, the PTP lien is extinguished due to the foreclosure of a senior lien. Although the lien is eliminated, the personal liability of the claimant is not affected. If the SCO does not receive the full balance of the PTP lien from the proceeds of the tax defaulted land sale, the SCO's only recourse is to seek collection of the outstanding PTP balance from the claimant.

- Due to the inclusion of PTP balances in RTC 4673.1 the County Tax Collector is obligated to pay the SCO the outstanding PTP balance as soon as practicably possible after receiving proceeds from the sale. The County Tax Collector is not authorized to delay the distribution of proceeds for the PTP balance, despite the possibility of a rescission following a tax defaulted land sale.

In the event a county delays the distribution of proceeds due on outstanding PTP balances longer than necessary, the SCO is obligated by law to require the County Tax Collector to pay the State pursuant to GC 12419. This section requires that any money belonging to the State be rendered within the specified timeframe, and upon failure to do so, requires the SCO to assess damages and interest.

- Should a rescission occur after the proceeds have already been distributed to the SCO for the outstanding PTP balance, the proceeds will remain with the SCO as the repayment of the PTP balance has been fulfilled. Once the balance on a PTP account is repaid, there is no provision nor appropriation under current law that allows the SCO to issue a refund.

## SECTION 7: APPENDICES

*Appendix I: Sample Application Booklet*

*Appendix II: Sample Remittance Advice and Record Layout*

*Appendix III: Sample Notice of Lien*

*Appendix IV: Sample Notice of Change Form*

# 2016-17 Fiscal Year

## Property Tax Postponement Application and Instructions

*For Senior, Blind, or Disabled Citizens*



Filing Period: October 1, 2016 – February 10, 2017

Limited Funds

Approval on First Come, First Served Basis

Controller Betty T. Yee  
California State Controller's Office

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## Property Tax Postponement Program Overview

The State Controller's Office (SCO) administers the Property Tax Postponement (PTP) Program, which allows eligible homeowners to postpone payment of current-year property taxes on their primary residence. Postponed amounts are secured by a lien against the property.

**Funding is limited and distributed on a first come, first served basis. Due to funding limitations, all who qualify may not be approved.**

To qualify, a homeowner must meet all of the following criteria\* for every year in which a postponement of property taxes is desired:

- Be at least 62 years of age, or blind, or disabled;
- Own and occupy the real property as his or her principal place of residence (mobile homes, whether affixed or unaffixed, floating homes, and house boats are **not** eligible);
- Have a total household income of \$35,500 or less;
- Have at least 40% equity in the property; and,
- Must **not** have a reverse mortgage on the property.

**\*Requirements are subject to change without notice per revision of law. You may check the SCO Website at [www.sco.ca.gov](http://www.sco.ca.gov) or call (800) 952-5661 to verify the most current program requirements.**

To apply for a postponement of property taxes, a homeowner must:

- Complete the attached application;
- Sign the application acknowledging that, should you be admitted to the program, a lien will be placed on your property for the postponed amount, and will accrue interest at a rate of 7%.
- Enclose all of the required documentation, including a copy of the current property tax bill; and
- Mail all of the above to the SCO; the filing period for the 2016-17 fiscal year's property taxes is October 1, 2016, to February 10, 2017.

Applications will be processed in the order received beginning October 1, 2016. Applicants will receive confirmation of approval or denial via U.S. mail. If your application is approved, the SCO will notify you and pay the county directly on your behalf.

**Unless and until your application for postponement is approved, you are responsible for paying the county all amounts due. The SCO is not responsible for any fees, interest or penalties the county may assess as a result of late payments, even if your application is pending with the SCO. If you are approved and have already made a payment, please see page 6 for information on refunds.**

To secure repayment of the postponed property taxes, the SCO records a lien against the property. The lien remains until the account is paid in full.

Interest on the postponed amount will accrue at 7%. It is computed monthly on the postponed property taxes on a simple interest basis and is added to the amount of the postponement lien.

The homeowner may pay all or part of the balance to the SCO at any time. However, postponed property taxes and interest become immediately due and payable when any of the following occurs:

- The homeowner moves from the qualified property;
- The homeowner sells or conveys title to the home;
- The homeowner dies and does not have a spouse, registered domestic partner, or other qualified individual who continues to reside in the home;
- Future property taxes or other senior liens are allowed to become delinquent; or
- The homeowner refinances the residential dwelling or elects to participate in a reverse mortgage.

### **Eligibility and Other Program Requirements**

To be eligible for a property tax postponement, you must meet all of the following requirements.

#### **Check all boxes that apply to you:**

##### **Age, Blindness, or Disability**

You must be either 62 years of age or older on or before December 31, 2016, or be blind or disabled at the time of application. All other recorded owners (except spouse, registered domestic partner, and direct-line relatives\*) must also meet this requirement. If you are disabled, your disability must be expected to last for a continuous period of at least 12 months.

\*Direct-line relatives are defined as (a) parents, children, or grandchildren of the claimant and spouse, and (b) the spouses of the relatives named in (a).

##### **Occupancy**

You must have owned and occupied the property as your principal place of residence on December 31, 2015, and continuously since then. All other recorded owners (except spouse, registered domestic partner, and direct-line relatives) must also meet this requirement.

##### **Income**

Your **total** household income must not have exceeded \$35,500 for calendar year 2015. Household income means the income of all persons who lived in your home during 2015, except minors, full-time students, and renters (see pages 11 and 12, Lines 25-33 for details).

##### **Equity**

You and all other owners must have a combined 40% equity interest in the property at the time of application. The SCO cannot approve the application if the total amount of liens, mortgages, or other encumbrances against the property exceed 60% of its fair market value, as determined by the SCO.

##### **No Reverse Mortgage**

There must not be a reverse mortgage on your property. Reverse Mortgages generally result in a decrease to the equity over the life of the mortgage, and can result in a reduced or zero equity at some point. If you have a reverse mortgage, you do not qualify to have your property taxes postponed. If you obtain a reverse mortgage after being accepted into the PTP program, your postponed amount will become immediately due and payable.

***If you do not meet ALL five of the requirements above, STOP – you are not eligible for Property Tax Postponement.***

### **Delinquent and/or Defaulted Taxes**

Per state law, the SCO cannot pay for any delinquent and/or defaulted property taxes that are owed on the property that is being considered for postponement; these taxes are your responsibility to pay. The amount of defaulted property taxes owed will be considered in determining the amount of equity interest in the property.

### **Cooperative Housing Corporation “Co-Op”**

Tenant-stockholders own shares in a cooperative housing corporation, which entitles them to occupy for dwelling purposes a house or apartment in a building owned by the corporation. If you are a tenant-stockholder and meet the program eligibility requirements, an officer of the housing corporation must recognize and agree to your participation in the program and allow your stock certificates to be rendered to the SCO as collateral for the postponement of property taxes. Additionally, a lien will be filed against the entire tax parcel. Upon approval of your application, the SCO will mail you a Notice of Election to Postpone and a Recognition Agreement. These forms must be completed and executed by you and an officer of the housing corporation. You must then return the forms to the SCO along with a statement signed by the officer of the housing corporation that indicates the amount of your proportionate share of the property taxes. Upon receipt of the Notice of Election to Postpone, the SCO will directly pay the county the amount of property taxes you have elected to postpone, and file a lien against the real property held by the cooperative housing cooperation.

### **Leasehold (Possessory) Interest**

A leasehold (possessory) interest property is land in California that an individual does not own but has the right to possess and occupy. If you have a leasehold interest, it must be for a period of no less than 45 years from the time you first filed for postponement. For example, if you are filing an application for the first time in 2016, your leasehold interest must extend to at least January 1, 2061. You must submit a copy of the recorded lease agreement and policy of title insurance. Upon approval of your application, the SCO will mail you a Notice of Election to Postpone. This form must be completed and executed along with: (a) an assignment of the remaining term of the leasehold interest and (b) additional security in the form of a deed of trust. Fee owners and leasehold parties of interest are required to sign consent forms. Upon receipt of the Notice of Election to Postpone, the SCO will directly pay the county the amount of property taxes you have elected to postpone.

### **Life Estate or Contract of Sale**

A life estate entitles a person to a lifetime residence on real property owned by another person. A contract of sale is an agreement for the purchase of property in which the title remains in the seller's name until the completion of the contract. If your residence is based on a life estate or is under a contract of sale, you must have written consent to postpone property taxes. The consent must be given by the remainderman, i.e., the person(s) who will own the property when you die, or by the person(s) who holds title to the property under the contract of sale. You must include all consent documents with the postponement application when you file with the SCO. Upon approval of the postponement application, the SCO will directly pay the county the amount of property taxes you have elected to postpone.

# Filing an Application

## When to File

*You must file a new application and demonstrate that you meet all requirements each year that you wish to participate in the PTP program.* Only one application may be filed per household. The filing period for the 2016-2017 fiscal year property taxes is October 1, 2016 through February 10, 2017.

**Please file as early in the filing period as possible (but not before October 1, 2016).** Funding is limited and will be distributed on a first come, first served basis. **There is no guarantee that you will receive a postponement of property taxes even if you file on time and meet all qualifications.**

**Review your application to make sure it is complete.** Be sure to include copies of all required documents outlined on page 15. If the required documents are not included with your application, your application will be delayed until all documents are received. **Please use the pre-printed envelope provided to mail the completed, signed application to the SCO, at the address below.**

## Where to File

Mail your completed application and required documentation to:

California State Controller's Office  
Property Tax Postponement Program  
P.O. Box 942850  
Sacramento, CA 94250-0001

## Approved Application

If the SCO approves your application, you will be notified that your application was approved and the county tax collector will be paid directly for the current-year property taxes due. A lien will be recorded against your property when payment is issued.

**Unless and until your application for postponement is approved, you are responsible for paying the county all amounts due. The SCO is not responsible for any fees, interest or penalties the county may assess as a result of late payments, even if your application is pending with the SCO. If you are approved and have already made a payment, please see page 6 for information on refunds.**

## Denied Application

If the SCO denies your application, you are responsible for the payment of your property taxes to the county tax collector. If the county does not receive your installment payments by December 10, 2016, and April 10, 2017, the county will assess penalties and interest on your account.

## Incomplete Application

If the SCO does not receive all the required information or documentation, you will have 30 days upon notification, by phone and written correspondence from the SCO, to send the missing information and maintain your place in the first-come order.

If you submit the missing information 30 or more days after the notification of missing information from the SCO, your application will be placed in order according to the postmark or date and timestamp of receipt of the missing information.

If the SCO does not receive the required information within 60 days of notification, the application will be denied and you will be notified by mail.

### **Refund of Paid Property Taxes**

If your application is approved and you have already paid your current-year's property taxes, or if the property taxes are paid by a lender through a trust, impound, or similar account, the amount of the duplicate payment will be refunded to you by the county tax collector's office. The SCO lien for postponed property taxes will remain intact until all postponed property taxes plus interest are paid in full to the State.

## **Other Program Information**

### **Interest Rate on Property Tax Postponement**

The interest rate is 7% per annum. Interest on postponed property taxes is computed monthly on a simple interest basis (the annual interest rate divided by 12, applied to the outstanding principal amount only). Interest on the postponement account continues to accrue until all postponed property taxes plus interest are repaid to the State.

### **Account Statement**

The SCO provides you with an account statement each year. However, you may obtain an account statement at any time by calling (800) 952-5661, writing to the SCO at the address shown on page 5, or emailing your request to [postponement@sco.ca.gov](mailto:postponement@sco.ca.gov).

### **Payments**

You may make full or partial payments on your account at any time. All payments received are applied first toward accumulated interest and then toward the outstanding principal balance (postponed tax amount). Make your check or money order payable to the California State Controller's Office and mail it to the following address:

California State Controller's Office  
Departmental Accounting Office – PTP  
P.O. Box 942580  
Sacramento, CA 94250-0001

Note: Please use the full zip code extension for Property Tax Postponement payments.

Please include your social security number or SCO account number on the check or money order, and on any accompanying documents, to ensure proper credit (see the Privacy Notification on page 14).

## Frequently Asked Questions

### **Does the State take title to the property?**

No. The State places a lien on the property, but title to the property does not change.

### **Is there a minimum credit score or a minimum income level required to qualify?**

No. Qualifications are not based on credit score but rather on maximum income level and equity in your property.

### **Will a refinance affect my eligibility or PTP account?**

Yes. A refinance may cause a decrease in the equity of your property. Therefore, if you have refinanced you may not have sufficient equity in the property to qualify for the PTP Program. If you refinance your home **after** your PTP account is established, you will be required to repay all postponed amounts in full.

### **Will a reverse mortgage affect my eligibility or PTP account?**

Yes. Reverse mortgages generally result in a decrease in equity over the life of the mortgage, and can result in zero equity at some point. If you have a reverse mortgage, you do not qualify for Property Tax Postponement. If you obtain a reverse mortgage **after** your PTP account is established, you will be required to repay all PTP amounts in full; you will no longer qualify for the PTP program.

### **If the applicant dies, can the co-owning surviving spouse or registered domestic partner continue in the PTP Program?**

Yes. Any co-owner may continue in the PTP Program as long as he or she meets the eligibility requirements for future postponement and there is funding available. A surviving spouse or registered domestic partner need not repay the postponed amount as long as he or she continues to own and reside in the home.

### **What is the interest rate on the postponed tax?**

The interest rate for property taxes postponed in 2016-2017 is 7% per annum. Interest on postponed amounts is computed monthly on a simple interest basis (the annual interest rate divided by 12 applied to the outstanding principal balance only). Interest continues to accrue until all postponed property taxes plus interest are repaid to the State.

**Note:** *Mobile Homes, whether affixed or unaffixed, floating homes, and house boats are not eligible for the program.*

### **Additional Information**

To obtain more information about the Property Tax Postponement Program:

- Call (800) 952-5661;
- Visit the SCO's website at <http://www.sco.ca.gov> (select "Financial Reports, Taxes, and Economy", then "Property Tax Postponement");
- Email us at [postponement@sco.ca.gov](mailto:postponement@sco.ca.gov); or
- Write the SCO at P.O. Box 942850, Sacramento, CA 94250-0001.

## Application Instructions

Note: Prior to beginning the application, we recommend completing the checklist on page 3 to determine whether to proceed with the application.

**Line 1: Social Security Number** – Enter your Social Security number in the space provided. The number is required for account identification (see the Privacy Notification on page 14).

**Line 2: Applicant's Name** – Print or type your full name in the space provided.

**Line 3: Date of Birth** – Enter the month, day, and year you were born. For example, if you were born on July 15, 1936, enter   .

**Line 4: Phone Number** – Please include your daytime telephone number with area code and any other phone number at which we may contact you.

**Line 5: Email Address** – Please include your email address if you have one.

**Line 6: "In Care of" Name** – If correspondence is to be sent in care of someone other than the applicant (such as a son, daughter, or conservator), enter the person's name.

**Lines 7 and 8: Mailing Address** – Enter the mailing address to which all correspondence should be sent. Do not abbreviate.

**Line 9: Spouse or Registered Domestic Partner Information** – Enter the Social Security number, date of birth, and full name of your spouse or registered domestic partner in the space provided (see the Privacy Notification, page 14).

**Lines 10 and 11: Address of Residential Dwelling** – Complete only if the residential address is different from the mailing address on Lines 7 and 8.

**Line 12: Property Taxes for Postponement** – You may apply to postpone all of your current 2016-17 property taxes (excluding delinquent amounts, penalties, interest, or fees), or you may request to postpone only your first or second installment. Indicate which installments you would like to postpone and enter the total dollar amount for the property taxes you wish to postpone. You must submit a copy of your 2016-2017 Property Tax Bill. Your tax bill is always required unless you are a tenant-stockholder. If you are a tenant-stockholder, see page 4 for more information.

**Line 13: Mobile Home, Floating Home, or House Boat** – If your primary residence is a mobile home (affixed or unaffixed), floating home, or house boat, **STOP**. You do not qualify for Property Tax Postponement (Revenue & Taxation Code 20583).

**Line 14: Proof of Age** – If you will be 62 or older on or before December 31, 2016, check the appropriate box. You must submit proof of age. A copy of any of the following documents is acceptable if it displays your age or birth date:

- Birth certificate
- Delayed birth certificate
- Marriage license
- Driver's license
- Citizenship or naturalization papers
- Medi-Cal card
- Military discharge record
- Social Security award letter
- Social Security Form 2548
- Hospital birth record

**Line 15: Proof of Blindness or Disability** – If you are blind and/or disabled, check all appropriate boxes on line 15.

Proof of blindness is required for each year you file for property tax postponement. You are considered blind if you have received a medical determination that you have either of the following conditions:

- Central vision acuity (sharpness of vision) of no more than 20/200 with the use of a correcting lens; or
- Tunnel vision, which is a limited visual field of 20 degrees or less.

Proof of disability is required for each year you file for a property tax postponement. You are considered disabled if:

- You cannot engage in any substantial gainful activity because of a physical or mental impairment;
- The severity of the impairment prevents you from engaging in your previous work and any other type of work, considering your age, education, and work experience;
- The impairment is determined medically by a doctor; and
- The impairment is expected to last for at least 12 consecutive months.

You may submit any of the following documents as proof of blindness or disability:

- A copy of your Medicare card;
- A copy of a recent Social Security award letter;
- A copy of a recent Supplemental Security Income payment decision;
- A copy of a recent Form 2458 from the Social Security Administration, verifying age and status; or
- If you cannot provide any of the documents listed above, you may submit an original statement signed by a licensed physician attesting to the blindness and disability. The statement must be on the physician's letterhead with a current date, and it must include the dates and the nature of the blindness or disability.

Note: A Medi-Cal card is **not** acceptable proof of disability.

**Line 16: Year You Purchased Your Home** – Enter the year in which you purchased your home. If you are not sure of the year, enter your best estimate. Provide a copy of your most recent deed of trust. If there is a mortgage or any other encumbrances such as any other loans due on your home, please provide a copy of the mortgage statement and/or any other statements. **If you own and occupy as your primary residence a mobile home, floating home, or house boat, STOP.** You do not qualify for Property Tax Postponement.

**Line 17: Amount Owed Against Your Home** – This is the total amount of liens, mortgages, or other encumbrances recorded against your home. You must include a copy of your current mortgage statement.

Include your best estimate of the following:

Loan balance(s) on your home	\$ _____
Abstracts of judgment amounts	\$ _____
Any other liens	\$ _____
Prior PTP amount, if applicable	\$ _____
<b>Total</b> (enter on Line 17)	\$ _____

**Line 18: Defaulted Property Taxes** – If you have defaulted property taxes, enter the first year the taxes became defaulted and the amount owed. The amount of the defaulted taxes due to the county will be added to any mortgage or encumbrances owed on your property and will be factored into your equity determination. **Defaulted property taxes will not be paid through this program. You must pay those directly to your county tax collector.**

**Line 19: Refinanced Home** – Check the appropriate box. If you check “Yes,” you must submit a copy of your most recent mortgage statement. If you are in the process of refinancing, please send documentation showing what the new principal balance will be and the approximate closing date.

**Line 20: Reverse Mortgage** – Check the appropriate box. If you check “Yes,” **STOP**. You do not qualify for Property Tax Postponement.

**Line 21: Property Assessed Clean Energy Program (PACE)** – Property Assessed Clean Energy (PACE) programs allow financing of clean energy projects and are repaid through adding voluntary special tax assessments to the property’s tax bill. If applicable, check “Yes,” and provide a copy of the loan documents.

**Line 22: Keep Your Home California** – Federal Keep Your Home California programs aid in foreclosure prevention through mortgage assistance, principal reduction, and transition assistance. If you are participating in the Keep Your Home California Program please check “Yes,” and provide a copy of your program documents.

**Line 23: Property Held in a Trust** – Check the appropriate box. If you checked “Yes,” you must provide a copy of the recorded trust agreement and any amendments.

**Line 24: Own and Occupy Property as Principal Place of Residence** – If you owned and occupied the property as your principal place of residence on December 31, 2015, and continuously since then, check “Yes.” All other recorded owners (except spouse, registered domestic partner, and direct-line relatives) must also meet this requirement. Direct-line relatives are defined as (a) parents, children, or grandchildren of the claimant and spouse, and (b) the spouses of the relatives named in (a). All other owners-of-record must submit proof of eligibility for PTP.

***If you and all other recorded owners do not meet this requirement, check “No” and STOP. You do not qualify for Property Tax Postponement.***

You are still eligible for postponement if: (1) you are temporarily confined to a hospital or medical institution for medical reasons; (2) the property was the principal place of residence immediately prior to confinement; and (3) the residence is not rented.

List the names, relationship, social security numbers, and dates of birth of all other recorded owners of the property. All other recorded owners (except spouse, registered domestic partner, and direct-line relatives) must meet the eligibility requirements for PTP.

**Line 25: Social Security** – Enter the total payments you and your spouse or registered domestic partner received in 2015 for Social Security (including the amount deducted for Medicare premiums). If you have Social Security income, you must enclose a copy of your 2015 annual Social Security statement.

**Line 26: Railroad Retirement** – Enter the total payments you and your spouse or registered domestic partner received in 2015 for railroad retirement (including the amount deducted for Medicare premiums). If you have Railroad Retirement income, you must enclose a copy of your 2015 annual Railroad Retirement statement.

**Line 27: Interest and/or Dividends** – Enter the total payments you and your spouse or registered domestic partner received in 2015, regardless of source or taxability. You must include a copy of your Federal Form 1040 (all pages) with all schedules or attachments.

**Line 28: Pensions and/or Annuities** – Enter the total amount of pensions and/or annuities you and your spouse or registered domestic partner received in 2015, regardless of source or taxability. Include disability retirement payments and IRA distributions. You must include a copy of your Federal Form 1040 (all pages) with all schedules or attachments.

**Line 29: SSI/SPP, AB and/or APTD** – Enter the total payments you and your spouse or registered domestic partner received in 2015 for the Social Security Income/State Supplementary Payment (SSI/SPP) Program, Aid to the Blind (AB), and Aid to the Permanently and Totally Disabled (APTD). Do not include payments received for Temporary Assistance for Needy Families (TANF) or non-cash assistance such as homemaker/chore services. You must enclose a copy of your 2015 annual statement.

**Line 30: Rental Income** – Enter the amount of net rental income for 2015; if you had a loss, enter zero. You must include a copy of your Federal Form 1040 (all pages) with all schedules or attachments.

**Note: Per Revenue and Taxation Code 20503 (c): All losses must be converted to zero for the purpose of determining whether you meet the program income requirement.**

**Line 31: Business Income** – Enter the amount of net business income for 2015; if you had a loss from your business or farm for 2015, enter zero. You must include a copy of your Federal Form 1040 (all pages) with all schedules or attachments.

**Note: Per Revenue and Taxation Code 20503 (c): All losses must be converted to zero for the purpose of determining whether you meet the program income requirement.**

**Line 32: Other Income** – Include the total amount of other taxable and nontaxable income you and your spouse or registered domestic partner received in 2015. The following types of income must be included (please provide documentation):

- Wages
- California State Lottery winnings in excess of \$600; 100% of lottery winnings from other states
- Life insurance proceeds to the extent that they exceed the expenses incurred for the last illness and funeral of the deceased spouse or registered domestic partner of the claimant
- Veterans Administration benefits
- Gifts and inheritances in excess of \$300, except between members of the household
- Alimony received
- Military compensation
- Amounts received from an estate or a trust
- Unemployment insurance benefits
- Workers' compensation payments for temporary disability
- Amounts contributed by or on behalf of the claimant to a tax-sheltered retirement or deferred compensation plan
- Amounts received from an employer or any government body for loss of wages due to sickness or accident (sick leave payments)
- Nontaxable gain from the sale of a residence
- Scholarship and fellowship grants
- The amount of the alternative minimum taxable income in excess of your regular taxable income, if you were required to pay the alternative maximum tax on your 2015 California income tax return

**Line 33: Income of Other Household Members** – Include the total amount of income received by all other household members while they lived in your home during 2015. A household member is any person who lived with you in your home who was not a renter, a full-time student, or a minor under the age of 18 (please provide proof of excluded individuals). Provide appropriate income documentation for other household members.

**Line 34: Subtotal** – Add Lines 25 through 33 together

**Line 35: Adjustments to Income** – Enter the total of all adjustments to your income for 2015, including any of the following adjustments (provide a copy of your Federal Form 1040 and any schedules):

- Forfeited Interest Penalty – Deduct the penalty charged for premature withdrawal from a savings account.
- Alimony Paid – Deduct alimony payments made as directed by the court.
- Individual Retirement Account – If you contributed to an Individual Retirement Account (IRA), Keogh Plan (HR10), or Simplified Employee Plan (SEP), you may deduct the amount, subject to the same limitations as for California personal income tax.
- Self-Employed Tax Deduction – Deduct one-half of the self-employment tax imposed for the taxable year.
- Student Loan Interest Deduction – Deduct the amount allowed for California personal income tax.

- Medical Savings Account (MSA) Deduction – Deduct the amount you contributed to an MSA.
- Moving Expenses – Deduct allowable moving expenses that were not reimbursed by your employer.

The following items are not deductible from income: mortgage payments, interest paid on loans (other than qualified education loans), repairs, fees, taxes (other than self-employment tax), utilities, medical bills, and health premiums (unless you are self-employed).

**Line 36: Total Household Income** – Subtract Line 35 from Line 34. Enter the total on Line 36. *If the amount on Line 36 is greater than \$35,500, STOP. You do not qualify for Property Tax Postponement.*

**Line 37: Cooperative Housing Corporation** – If your residence is part of a cooperative housing corporation, check the appropriate box.

Tenant-stockholders own shares in a cooperative housing corporation, which entitles them to occupy a house or apartment in a building owned by the corporation. The cooperative housing corporation must allow the stock certificates to be rendered to the SCO as collateral for the postponement of property taxes. Additionally, a lien will be filed against the entire tax parcel.

**Line 38: Leasehold (Possessory) Interest** – If your residence is part of a leasehold (possessory) interest, check the appropriate box. You must provide a copy of the recorded lease agreement and the policy of title insurance.

A leasehold (possessory) interest property is land in California that an individual does not own but has the right to possess and occupy. If you have a leasehold interest, it must be for a period of no less than 45 years from the time you first filed for postponement. For example, if you are a first-time filer in 2016, your leasehold interest must extend to at least January 1, 2061.

**Line 39: Property Used for Rental or Business** – If a portion of your property is used for rental or business, check the appropriate box.

If your property is used partially for business or as a rental (e.g., duplex or multi-dwelling), or if you live on a farm or similar acreage, enter your best estimate of the percentage of the property devoted to your personal use and the percentage of your property used for rental or business.

The percentage of the property devoted to personal use is the portion used as your residential dwelling and as much of the land surrounding it as is reasonably necessary to use the dwelling as your home.

*Note: A property tax postponement will be granted only on the portion of property used for your personal use.*

**Line 40: Life Estate or Contract of Sale** – If your residence is based on a Life Estate or a Contract of Sale, check the appropriate box. If you check “Yes,” you must enclose written consent from the remainderman of the estate to postpone property taxes.

A life estate entitles a person to a lifetime residence on real property owned by another person. A Contract of Sale is an agreement for the purchase of property in which the title remains in the seller's name until the completion of the contract.

### **Signature and Date**

**By signing this application, you acknowledge that, if your application is approved, your property tax payment for the 2016-17 fiscal year will be postponed. A lien will be placed on your residential dwelling for the postponed amount, and such amount will accrue interest at a rate of 7%.** You and all other owners-of-record must sign and date the application form. No one can sign for you without authorization. If another person signs the application for you, enclose with the application a copy of the recorded power of attorney, letter of conservatorship, or other document entitling that person to sign for you.

You may sign by marking an "X" if this is done in the presence of a witness. The word "Witness" and the signature of the witness must be entered after your mark.

**Note: Unless and until your application for postponement is approved, you are responsible for paying the county all amounts due. The SCO is not responsible for any fees, interest or penalties the county may assess as a result of late payments, even if your application is pending with the SCO. If you are approved and have already made a payment, please see page 6 for information on refunds.**

### **Privacy Notification**

The Information Practices Act of 1977 and the Federal Privacy Act require that the following notice be given to individuals who are asked to supply information.

The purpose of requesting information is to administer California's Property Tax Postponement Law. Applicants are required to provide their social security numbers to ensure proper identification and to permit processing of the applications. Additional information requested on the forms and accompanying instructions enable the State Controller's Office to determine eligibility. Failure to furnish the requested information may result in denial of the application, delay in the approval of property tax postponement, or other disadvantages to the applicant.

Information furnished on the application may be transferred to other governmental agencies as authorized by law, e.g., the Board of Equalization, the Attorney General's Office, the Department of Finance, and the Franchise Tax Board. Individuals have the right to review their records maintained by the State Controller's Office at the following address:

CALIFORNIA STATE CONTROLLER'S OFFICE  
DIVISION OF ACCOUNTING AND REPORTING  
PROPERTY TAX POSTPONEMENT PROGRAM  
P.O. BOX 942850  
SACRAMENTO, CA 94250-0001

## Documentation Checklist

In order to submit a complete package for timely processing, please use the checklist below to ensure that you have included all required documentation.

- 2016-2017 Property Tax Bill** – Your tax bill is always required unless you are a tenant-stockholder.
- Proof of Age** – Submit a copy of one of the documents listed on pages 8-9.
- Proof of Blindness or Disability** – Submit a copy of one of the documents listed on page 9.
- Mortgage Statement** – If there is a mortgage or any other encumbrances such as any loans due on your home, provide a copy of the mortgage statement and/or any other statements.
- Refinance Documents** – If you are in the process of refinancing, please send documentation showing what the new principal balance will be and the approximate closing date.
- Property Assessed Clean Energy Program (PACE)** – If you are participating in a PACE program that allows financing of clean energy projects and is repaid through adding voluntary special tax assessments to the property's tax bill, please provide a copy of the loan documents.
- Keep Your Home California** – If you are participating in the Keep Your Home California Program please provide a copy of your documentation.
- Trust Agreement** – If your property is held in trust, provide a copy of the recorded trust agreement and any amendments.
- Proof of Ownership and Occupancy** – If you owned and occupied the property as your principal place of residence on December 31, 2015, and continuously since then, provide a copy of your most recent grant deed and/or ownership document with all owners-of-record listed.

All other recorded owners (except spouse, registered domestic partner, and direct-line relatives) must also meet all PTP eligibility requirements, and use this checklist to submit documented proof of eligibility. Direct-line relatives are defined as (a) parents, children, or grandchildren of the claimant and spouse, and (b) the spouses of the relatives named in (a).

- Social Security** – If you have Social Security income, you must enclose a copy of your 2015 annual Social Security statement.
- Railroad Retirement** – If you have Railroad Retirement income, you must enclose a copy of your 2015 annual Railroad Retirement statement.
- Federal Form 1040** (all pages) with all schedules or attachments must be included for the following:
  - Interest and/or Dividends
  - Pensions and/or Annuities
  - Rental Income
  - Business Income
  - Adjustments to income
- SSI/SPP, AB and/or APTD** – You must enclose a copy of your 2015 annual statement (see page 11).
- Other Income** – Include appropriate documentation.
- Income of Other Household Members** – Include income documentation for all household members who are not renters, full-time students, or minors under the age of 18 (please provide proof of excluded individuals).
- Leasehold (Possessory) Interest** – Provide a copy of the recorded lease agreement and the policy of title insurance.
- Life Estate or Contract of Sale** – Enclose written consent from the remainderman of the estate to postpone property taxes.
- Signature** – If another person signs the application for you, enclose a copy of the recorded power of attorney, letter of conservatorship, or other document entitling that person to sign for you.

If you have questions about what documentation you need to include, please call the SCO at (800) 952-5661 or email us at [postponement@sc0.ca.gov](mailto:postponement@sc0.ca.gov).



**Property Tax Postponement Application for Fiscal Year 2016-17**  
**Filing Period: October 1, 2016 through February 10, 2017**

**Funding is limited and may not be available to all who qualify.**

**2016-17**

1. SOCIAL SECURITY NUMBER		2. FIRST NAME		MIDDLE INITIAL	LAST NAME	
		PLEASE PLACE ADDRESS LABEL HERE IF AVAILABLE				
3. DATE OF BIRTH						
MONTH	DAY	YEAR				
4. PHONE NUMBER WITH AREA CODE (      )			5. EMAIL ADDRESS			
6. IN CARE OF NAME (IF APPLICABLE)						
7. MAILING ADDRESS (NUMBER AND STREET)						
8. CITY		COUNTY		STATE		ZIP CODE
9. SOCIAL SECURITY NUMBER OF SPOUSE OR REGISTERED DOMESTIC PARTNER		DATE OF BIRTH OF SPOUSE OR REGISTERED DOMESTIC PARTNER			NAME OF SPOUSE OR REGISTERED DOMESTIC PARTNER	
		MONTH	DAY	YEAR		
10. ADDRESS OF RESIDENTIAL DWELLING (IF DIFFERENT THAN MAILING ADDRESS)						
11. CITY		COUNTY		STATE		ZIP CODE
12. 2016-17 property tax amount you wish to postpone:						
a. First Installment:				<input type="checkbox"/> YES	<input type="checkbox"/> NO	\$ _____
b. Second Installment:				<input type="checkbox"/> YES	<input type="checkbox"/> NO	\$ _____
c. Total dollar amount of the property tax bill you wish to postpone:				\$ _____		
<b>ELIGIBILITY REQUIREMENTS</b>						
13. Is your home a mobile home, floating home, or house boat? If yes, <b>STOP</b> . You do not qualify for Property Tax Postponement (Revenue & Taxation Code 20583).					<input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Will you be <b>62 or older</b> on or before December 31, 2016? If no, see #15.					<input type="checkbox"/> YES <input type="checkbox"/> NO	
15. Are you <b>blind or disabled</b> ? If yes, check all that apply. <b>Proof of blindness or disability is required each year.</b>					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> BLIND <input type="checkbox"/> DISABLED	
Note: If you checked no to both #14 and #15, <b>STOP</b> . You do not qualify for Property Tax Postponement.						
16. Enter the year you purchased your home						
17. What is the amount owed against your home (see pages 9-10)?					\$ _____	
<b>For Controller's Use Only</b>						
APN			County Code			

18. Do you have defaulted property taxes on this property? a. What year did they become defaulted? _____ b. What is the defaulted amount? (If known) \$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
---	--

Note: This does not include current-year taxes

19. Are you in the process of refinancing, or have you refinanced in the past year (see page 10)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Do you have a reverse mortgage, or are you in the process of obtaining one? If yes, <b>STOP</b> . You do not qualify for Property Tax Postponement.	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Have you applied for or are currently participating in Property Assessed Clean Energy Program (PACE) (see page 10)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Have you applied for or are currently participating in the Keep Your Home California Program (see page 10)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23. Is your property held in a trust (see page 10)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
24. Have all owners owned and occupied the residence since December 31, 2015 (see page 10)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

List name(s) and relationship of **all** owners of the property. **Anyone listed below who is NOT a spouse, registered domestic partner, or direct-line relative must also be eligible (see pages 10-11).**

NAME	LIVES AT RESIDENCE	RELATIONSHIP	SOCIAL SECURITY NUMBER	DATE OF BIRTH
	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO			

On Lines 25-35 enter **household income for the 2015 calendar year**. Include income of your spouse or registered domestic partner, if applicable (see pages 11-13). On Line 33 enter the total income of other household members (see page 12).

25. Social Security	25.
26. Railroad Retirement	26.
27. Interest and/or Dividends	27.
28. Pensions and/or Annuities	28.
29. SSI/SSP, AB and/or APTD	29.
30. Rental Income (if loss, enter 0). Attach Federal Form 1040 and Schedules	30.
31. Business Income (if loss, enter 0). Attach Federal Form 1040 and Schedules	31.

32. Other Income, including wages (see page 12)	32.
33. Income of Other Household Members. Do not include income of minors, full-time students or renters (see page 12).	33.
34. SUBTOTAL (add Lines 25-33)	34.
35. Total adjustments to Income. Attach Federal Form 1040 and Schedules (see pages 12-13)	35.
36. TOTAL Household Income. Subtract Line 35 from Line 34. If Line 36 is more than \$35,500, <b>STOP</b> . You do not qualify for Property Tax Postponement.	36.
37. Is your residence part of a Cooperative Housing Corporation (see pages 4, 13)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
38. Is your residence based on a Leasehold (Possessory) Interest (see pages 4, 13)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
39. Is any portion of your property used for rental or business (see page 13)?  If yes: Enter the percentage devoted to your residential dwelling: _____%  Enter the percentage devoted to your rental or business: _____%	<input type="checkbox"/> YES <input type="checkbox"/> NO
40. Is your residence based on a Life Estate or under a Contract of Sale (see page 13)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**PLEASE INCLUDE A COPY OF YOUR PROPERTY TAX BILL AND ALL OTHER REQUIRED DOCUMENTATION AS OUTLINED IN THE INSTRUCTIONS.**

**PLEASE SIGN THE APPLICATION. (SEE PAGE 14)**

Mail your completed application form and all supporting documents to:

CALIFORNIA STATE CONTROLLER'S OFFICE  
PROPERTY TAX POSTPONEMENT PROGRAM

P.O. BOX 942850

SACRAMENTO, CA 94250-0001

**Under penalty of perjury, I declare that this application, including accompanying documents, is to the best of my knowledge true, correct, and complete. By signing this application I agree that if I am accepted into the program, my property tax payment for the 2016-17 fiscal year will be postponed. I understand a lien will be placed upon my residential dwelling for the postponed amount, and that such amount will accrue interest at a rate of 7%.**

\_\_\_\_\_  
APPLICANT SIGNATURE\*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OTHER OWNER

\_\_\_\_\_  
DATE

\*If another person signs on your behalf, enclose a copy of the recorded power of attorney, letter of conservatorship, or other entitling that person to sign for you.

APPENDIX II

COUNTY REMITTANCE ADVICE RECORD LAYOUT

(As of 8/15/2016)

As of: 08/15/2016

State Controller's Office Property Tax Postponement Program  
Remittance Advice Record Layout

The record length is FIXED BLOCK

Remittance File Layout	Type	Start	End	Length	Decimals	Description
PTP Claimant First Name	Alpha Num	1	30	30		SCO PTP Claimant First Name
PTP Claimant Last Name	Alpha Num	31	60	30		SCO PTP Claimant Last Name
Assessor's Parcel Number (APN)	Alpha Num	61	80	20		County APN Number
Situs Address	Alpha Num	81	110	30		Street Number and Name
Situs City	Alpha Num	111	140	30		City
Situs Zip Code	Numeric	141	145	5		Zip Code
State	Alpha Num	146	147	2		State
Total	Numeric	148	155	8	2	Total dollar amount for PTP claimant
Installment Indicator	Numeric	156	156	1		Indicates Installments Paid 1 = First Installment Only 2 = Second Installment Only 3 = Both Installments

COUNTY REMITTANCE ADVICE TXT SAMPLE

JOHN	SMITH	012-345-678-000	123 SACRAMENTO ST	SACRAMENTO	95814CA 1217.163
JANE	DOE	098-765-432-000	456 CALIFORNIA WAY	SACRAMENTO	95814CA 994.543
WILLIAM	JONES	034-567-890-000	789 FIRST ST	SACRAMENTO	95814CA 284.581

**APPENDIX III**

RECORDING REQUESTED BY  
STATE CONTROLLER  
STATE OF CALIFORNIA

**WHEN RECORDED, MAIL TO:**  
California State Controller's Office  
Property Tax Postponement Section  
P.O. Box 942850  
Sacramento, CA 94250-0001

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF LIEN FOR POSTPONED PROPERTY TAXES**  
*(Filed pursuant to Section 16182 and Chapter 5 of  
Part 1 of Division 4 of Title 2 of the Government Code)*

ALL OWNERS OF RECORD  
Enter Full Name(s)

OWNER-CLAIMANTS NAME	ASSESSOR'S PARCEL NUMBER	COUNTY
Enter Name	Enter #	Enter County
PROPERTY ADDRESS		
Enter City, State, Zip		

LEGAL DESCRIPTION  
Enter Legal Description

I, BETTY T. YEE, California State Controller, do hereby certify that property taxes have been paid by the State of California on behalf of the Owner-Claimant of the herein described real property against which this lien is recorded. Such lien shall remain a lien until a full release and discharge is made pursuant to the provisions of Chapter 5 of Part 1 of Division, 4 of Title 2 of the Government Code.

DATED  Enter a date  at Sacramento, California	BETTY T. YEE, STATE CONTROLLER BY (AUTHORIZED DELEGATE OF THE CONTROLLER)  Enter Name, Manager, Property Tax Postponement Section
--	--

# NOTICE OF CHANGE IN PROPERTY STATUS PROPERTY TAX POSTPONEMENT PROGRAM

Submit to the State Controller's Office within 60 days of processing a change in ownership, change of address, death, or default pursuant to Revenue and Taxation Code 2515 and 3375.

Date \_\_\_\_\_

County Name \_\_\_\_\_ County Number \_\_\_\_\_

Name of Claimant \_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_

Property Address \_\_\_\_\_

Attach a copy (not original) of all documents supporting the change. Submit completed form and associated documentation to the State Controller's Office within 60 days of processing any status change pursuant to Revenue and Taxation Code sections 2515 and 3375.

**1. Change in Title Status**

- Claimant has conveyed interest in property (Grant Deed, Grant Deed Reserving Life Estate, Quit Claim Deed, Gift Deed, Trust, etc.)
  
- Claimant has died (Certificate of Death, Affidavit of Death of Joint Tenant, probate proceedings, etc.)
  
- Other: \_\_\_\_\_

**2. Change in Assessor's Parcel Number**

- New Assessor's Parcel Number: \_\_\_\_\_

**3. Change in Claimant's Mailing Address**

- Claimant's new mailing address: \_\_\_\_\_  
\_\_\_\_\_

**4. Defaulted Taxes**

- Date of "Notice of Sale of Tax-Defaulted Property": \_\_\_\_\_

When completed, please mail, email or fax this notice and associated documentation to:

California State Controller's Office  
Property Tax Postponement Program  
P.O. Box 942850  
Sacramento, CA 94250-0001

Email: postponement@sco.ca.gov  
Facsimile: (916) 327-2563  
Telephone: (800) 952-5661, Option 4

**California State Controller's Office  
Property Tax Postponement Program  
P.O. Box 942850  
Sacramento, CA 94250-0001**

[postponement@sco.ca.gov](mailto:postponement@sco.ca.gov)  
(800) 952-5661