



2002-03 BOND MEASURE PASSTHROUGH WORKSHEET
(For Use During the 2002-03 Tax Year Only, Beginning November 2002)

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, 2002.

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 2002-03 Tax Year .025 (same as last year)
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, 2002;
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 2002-03 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.

(See other side for property tax sample)



City and County of San Francisco - Richard A. Sullivan, Tax Collector

SECURED PROPERTY TAX BILL 1999-2000
FOR FISCAL YEAR BEGINNING JULY 1, 1999 AND ENDING JUNE 30, 2000

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

ASSESSED ON JANUARY 1, 1999 TO:
MAIL TO:

SAN FRANCISCO CA 94110

ETAL/ETC TAX COLLECTOR'S OFFICE
 CURRENT YEAR PAYMENTS: (415) 554-4499
 PRIOR YEAR DELINQUENCIES: (415) 554-4499

OFFICE OF THE ASSESSOR-RECORDER
 REAL PROPERTY VALUATION: (415) 554-5533
 HOMEOWNER'S OTHER EXEMPTIONS: (415) 554-5510

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)

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
HOMEOWNER'S			
OTHER	56,821	1.1290%	641.58
NET TAXABLE VALUE			
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

DUE NOVEMBER 1, 1999	DUE FEBRUARY 1, 2000	
FIRST INSTALLMENT	SECOND INSTALLMENT	TOTAL DUE
\$320.75	\$320.75	\$641.50

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