



2003-04 BOND MEASURE PASSTHROUGH WORKSHEET
(For Use During the 2003-04 Tax Year Only, Beginning November 2003)

Date
Property Address
Number of Units (Including Commercial Units)
Landlord/Agent (Circle One)
Landlord/Agent's Day Phone

Dear Tenant:

Below is the calculation for bond measure passthroughs in accordance with Rent Ordinance Section 37.3. This Ordinance permits an owner to pass through to each tenant in the above-referenced property the costs directly attributable to the passage of certain bond measures previously approved. These costs may be passed through on the tenant's anniversary date to any tenant who was in residence as of November 1, 2003.

The amount on line 8 is the monthly amount I am permitted to pass through to each unit and is calculated by using the formula that follows below. If you have any questions about the calculations, please call the above referenced person and number, or you may also write me at:

If you have not been able to resolve questions about this passthrough with the landlord/agent, a tenant may file a complaint and request for review with the Rent Board. You may contact the Rent Board at 252.4602 or at the address below.

- 1. Net Taxable Value (see sample on back for location on bill)
2. Divide Line 1 by 100 and enter that amount here
3. Bond Measure Passthrough Factor for 2003-04 Tax Year .023
4. Multiply Line 2 by Line 3
5. Number of Units in the Property (including commercial units)
6. Divide Line 4 by Line 5 (yearly passthrough amount per unit)
7. Divide Line 6 by 12 months (monthly passthrough amount per unit)
8. YOUR MONTHLY BOND PASSTHROUGH COST IS: (from line 7)

In order for a bond measure passthrough to be imposed, the following conditions must all be met:

- a. The passthrough shall be imposed on the tenant's anniversary date for an annual allowable increase beginning November of the current tax year through December of the following year, and shall be discontinued after 12 months. Note: Depending upon the date of imposition, collection may continue into the following tax year;
b. The tenant(s) must have been in residence as of November 1, 2003;
c. A thirty day written notice of the prospective increase must be given along with this form;
d. The increase CANNOT become part of the base rent—it must be kept separate;
e. The passthrough amount must be recalculated each year using the Bond Passthrough Factor for that tax year. This form is to be used only for the 2003-04 tax year; and,
f. A landlord cannot petition for bond measure costs through an operating and maintenance expense petition and use this direct passthrough procedure—only one option may be used; and,
g. Bond measure passthroughs may be "banked" and imposed in future years.



VOL	BLOCK NO.	LOT NO.	TAX BILL NO.	TAX RATE	PROPERTY LOCATION
33			132992	1.1290%	

ASSESSED ON JANUARY 1, 1999 TO:  
MAIL TO:

1/2

**ETAL/ETC TAX COLLECTOR'S OFFICE**  
 CURRENT YEAR PAYMENTS: (415) 554-4400  
 PRIOR YEAR DELINQUENCIES: (415) 554-4499  
**OFFICE OF THE ASSESSOR-RECORDER**  
 REAL PROPERTY VALUATION: (415) 554-5596  
 HOMEOWNERS/OTHER EXEMPTIONS: (415) 551-5515  
**PAYMENTS BY CREDIT CARDS**  
 To pay your taxes by VISA, MASTER CARD, or AMERICAN EXPRESS, please call 1-800-890-1950. Payment by DISCOVER, PRIVATE ISSUE or BRAVO credit cards can only be accepted in person. (For details, see enclosed brochure)

SAN FRANCISCO CA 94110

ASSESSMENT INFORMATION			
ASSESSMENT	FULL VALUE	TAX RATE	TAX AMOUNT
LAND	35,000	1.1290%	395.15
IMPR / STRUCTURAL	28,821		325.38
IMPR / FIXTURES			
PERSONAL PROPERTY			
GROSS TAXABLE VALUE	63,821		720.53
LESS: EXEMPTIONS	7,000		79.03
HOMEOWNERS			
OTHER	56,821	1.1290%	641.50
<b>NET TAXABLE VALUE</b>			
DIRECT CHARGES AND/OR SPECIAL ASSESSMENTS: (Call For Information)			
CODE	TYPE	PHONE NO.	
TOTAL DIRECT CHARGES AND SPECIAL ASSESSMENTS			

Use the amount  
Shown here →  
on Line No. 1 of  
the Bond measure  
worksheet

<b>DUE NOVEMBER 1, 1999</b>		<b>DUE FEBRUARY 1, 2000</b>		<b>TOTAL DUE</b>	\$641.50
<b>FIRST INSTALLMENT</b>	\$320.75	<b>SECOND INSTALLMENT</b>	\$320.75		

KEEP THIS PART FOR YOUR RECORDS. YOUR CANCELLED CHECK IS YOUR RECEIPT.