

INSTRUCTIONS – SCHEDULE B INTERESTS IN REAL PROPERTY

Reportable interests in real property are those properties located in your agency's jurisdiction (see Appendix-8), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest).
- A deed of trust, easement, or option to acquire property.
- A leasehold interest (see Appendix-8).
- A mining lease, such as oil, gas, gold.
- An interest in real property held in a retirement account (see Appendix-9).
- An interest in real property held by a business entity or trust in which you, your spouse, or your dependent children had a 10% or greater ownership interest (report on Schedule A-2).

You may not be required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence. However, a residence for which you claim a business deduction may be reportable. In this situation, you may report the portion of the residence claimed as the tax deduction as the fair market value.
- Interests in real property held through a blind trust (see Appendix-10 for exceptions).

TO COMPLETE SCHEDULE B:

- Report the address or other precise location, such as an assessor's parcel number, of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- If you acquired or disposed of your interest in the property during the reporting period, enter the date acquired or disposed.
- Identify the nature of your interest. If it is a leasehold, also disclose the number of years remaining on the lease.
- If you are reporting rental property, check the box indicating the gross rental income you received.
- If you had a 10% or greater interest in a rental property, and your pro rata share of the gross rental income from

a single tenant was \$10,000 or more during the reporting period, list the name of the tenant.

- Loans that total \$500 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule D. See instructions for Schedule D for an example and list of exceptions.
 - Provide the name and address of the lender.
 - Check the box describing the lender's business activity.
 - Disclose the interest rate and term of the loan. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.
 - Check the box indicating the highest balance of the loan during the reporting period.
 - Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule D.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction.

If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single source paid \$10,000 or more.

* EXACT ADDRESS OR PRECISE LOCATION	
4621 Story Way	
CITY	
Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$0 - \$10,000	<input type="checkbox"/> ACQUIRED <input type="checkbox"/> DISPOSED
<input type="checkbox"/> \$10,001 - \$100,000	
<input type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Rental Property <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement	
<input type="checkbox"/> Leasehold <input type="checkbox"/> Yrs. remaining <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	
<input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCE(S) OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
Suzette Jones	
NAME OF LENDER	
BFF Financial Services	
ADDRESS	
6200 Aspen Drive, Sacramento, CA 95814	
BUSINESS ACTIVITY OF LENDER	
<input checked="" type="checkbox"/> Financial Institution <input type="checkbox"/> Other	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> New	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$0 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	
<input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	

FPPC Form 700 (2001/2002)
FPPC Toll-Free Helpline: 866/ASK-FPPC

REMINDERS

- ✓ Income and loans already reported on Schedule B are not also required to be reported on Schedule C or D.
- ✓ Code filers – Do your disclosure categories require disclosure of real property?

