



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

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

January 2025

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 2024 assessment roll year. Please complete, sign, date and return the Annual Usage Report form by **February 15, 2025**. 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. **An electronic submission of all forms to Specialprop@smcacre.gov is acceptable and preferred.**

If your data is the same as last year, please update the year of the Supplemental Schedule to **2025** and submit the updated version 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.gov. 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 – Special Properties
555 County Center – 3rd Floor
Redwood City, CA 94063-1665

If you have any questions, please contact Christine Taliva'a-Aguerre at 650.599.1258 or Kevin Duong at 650.599.1622 or via e-mail at: Specialprop@smcacre.gov.

Mark Church, Assessor-County Clerk-Recorder

Christine Taliva'a-Aguerre and Kevin Duong
Special Properties Appraisers