

## REQUIREMENTS FOR OBTAINING COPIES OF ASSESSOR BUILDING RECORDS

You may submit a request for building records to [ARCCBuildingRecords.FGG@sdcounty.ca.gov](mailto:ARCCBuildingRecords.FGG@sdcounty.ca.gov). To help expedite your request, please see the requirements below for requesting copies of building records.

- **Requests from property owners** – an email with parcel number or property address and a copy of their photo ID.
- **Requests from agents** – an email with a completed copy of the “Authorization to Release Records” form, signed by the property owner and authorizing the agent to obtain the records, and a copy of the agent’s photo ID.
- **Requests from owners when a property is in a Corporation LLC or other legal entity** – an email with parcel number or property address, a copy of their photo ID, and documentation proving the ownership interest in the entity. i.e., operating or partnership agreements, a statement on company letterhead or stockholder ledgers.
- **Requests from agents when a property is in a Corporation, LLC or other legal entity** – an email with a completed copy of the “Authorization to Release Records”, a copy of the photo ID for the person obtaining the records and documentation proving the person signing the authorization does have an ownership interest in the entity. i.e., operating or partnership agreements, a statement on company letterhead or stockholder ledgers.
- **Requests from owners when a property is in a Trust** – an email with parcel number or property address, a copy of their photo ID, and trust documentation proving the ownership interest in the trust. Please provide the trust title page, distribution page and signature page.
- **Requests from agents when a property is in a Trust** - an email with a completed copy of the “Authorization to Release Records”, a copy of the photo ID for the person obtaining the records and documentation proving the person signing the authorization does have an ownership interest in the trust. Please provide the trust title page, distribution page and signature page.

**Copy of photo ID provided will ONLY be used for verification purposes then discarded.**

**Please note the fee for this service is temporarily waived but is subject to change.**



# COUNTY OF SAN DIEGO

ERNEST J. DRONENBURG, JR.  
ASSESSOR/RECORDER/COUNTY CLERK

www.sdarcc.com



ASSESSOR'S OFFICE  
1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2480  
(619) 236-3771 • FAX (619) 557-4056

RECORDER/COUNTY CLERK'S OFFICE  
1600 PACIFIC HIGHWAY, SUITE 260  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

## AUTHORIZATION TO RELEASE COUNTY OF SAN DIEGO ASSESSOR RECORDS

Owner of Property: \_\_\_\_\_

Corporate Title if Applicable: \_\_\_\_\_

**Note:** If the property owner is a corporation, limited liability company, partnership or any other type of legal entity, this authorization must be accompanied by documents proving that the person signing does have an ownership interest in the entity. Examples of such documents include stockholder ledgers, operating or partnership agreements or a statement on company letterhead.

Address of Property: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

Name of Person Obtaining Record(s): \_\_\_\_\_

(if copy service, must include copy service & attorney name)

This authorization or photocopy thereof will permit the above named person(s) to inspect and discuss with the Assessor staff, information and records in the possession of the San Diego County Assessor's Office and to obtain or make copies of the same, for a fee, for the above referenced property. This authorization is valid for sixty days from the signature date.

I certify (or declare) that the foregoing and all information hereon, including any accompanying statements or documents, is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

<p><b><u>For Assessor Use Only</u></b></p> <p>Supv Area: _____</p> <p>ID Verified: _____</p> <p>Deputy Initials: _____</p>
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