

OFFICE OF THE AUDITOR-CONTROLLER

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**COUNTY**

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**Special Assessments**

This is a reminder for the placement of special assessments and bonds on the **FY 2018-19** tax roll. If you have contracted this task to your consulting firm/s, it is **your responsibility** to provide this notice to them.

The **cut-off date** for the FY 2018-19 tax roll is **August 10, 2018** (GC 26911). Special assessments and bonds received after this date **will not** be placed on the tax roll. **Please advise your consultant to submit your assessments by the due date.**

Upon receipt of your special assessments, we will validate the data and allow you to make any necessary corrections before transferring them to the roll. Once the special assessment is placed on the roll, cancellations/changes are only accepted from September and until March 31st of the following year.

**The special assessments should be in the attached format provided by the Solano County Integrated Property System. Special assessment data in any format other than our standard format will be returned.**

Below is a list of your special assessments with their project numbers.

**\*\*\*PLEASE ENSURE ALL ITEMS BELOW ARE ADDRESSED\*\*\***

- **You may combine all of your project numbers in your agency in one file for Bonds and one file for Non-Bonds. If a consulting firm is submitting your charges, please ensure they submit your files for your agency in separate files from other agencies.**
- **Valid parcel numbers** must be used for the special assessments. Please ensure all data are correct before submitting to our office.
- **Any assessment less than \$10 should not be placed on the tax roll.**
- A **project number** will be needed for new special assessments (first time on the tax roll). To obtain a project number, contact us at [PropertyTax@solanocounty.com](mailto:PropertyTax@solanocounty.com).
- Please provide the name and telephone number of the individual who will respond to taxpayer queries regarding this levy. **This information is required and is placed on the tax bill.** Without it, the levy will not be placed on the tax bill. If you contracted a consulting firm to do this levy, obtain the name and telephone number designated by your contractor to answer questions from the taxpayers.

- **Please provide a copy of the Board Resolution.**
- Please **do not include** any property owned by Federal agencies. Federal agencies are exempt from property taxes and special assessments.
- Please **do not include** any common area parcels. The Assessor's Office has coded these with a use code of 9100.
- Please provide a **brief narrative** (in MS Word format) for all new special assessments (first time on the tax roll) describing the nature of the special assessment which should include what, how, where, and why.
- Please let us know if any of the project numbers listed above will **not have charges for FY 2018-19, or in the future.**

Please send your data as an attachment to your email to:

[PropertyTax@solanocounty.com](mailto:PropertyTax@solanocounty.com)

Please contact David Gustafson at (707) 784-6259 for any questions relating to the format, or Rosemary Bettencourt at (707) 784-6413 for any other questions regarding special assessments.

Very truly yours,



Simona Padilla-Scholtens, CPA  
Auditor-Controller