

**IMPORTANT NOTICE**

You are requested to report the sale or transfer of any improvements on the real estate of others. The report is to be made to the Assessor's Office **immediately** after the sale or transfer of these improvements.

Please use the bottom of this notice for reporting.

To protect yourself from possible **incorrect tax liability**, please notify the Assessor's Office immediately when you sell or transfer improvements on the real estate of others. The tax liability is the responsibility of the owner of record with the Assessor.

**INSTRUCTIONS FOR COMPLETING THIS FORM**

1. Enter the parcel and account numbers, and the location of the improvements.
2. Enter date you sold or transferred the improvements.
3. Print buyer's name and complete address (and phone number, if known).
4. Enter sale price.
5. Sign your name on seller's signature line.
6. Enter your complete address and phone number after your signature.
7. Mail completed notice to: Office of the County Assessor, 800 South Victoria Avenue, Ventura, CA 93009.

**NOTICE OF SALE OR TRANSFER OF REAL ESTATE OF OTHERS**

**Ventura County Assessor  
800 South Victoria Avenue  
Ventura, CA 93009-1270**

PARCEL \_\_\_\_\_ ACCT \_\_\_\_\_  
LOCATION \_\_\_\_\_  
SALES PRICE \_\_\_\_\_

This is to report that on \_\_\_\_\_, \_\_\_\_\_, I, as owner of the improvements  
Month Day Year  
described above, sold or transferred my interest to:

Buyer's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_  
New Location \_\_\_\_\_  
City State Zip

**PLEASE RETAIN THIS  
FORM TO REPORT ANY  
CHANGE IN THE FUTURE**

Seller's Signature \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_