



# PROPERTY OWNER'S CANCEL PENALTY REQUEST

**\*\*Please note that cancel penalty requests cannot be approved without payment of taxes in full. Please make out a separate check for the penalty portion, which will be returned if this request is approved.\*\***

Date Submitted: \_\_\_\_\_

Name(s) of Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

NUMBER AND STREET

CITY, STATE, ZIP CODE

Best Daytime Telephone Number: \_\_\_\_\_ • Home • Cell • Work

Assessment/Parcel #(s): \_\_\_\_\_

• See List (Please include all pertinent assessment numbers or check the box and attach a separate list)

Fiscal Year(s): \_\_\_\_\_

**In the area below, please give a detailed explanation of your request along with any supporting facts. You may use a separate sheet of paper or a letter if necessary. Be sure to attach any relevant documentation supporting your request for a waiver of penalties as well. (Please print or write legibly in blue or black ink)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

For Internal use only

• **Request APPROVED**

Per Revenue and Taxation Code: • 4985.20 • 4985.00 \_\_\_\_\_ • 4985.25 • 2610.50

• **Request DENIED**

Reason for denial: \_\_\_\_\_

Supervisor/Reviewer Initials \_\_\_\_\_

Date \_\_\_\_\_