

ROBERT MENVIELLE
ASSESSOR

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March 1, 2024

Dear Apartment House Property Statement Filer,

This is your notice to file a 2024 BOE business property statement. Electronic filing (e-file) is now the preferred method for filing property statements. Below are *two* options on how to properly file form 571-R with our office.

Option # 1 – Online Filing (SDR/e-SDR)

Included in the envelope is a separate Notice to File letter that contains an account number and Business Identification Number (BIN) you will use to e-file your annual property statement. Refer to this letter for filing instructions. Filers who use Form 571-R Property Statements can access their Cal Assessor SDR/e-SDR web portal at <https://public.calbpsfile.org/home> or on the Assessor's website at assessor.imperialcounty.org. **On the Assessor's webpage, click on the SDR/e-SDR e-file icon to get started.**

Option # 2 – Paper Form Filing

If you prefer to file all paper forms, fillable forms can be found and completed at <http://assessor.imperialcounty.org/forms/>. Completed 571 forms can be printed, delivered, mailed, or emailed to our office. Forms are also available upon request by calling (442) 265-1300 or e-mailing a request to Assessor@co.imperial.ca.us.

The filing dates for both e-filers and paper filers are as follows:

April 1, 2024: Property statements are due.

May 7, 2024: Final date to file property statements without a 10% late penalty.

May 31, 2024: Last date to amend a timely filed property statement, without a 10% penalty.

Statements and amendments are timely filed, if e-filed or postmarked by their respective due date.

If you utilize an independent accounting service to prepare your property statement, please forward this information to them. **If you have permanently closed your business, please complete the Statement of Change Form that is printed on the back of the Notice to File letter included in this envelope.** A fillable version of the Statement of Change Form is also available at <https://assessor.imperialcounty.org/forms/>.

For questions related to business property statements or assistance with e-filing, please call the Assessor's Business Property information line at **(442) 265-8805**. Questions related to business property statements can also be emailed to BusinessProperty@co.imperial.ca.us.

Sincerely,

Robert Menvielle
Imperial County Assessor