

**LEASED PROPERTY**

OWNER'S NAME

MAILING ADDRESS FOR TAX PURPOSES

LESSEE'S NAME

SITUS ADDRESS

<input type="checkbox"/> NEW LEASE	<input type="checkbox"/> EXISTING LEASE	UNEXPIRED NUMBER OF YEARS _____	
TERM OF LEASE	STARTING DATE	EXPIRATION DATE	
EFFECTIVE DATE	USE OF BUILDING		
RECORDING DATE	DOCUMENT NO.	BOOK NO.	PAGE NO.

RECORDED LEASE SUBMITTED                       RECORDED MEMO OF LEASE SUBMITTED

OWNER'S CONSENT                                       CORRESPONDENCE ATTACHED

PROPERTY DESCRIPTION

**ASSESS REMAINDER TO**

NAME

ADDRESS

**CHANGE REQUESTED BY**

LESSEE                       LESSOR

ADDRESS	PHONE NO.
SIGNATURE OF LESSEE	DATE
SIGNATURE OF LESSOR	DATE
APPROVED ( <i>Chief, Ownership Division</i> )	DATE
APPROVED ( <i>Chief, Real Property Division</i> )	DATE
FORMULATOR	DATE

**PLEASE NOTE:**

Return this form with a copy of **recorded lease** to:

LOS ANGELES COUNTY ASSESSOR  
 500 WEST TEMPLE STREET  
 ROOM 301  
 LOS ANGELES, CALIFORNIA 90012  
  
 ATTN: LEASE SEGREGATION DESK

Upon expiration of the subject lease, adjacent properties in the same owner's name will be combined. Application for continued segregation should be directed to the Assessor at that time.



JEFFREY PRANG  
*Assessor*

## OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES

500 WEST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012-2770  
assessor.lacounty.gov  
1(888) 807-2111



*Valuing People  
and Property*

### OFFICE OF THE ASSESSOR'S POLICY GOVERNING THE ASSESSMENT OF LEASE SEGREGATIONS OF REAL PROPERTY

The separate assessment of a portion of a parcel subject to a lease, which requires the lessee-owner to pay the corresponding portion of the property taxes, must adhere to the requirements of Revenue and Taxation Code Section 2188.4. Therefore, before lease segregation may be executed the following conditions must be met:

1. Request must be made by a lessee or lessor in writing in the following manner:
  - a. By letter directed to:

The Office of Assessor, County of Los Angeles  
500 West Temple Street, Room 301  
Los Angeles, California 90012-2770  
Attn: Lease Segregation Desk
- OR
- b. By completion of a request form (Form OWN-138) at the Main Office, Room 225 or at any District Office.
2. Lease must be recorded with the County Recorder on or before the lien date, 12:01 a.m. Jan. 1st for the ensuing year, or
  - a. In cases where the unrecorded lease is voluminous and/or contains information of a confidential nature, a recorded "Memorandum of Lease" will be accepted. The memorandum must include the legal description and the signatures of the legal owner and lessee.
  - b. Terms of lease not recorded in "Memorandum of Lease" (i.e., effective and expiration dates, renewal options and use of property) must be supplied. The actual lease must either be brought to us to extract the information required or information submitted separately by letter on company letterhead, if available, signed by the owner and lessee.
3. Lease must provide for a term of 15 years or more (including options to renew.)
4. Request for lease segregation must be made prior to said lien date for the ensuing year.
5. Property must be assessed in name of owner.
  - a. Name of Lessee may be added to name of owner upon request of owner.
6. Lessee's mailing address, for tax bill purposes, may be used upon request.
7. The leased property must have appropriate direct frontage on a public street. Segregation must not produce an island. Exceptions in extreme cases must be approved by the Chief's of Ownership and Real Property Divisions.
  - a. A parcel included in the lease for easement purposes only (i.e. parking, ingress and egress, or for the purposes of qualifying direct street frontage) will not be considered in the acceptance of the segregation and will not be segregated from the original parcel for assessment purposes.
8. Upon expiration of the subject lease, adjacent properties in the same owner's name will be combined unless notice of renewal is given to the Assessor prior to the lien date of the year lease expires.

If you require further information please contact The Lease Segregation Desk at (213) 974-3464.