



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

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

Property Use Report

*This is not a claim form. Filing a Property Use Report alone will not make a property eligible for exemption.
 Property Use Reports should be filed along with any other form(s) necessary to make property eligible for exemption.*

If your organization was **not** the only user of this property since January 1 of the prior year, you **must** complete this form. If the property was offered for use for special events since January 1 of the prior year, you **must** complete this form.

Please note: If there is a telephone cell tower or antenna on the property, please indicate and include a copy of the lease.

Please check this box, if the property was used exclusively by your organization since January 1 of the prior year.

Name of claiming organization: _____

Parcel No: _____

Name(s) of person(s) or organization(s) using property since January 1 of prior year. *Attach copies of any leases	Size of area used. (Sq. Ft.)	Description of area being used.	Types of activities (e.g., meetings, counseling, training, fundraising, weddings, etc.).	# of days used in prior year.	Was property used more than once a week?	Fee paid for use of the property.
					<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	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify under penalty of perjury under the laws of the State of California that all information hereon is true, correct, and complete to the best of my knowledge and belief.

Signature of Person Making Claim _____ Title _____

Printed Name of Person Making Claim _____ Telephone No. _____ Date _____

If you have questions, please call the Assessor's Division at 650.363.4500 or e-mail at institutionalexemptions@smcacre.gov. Thank you!

555 County Center, Redwood City, CA 94063

P 650.363.4500 **F** 650.363.1903 **email** assessor@smcacre.gov **web** www.smcacre.gov