



For Immediate Release

Date: March 16, 2020

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***** PUBLIC SERVICE ANNOUNCEMENT *****

OFFICE OF ASSESSOR-RECORDER CONTINUING CORE FUNCTIONS REMOTELY

On March 16, 2020, Bay Area County Health Directors jointly announced a shelter-in-place directive aimed at protecting the public health and slowing the spread of COVID-19. While our physical offices will be closed beginning March 17, 2020 in order to comply with the directive, we are committed to continuing to provide core services to you through telework.

Below is a list of how to access core services from our office while this public health directive is in place.

How to Contact Us:

We encourage you to visit our website at www.sfassessor.org for more information.

You can also:

- Email us at assessor@sfgov.org,
- Call us at 3-1-1, or
- Because we may have significantly limited access to City Hall, we would encourage you to prioritize emailing or calling first

Online Self-Help Resources – www.sfassessor.org - one stop shop for information. Includes downloadable forms, applications and instructions, educational videos and factsheets.

For Recording Services – e-recording services will continue and have expanded business hours, M-F from 8AM to 4PM. To e-record you will need to work with a certified agent. Entities such as title companies, some law offices and financial institutions are certified agents. You can also mail us documents to record, however, we will have very limited access to our work site and you may experience delays in processing. Our recording mailing address is Office of the Assessor-Recorder, City Hall, Room 190, 1 Dr. Carlton B. Goodlett Place, SF CA 94102.

For Businesses Submitting Business Personal Property Filings – e-filing services will continue for businesses. We encourage you to sign up for e-filing if you have not done so already. You can also mail us your filing, however, we will have very limited access to our work site and you may experience delays in processing. Our BPP mailing address is Office of the Assessor-Recorder/BPP, 1155 Market Street, 5th Floor, SF CA 94103.

For Entities Submitting Exemptions or Exclusion Applications - you may mail us your applications, however, significantly limited access to our physical sites may cause delays in processing. Our mailing address is Office of the Assessor-Recorder, City Hall, Room 190, 1 Dr. Carlton B. Goodlett Place, SF CA 94102.



Requests for Official Documents – you can request an official copy of your marriage license through VitalChek or by mailing us a completed application, which can be found on our website (<https://www.sfassessor.org/forms-notices/forms/marriage-certificate-request>). In both instances, processing requests will be delayed as a result of limitations to operate at our physical site. You can continue to researching public records through the CRIIS online platform (<http://www.criis.com/sanfrancisco.html>).

Reviews of Sales and Assessments – will continue. Email us at assessor@sfgov.org with questions.

Pending Assessment Appeals – this function is not managed by our office. It is managed by an independent entity delegated by the Board of Supervisors called the Assessment Appeals Board. Please visit their website at <https://sfgov.org/aab/> for more information.

Billing and Collections of Property Taxes – this function is not managed by our office. It is managed by an independent entity called the Treasurer-Tax Collector's Office. Please visit their website at <https://sftreasurer.org/> for more information.