

Contra Costa County



Office of Assessor

2530 Arnold Drive, Suite 400
Martinez, California 94553-4359
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REQUEST FOR INFORMATION REGARDING THE COVID-19 IMPACT ON PERSONAL PROPERTY VALUE

The Assessor in each California County is tasked with establishing the value for Personal Property and Fixtures for the Assessment Roll each lien date. To accomplish this, the Assessors are governed by the California Revenue and Taxation Code and other laws and rules.

For businesses in Contra County that believe they have suffered a loss in assessment value for their business personal property due to the COVID-19 Pandemic, please complete the following questionnaire. The information may assist our Business Division to evaluate whether additional adjustment of your 2021 assessment is warranted. Please note that the mere fact that a business has lost income during the COVID-19 pandemic does not translate into loss of value in the machinery, equipment, and fixtures of the business. If you have any other relevant information that is not included in any of the questions below, please provide that documentation to us.

Business Account Number: _____ Assessee Name: _____

Type of Business Operation (Industry): _____

Did Your Business Close Permanently due to COVID-19 (Please Circle)? YES or NO

If yes, Date Closed: _____

Did Your Business Close Temporarily due to COVID-19 (Please Circle)? YES or NO

Please Document the Range of Dates Closed due to COVID-19

From: _____ To: _____ Mandatory Closure? YES or NO

From: _____ To: _____ Mandatory Closure? YES or NO

From: _____ To: _____ Mandatory Closure? YES or NO

From: _____ To: _____ Mandatory Closure? YES or NO

From: _____ To: _____ Mandatory Closure? YES or NO

If your business has been open during the COVID-19 Pandemic, please document the dates open and the percent capacity.

From: _____ To: _____ Percent Capacity: _____

From: _____ To: _____ Percent Capacity: _____

From: _____ To: _____ Percent Capacity: _____

From: _____ To: _____ Percent Capacity: _____

From: _____ To: _____ Percent Capacity: _____

Do you have specific documentation that may demonstrate that part or all your machinery, equipment, and fixtures has a lower value than the current assessed value (Please Circle)? YES or NO
If 'YES', please provide the documentation and provide any explanation or additional information?

If 'NO", we may require you to provide documentation to help determine if a loss in value occurred. Such items may include:

- Income Tax Returns for 2018, 2019, and 2020
- Comparative Profit/Loss statement for 2018, 2019, and 2020
- If Business Sold, Sales Agreement with information on Value of Equipment Sold
- Sales Documents for the sale of Used Equipment

Do you have any specific documentation at your disposal that would assist us in determining if you experienced a reduction in the value of your machinery, equipment, and fixtures? Do you have other information you would like to share? Please provide the documentation and explain.

Please complete and return the questionnaire with documentation to:

**Contra Costa County Assessor's Office
C/O Business Division
2530 Arnold Drive, Suite 400
Martinez, CA 94553**

or email to: BPSReview@assr.cccounty.us

All reported information will be kept confidential.

I certify that this information is true and correct to my knowledge.

Signature of Owner or Agent

Print Name

Date

Email Address

Telephone Number