

Please reference your San Mateo County account number as well as your email address on the spreadsheet.

Company Name: ABC Leasing Company 2017 Form 571L Rendition  
 Account #: 0123450001 (Please make sure it matches the account number on your original 571L Form. If mailing please attach original form with barcode)  
 Contact: Marsha Winters  
 Telephone #: (650) 599-1628  
 Email Address: Taxdepartment@company.com (Please make sure to include email address on your Excel spreadsheet)

LEASE #	LESSEE NAME	CURRENT BILLING ADDRESS	EQUIPMENT ADDRESS	CITY	ZIP CODE	DESCRIPTION	MAKE	MODEL	SERIAL #	TL - True Lease		CS=CONDITIONAL SALE	
										ACQUISITION YEAR	COST	TYPE OF LEASE	
005-123456-001	ABC INTERNATIONAL CORP	P O BOX 12345, SAN MATEO, CA 94401	1234 PARK AVE, #214	SAN MATEO	94401	COPIER	MINOLTA	SF750	B555111333	2013	10,514	TL=TRUE LEASE	
001-127994	BILL JONES & ASSOCIATES	4321 RALSTON AVE, BELMONT, CA 94010	4321 RALSTON AVE	BELMONT	94010	PRINTING MACHINE, GESTETNER RU40	GESTETNER	RU40	G256	2012	787,525	CS=CONDITIONAL SALE	
002-567123-002	TDI PACIFIC LLC	2330 UNIVERSITY AVE, EAST PALO ALTO, CA 94303	2330 UNIVERSITY AVE	EAST PALO ALTO	94303	COMPUTER EQUIPMENT <25,000	HEWLETT PACKARD	VECTRA VL400 MT	US04500087	2013	19,999	TL=TRUE LEASE	
003-654321-001	OTHER PEOPLES THINGS	8697 WHIPPLE BLVD, REDWOOD CITY, CA 94063	8697 WHIPPLE BLVD.	REDWOOD CITY	94063	ELECTRIC FORKLIFT	YALE	ERC050	YA556677	2012	22,380	CS=CONDITIONAL SALE	

NOTE: FOR TRUE LEASES, THE TAX BILLS WILL BE MAILED TO THE LESSOR'S MAILING ADDRESS.  
 CONDITIONAL SALES AGREEMENTS WILL BE MAILED DIRECTLY TO THE LESSEE. THIS IS WHERE THE NEED FOR AN ACCURATE CURRENT BILLING ADDRESS IS VERY IMPORTANT. ALSO, PUT CONDITIONAL SALES ON SEPARATE SHEET.

# SAMPLE ONLY - THIS INFORMATION IS FICTITIOUS

Email only to: [Leasing@smcare.org](mailto:Leasing@smcare.org) Please attach your signed PDF of the first page of the Form 571-L Business Property Statement

\*\*\*\*Please put your 571-L account number on the SUBJECT LINE of your email; also use it as the FILE NAME on your spreadsheet.

Example: (Subject: RE: 1234560001 ABC Leasing Co 2017 571L) (File Name: 1234560001 ABC Leasing Co 2017.xls)

From	MWinters@smcgov.org
To	<a href="mailto:Leasing@smcare.org">Leasing@smcare.org</a>
CC	
Bcc	
Subject	RE: 0123450001 ABC LEASING CO 2017 571-L FORM PDF & 2017 LEASING EXCEL SPREADSHEET
Attached	0123450001_ABC LEASING CO 2017 571-L SIGNED PDF.pdf (102 KB);  0123450001_ABC LEASING CO 2017 571L EXCEL.xls (105 KB)

Dear San Mateo Assessor,  
 Here is our signed PDF copy of the form 571-L and our excel spreadsheet.  
 We have a separate sheet for true leases and for conditional sales.

Regards,

*Marsha Winters*

Principal Auditor-Appraiser  
 San Mateo County Assessor's Office  
 555 County Center, 3<sup>rd</sup> Flr.  
 Redwood City, CA 94063  
 Tele: 650.599.1628  
 Email: [mwinters@smcare.org](mailto:mwinters@smcare.org)