**How to request a correction of the City of Berkeley’s non-public value for your home’s square footage**

1. Calculate your City of Berkeley square footage by dividing your BSEP tax by 0.398
2. Look up your Building Area by entering your address on the City’s “County link portal” - [https://www.cityofberkeley.info/gisportal/.](https://www.cityofberkeley.info/gisportal/.%20%20T)  This is the official recorded size of your DWELLING UNIT.
3. Compare the values. If the City value is larger than the County’s value, then send a request for correction to **John Zotomayor at 1947 Center St., Finance First Floor, Berkeley, CA 94704**. Demand that the city substantiates the measurements they have for you in their non-public database, and that they provide proof that all of the square footage is part of your DWELLING UNIT. If you have any recent appraisals, send a copy of those. You can also take your own measurements and provide those. Remember to measure from the outside of the building.
4. If the City value of your DWELLING UNIT is smaller and the county value is larger, you can still ask for a correction and be an honest and principled taxpayer! Hey, let us know if you decide to do this and we can write about you on our website!

If you want to ask any questions of the City of Berkeley, John Zotomayor’s phone number is 510-981-7243

If you want to ask us questions or make comments, you can send us an email at equity@berkeleytaxes.info