

## INSTRUCTIONS – SCHEDULE B INTERESTS IN REAL PROPERTY

Reportable interests in real property are those located in your agency's jurisdiction (see Appendix-4), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest aggregating \$1,000 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-4).
- A mining lease (e.g., oil, gas, gold).
- An interest in real property held in a retirement account (see Appendix-5).
- 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 are not required to report:

- A residence (i.e., home, vacation cabin) used exclusively as a personal residence. However, a residence in 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-6).

### TO COMPLETE SCHEDULE B:

- Report the address or other precise location (e.g., 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 leasehold, also disclose the number of years remaining on the lease.

#### REMINDERS

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

- 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, list the name of each tenant if your pro rata share of the gross rental income from **that** tenant was \$10,000 or more during the reporting period.
- Loans which aggregate \$250 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 (e.g., 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 he 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.

STREET ADDRESS OR PRECISE LOCATION 4621 Story Way	
CITY Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE
<input type="checkbox"/> \$1,000 - \$10,000	<input type="checkbox"/> / / 99 <input type="checkbox"/> / / 99
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED                      DISPOSED
<input checked="" type="checkbox"/> Over \$100,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Rental Property <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement	
<input type="checkbox"/> Leasehold    Yrs. remaining _____ <input type="checkbox"/> Other _____	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0-\$249 <input type="checkbox"/> \$250-\$1,000 <input type="checkbox"/> \$1,001-\$10,000 <input checked="" type="checkbox"/> Over \$10,000	
SOURCES OF RENTAL INCOME: <i>If you own a 10% or greater interest, see the instructions for reporting sources of income.</i>	
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"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$250-\$1,000 <input checked="" type="checkbox"/> \$1,001-\$10,000 <input type="checkbox"/> Over \$10,000	

**Interests in Real Property**

➤ STREET ADDRESS OR PRECISE LOCATION  
 \_\_\_\_\_  
 CITY \_\_\_\_\_

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:  
 \$1,000 - \$10,000 \_\_\_\_\_/\_\_\_\_\_/99  
 \$10,001 - \$100,000 \_\_\_\_\_/\_\_\_\_\_/99  
 Over \$100,000 ACQUIRED DISPOSED

NATURE OF INTEREST  
 Rental Property  Ownership/Deed of Trust  Easement  
 Leasehold \_\_\_\_\_ Yrs. remaining  \_\_\_\_\_ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$249  \$250 - \$1,000  \$1,001 - \$10,000  Over \$10,000

SOURCES OF RENTAL INCOME: *If you own a 10% or greater interest, see the instructions for reporting sources of rental income.*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME OF LENDER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY OF LENDER  
 Financial Institution  
 Other \_\_\_\_\_

INTEREST RATE \_\_\_\_\_%  None TERM (Months/Years) \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD  
 \$250 - \$1,000  \$1,001 - \$10,000  Over \$10,000  
 Guarantor, if applicable \_\_\_\_\_

Check below if another loan is disclosed on Schedule D.  
 Additional loan – refer to Sch. D.

➤ STREET ADDRESS OR PRECISE LOCATION  
 \_\_\_\_\_  
 CITY \_\_\_\_\_

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:  
 \$1,000 - \$10,000 \_\_\_\_\_/\_\_\_\_\_/99  
 \$10,001 - \$100,000 \_\_\_\_\_/\_\_\_\_\_/99  
 Over \$100,000 ACQUIRED DISPOSED

NATURE OF INTEREST  
 Rental Property  Ownership/Deed of Trust  Easement  
 Leasehold \_\_\_\_\_ Yrs. remaining  \_\_\_\_\_ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED  
 \$0 - \$249  \$250 - \$1,000  \$1,001 - \$10,000  Over \$10,000

SOURCES OF RENTAL INCOME: *If you own a 10% or greater interest, see the instructions for reporting sources of rental income.*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME OF LENDER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

BUSINESS ACTIVITY OF LENDER  
 Financial Institution  
 Other \_\_\_\_\_

INTEREST RATE \_\_\_\_\_%  None TERM (Months/Years) \_\_\_\_\_

HIGHEST BALANCE DURING REPORTING PERIOD  
 \$250 - \$1,000  \$1,001 - \$10,000  Over \$10,000  
 Guarantor, if applicable \_\_\_\_\_

Check below if another loan is disclosed on Schedule D.  
 Additional loan – refer to Sch. D.

Comments: \_\_\_\_\_