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Assessor

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**INSTRUCTIONS FOR DECLARATION RE: SECURITY FOR
PAYMENT OF TAXES AND/OR SPECIAL ASSESSMENTS**

IMPORTANT NOTICE:

California law requires the posting of security for payment of taxes and special assessment prior to recording a final map on subdivisions. Section 75 et sequentes of the Revenue and Taxation Code provide for supplemental assessment due to changes in ownership and/or completion of the new construction after the lien date. These liens attach as of the date of change in ownership or completion of new construction. Section 66493 of the Government Code provides that whenever any part of the subdivision is subject to a lien for taxes or special assessments collected as taxes which are not yet payable, the final map shall not be recorded until the owner or subdivider executes and files with the Clerk of the Board of Supervisors of the County wherein any part of the subdivision is located, security conditioned, upon the payment of all State, County, municipal, and local taxes and the current installment of principal and interest of all special assessments collected as taxes, which at the time the final map is recorded are a lien against the property, but which are not yet payable.

If the land being subdivided is a portion of a larger parcel shown on the last preceding tax roll as a unit, the security for payment of taxes need be only for such sum as may be determined by the County to be sufficient to pay the current and delinquent taxes including penalties and costs on the land being subdivided. Separate assessor's parcels will be given to the portion not being submitted, as well as the parcel or parcels within the subdivision.

The Los Angeles County Assessor's Department requires that a Bond Estimate Declaration be filed on all subdivisions prior to recording the final map. The amount of the required security cannot be determined until the office of Assessor determines the full value of the real property subject to the bonding requirement. The office of Assessor needs current information in order to ensure that the value is correct and in accordance with the requirements of the Revenue and Taxation Code. If a declaration does not accompany your request, a demand for the declaration will be mailed to the applicant/assessee. Any delay caused by an untimely submission of the declaration may result in additional delays in your ability to record your final map.

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INSTRUCTIONS:

1.
 - (a) If the subdivision properties were acquired at different times, you may enter “see attached” and staple copies of escrow instructions to the declaration.
 - (b) If more than one tax bill is applicable, sum the market values and enter the sum of the total amount of taxes and/or special assessments of all tax bills in the spaces provided.
 - (c) If the legal description cannot be entered in the space provided, you may enter “see attached” and staple a separate legal description to the declaration.
 - (d) The Revenue and Taxation Code requires that all property be reappraised whenever there is a change of ownership or new construction is completed, absent an exclusion to the contrary. In order to properly process your bond estimate, you must fully provide all information as requested.
2. The declaration is to be signed under penalty of perjury by the owner of record, an authorized agent or corporate officer.
3. A new declaration is required for each year or fraction thereof for which a new estimate is made.
4. We will not process an incomplete declaration.

NOTE

After receipt from the Department of Public Works, non-priority estimates are processed in about fifteen working (15) days.

After receipt from the Department of Public Works, it will take the Office of Assessor approximately ten (10) working days to process the Bond Estimate provided you have obtained “priority status” from the Department of Public Works. Timely submission of your Bond Request is, therefore, very important. If you want to record early, request your estimate early.