

# Business Property Statement Program

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## General

[Section 441\(a\)](#) provides that each person owning taxable personal property (other than a manufactured home) having an aggregate cost of \$100,000 or more for any assessment year shall file a signed business property statement (BPS) with the assessor. Those persons owning personal property not required to file a BPS must do so only upon request from the assessor.

[Section 441\(b\)](#) provides that the BPS shall be signed under penalty of perjury and filed annually with the assessor between the lien date and 5 p.m. on April 1. The penalty provided for in [section 463](#) shall apply if the BPS is not filed by May 7.

## Scope of Review

The BOE's assessment practices survey team evaluates the assessor's practices and procedures regarding business property statements.

The specific areas of review may include, but are not limited to, the following:

- **General Program Elements**
- **Discovery**
- **General Statement Processing**
- **Penalty Process for Late or Nonfiled BPSs**
- **Direct Billing**
- **E-Filing BPSs**
- **Apartment Statements**
- **Coordination**
- **Record Storage and Retention**