

**WELFARE EXEMPTION SUPPLEMENTAL AFFIDAVIT,  
HOUSING – ELDERLY OR HANDICAPPED FAMILIES**



COUNTY OF LOS ANGELES • OFFICE OF THE ASSESSOR  
 500 WEST TEMPLE STREET ROOM 227  
 LOS ANGELES, CA 90012-2770 • Telephone 213.974.3481  
 Email: exempt@assessor.lacounty.gov  
 Website: assessor.lacounty.gov  
 Si desea ayuda en Español, llame al número 213.974.3211

This Claim is Filed for Fiscal Year 20 \_\_\_\_ — 20 \_\_\_\_ .

This is a Supplemental Affidavit filed with

- BOE-267, Claim for Welfare Exemption (First Filing)
- BOE-267-A, Claim for Welfare Exemption (Annual Filing)

**Section 1. Identification of Applicant**

Name of Organization \_\_\_\_\_

Mailing Address (number and street) \_\_\_\_\_ Corporate ID or LLC Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Organizational Clearance Certificate (OCC) No. \_\_\_\_\_ (Provide copy of certificate with this claim if first filing). If you do not have an OCC, have you filed a claim for an OCC with the BOE?

- Yes  No

If No, see instructions for information on obtaining an OCC claim form.

**Section 2. Identification of Property**

Address of property (number and street) \_\_\_\_\_

City, County, Zip Code \_\_\_\_\_ Date Property Acquired \_\_\_\_\_

**Section 3. Household Information**

**A. Eligibility Based on Family Household Income**

Section 214(f) of the California Revenue and Taxation Code provides that property owned by nonprofit organizations providing housing for low- and moderate-income elderly or handicapped families can qualify for the welfare exemption from property taxes only to the extent that household incomes of families residing there do not exceed amounts listed below:

NO. OF PERSONS IN HOUSEHOLD	MAXIMUM INCOME	NO. OF PERSONS IN HOUSEHOLD	MAXIMUM INCOME	NO. OF PERSONS IN HOUSEHOLD	MAXIMUM INCOME
1		4		7	
2		5		8	
3		6			

**Note:** If a dollar amount is not entered for each number of persons, contact the County Assessor for the figures. The amounts are different for each county and change annually.

In order to qualify all or a portion of the property for the exemption, you must have: (1) a signed statement for each family that qualifies (you should keep the statement for future audits); and (2) you must complete the report on pages 2 and 3 of this claim.

<b>FOR ASSESSOR'S USE ONLY</b>	<b>Whom should we contact during normal business hours for additional information?</b>	
Received by _____ <small>(Assessor's designee)</small>	NAME _____	
of _____ on _____ <small>(county or city) (date)</small>	DAYTIME TELEPHONE ( )	EMAIL ADDRESS _____

**B. List of Qualified Families**

Complete or attach list showing desired information for only those households that qualify; use additional sheets if necessary.

ADDRESS / UNIT NUMBER <i>(use two lines if there are two families in a unit)</i>	NO. OF PERSONS IN FAMILY <i>(may be more than one family in unit)</i>	MAXIMUM INCOME FOR FAMILY DOES NOT EXCEED
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

<b>C. Recap for All Families, Eligible and Ineligible</b>	EXAMPLE	ACTUAL
1. Number of qualified families. <i>(one for each line filled in above)</i>	110	
2. Number of non-qualified families. <i>(Occupants did not sign statement, refused to report, amount of income is over the limit, or unit was occupied by other than elderly or handicapped family)</i>	10	
3. Total number of families.	120	

<b>D. Exemption Calculation</b>	EXAMPLE	ACTUAL
Percentage which the number of low and moderate-income elderly and handicapped families occupying the property is of the total number of families occupying the property.	110 / 120	/
Maximum percentage of value of property eligible for exemption.	91.66%	

**CERTIFICATION**

*I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information contained herein, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.*

NAME	TITLE	DATE
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SIGNATURE



**INSTRUCTIONS FOR FILING  
WELFARE EXEMPTION SUPPLEMENTAL AFFIDAVIT  
HOUSING – ELDERLY OR HANDICAPPED FAMILIES**

**FILING OF AFFIDAVIT**

This affidavit is required under the provisions of sections 214(f), 251, and 254.5 of the Revenue and Taxation code and must be filed when seeking exemption on housing for elderly or handicapped families that is owned and operated by a nonprofit organization or eligible limited liability company. A separate affidavit must be filed for each location and the income of the occupants must not exceed certain limits (see section 3 of claim form). This affidavit supplements the claim for welfare exemption and must be filed with the county assessor by February 15 to avoid a late filing penalty under section 270. If you do not complete and file this form, you may be denied the exemption. The claimant should provide each family living on the property with a copy of form BOE-267-H-A, *Elderly and Handicapped Families, Family Household Income Reporting Worksheet*.

**The organization keeps the completed, signed worksheet in case of further audit. Do not submit the worksheets with your filing.**

**FISCAL YEAR**

The fiscal year for which an exemption is sought must be entered correctly. The proper fiscal year follows the lien date (12:01 a.m., January 1) as of which the taxable or exempt status of the property is determined. For example, a person filing a timely claim in February 2011 would enter “2011-2012” on line four of the claim; a “2010-2011” entry on a claim filed in February 2011 would signify that a late claim was being filed for the preceding fiscal year.

**SECTION 1. Identification of Applicant.**

Identify the name of the organization seeking exemption on the elderly or handicapped housing property, corporate identification number (or limited liability number if the organization is a limited liability company), and mailing address.

**SECTION 2. Identification of Property.**

Identify the location of the elderly or handicapped housing property, county in which the property is located, and the date the property was acquired by the organization.

**SECTION 3. Household Information.**

Include a list of low and moderate-income elderly and handicapped families that qualify for exemption based on the maximum income level for the county for the claim year where the property is located (see dollar amount on table).

**OBTAINING CLAIM FORMS FROM THE STATE BOARD OF EQUALIZATION**

Claim form BOE-277, *Claim for Organizational Clearance Certificate – Welfare Exemption*, is available on the Board's website ([www.boe.ca.gov](http://www.boe.ca.gov)) or you may request the form by contacting the Exemptions Section at 916-274-3430.



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**WELFARE EXEMPTION  
 INSTRUCTIONS FOR COMPLETION OF SUPPLEMENTAL AFFIDAVIT  
 HOUSING - ELDERLY OR HANDICAPPED FAMILIES-  
 ELIGIBILITY BASED ON FAMILY HOUSEHOLD INCOME**

Section 214(f) of the California Revenue and Taxation Code provides that property owned by nonprofit organizations providing housing for low- and moderate-income elderly or handicapped families can qualify for the welfare exemption from property taxes only to the extent that household incomes of families residing therein do not exceed certain specified limits.

**INSTRUCTIONS**

The claimant (organization) must follow the instructions listed below. The claimant should provide each “family” living on the property with a copy of the attached form titled *Welfare Exemption Supplemental Affidavit, Housing-Elderly or Handicapped Families* (BOE-267-H). The organization’s property will not be allowed the exemption unless the proper information in a completed affidavit, in duplicate, is provided to the Assessor, who will forward a copy of the affidavit, along with a copy of the welfare exemption claim, to the Assessment Standards Division, State Board of Equalization, for review under the provisions of Section 254.5, Revenue and Taxation Code.

**PROCESSING OF THE AFFIDAVIT BY THE CLAIMANT**

- A. The claimant (organization) should complete the front of the affidavit; it must be filed, in duplicate, along with the copies of the claim for welfare exemption by the date requested.
- B. The claimant must list on the affidavit the following information for **only** those **elderly** and/or **handicapped** families that **qualify**:
  - (1) Home address, apartment number, room number, etc. Use two lines if there are two families at the same location, etc.
  - (2) The number of persons claimed to be in the family (one family for each line item).
  - (3) The maximum income limit reported by each family (this figure should agree with the income limit based upon number of persons in the family that is printed on the affidavit).

**Note:** No reporting **by line item** is necessary for vacant room (areas), families that did not report, families that may not be elderly or handicapped, or for families whose incomes exceed the applicable income limits.

- C. The claimant must complete the Recap section of the affidavit for all families, eligible and ineligible by entering:

	<u>Example</u>
(1) The number of qualified families (one for each line item completed in B, above).	110
(2) The number of nonqualified families (occupants did not sign statement; refused to report; amount of income, if reported, is over the limit; or unit was occupied by other than an elderly or handicapped family).	10
(3) The total of number of families.	120

- D. The claimant must complete the Exemption Calculation Percentage and enter the Maximum Percentage of Value of Property Eligible for Exemption on the appropriate line.

**The exemption calculation percentage is computed by:**

- (1) Enter the number of low - and moderate-income elderly and handicapped families occupying the property, in the example the number is 110.
- (2) Enter the total number of families occupying the property, in the example the number is 120.
- (3) Divide the number in 1 (110) by the number in 3 (120) to obtain the Maximum Percentage of Value of Property Eligible for Exemption:  $110/120 = 91.66\%$  (percent)