

My Properties/Parcels Management

Your properties/parcels in the Property Tax Management System are managed using one or more lists. Properties/parcels can be added to lists individually or as a group. Existing lists can be edited, printed or removed. You have to be logged in to the Property Tax Management System to use this feature.

Create a Properties/Parcels List


Step 1: Click “My Properties/Parcels”

Under Option Selections section located on the left hand side of the screen click “**My Properties/Parcels**” to see your list(s) of properties/parcel(s) or to create a list for the first time.

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Property Tax Management System - Option Selections

OPTION SELECTIONS

My Properties/Parcels

Make a Payment

My Profile

Logout

[User Guide](#)

Please select an option on the left hand side of this page to continue.

My Properties/Parcels
Create one or multiple list(s). Each list can contain from one to 100 properties/parcels.

Make a Payment
Select the property/parcel list(s) and make a payment(s).

My Profile
Update your account information.

Logout
Log off from the Property Tax Management System.

Business Hours
8:00 a.m. to 5:00 p.m.
Pacific Time
Monday - Friday
Excluding Los Angeles
County Holidays

Contact Us
225 N. Hill Street
Los Angeles, CA 90012
Toll-Free No.: (888) 807-2111
Visit:
ttc.lacounty.gov/public-inquiries

Secured Property Taxes
(213)974-2111
Toll-Free No.:
(888) 807-2111
ttc.lacounty.gov/public-inquiries

For help or inquiries regarding online payments, visit: ttc.lacounty.gov/public-inquiries.
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Step 2: Click “Create a New List”

To create a New List, click “**Create a New List**” which will open the “New Property/Parcel List” form.

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Property Tax Management System - Property/Parcel List

OPTION SELECTIONS

My Properties/Parcels

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My Profile

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[User Guide](#)

Create a list(s) with your properties/parcels.

There is no property/parcel list created under your profile. Please select “Create a New List” to create a property/parcel list. Each list can contain from one to 100 properties/parcels. You can create multiple lists.

Create a New List

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Step 3: Fill out “New Property/Parcel List” form

The “New Property/Parcel List” form contains several fields that must be completed to create your list(s). You can also use the “Type or Copy/Paste Your List” feature, see [Type or Copy/Paste Your List](#) section for more details. We recommend saving your changes regularly to avoid losing your work, especially for large lists.



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Property Tax Management System - New Property/Parcel List

OPTION SELECTIONS

My Properties/Parcels

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To create a new list, enter the following information. Each list can contain from one to 100 properties/parcels. You can create multiple lists.

List Name: *

Description:

Enter the Assessor's ID No. and Personal Identification Number (PIN) or
Type or Copy/Paste Your List

You must enter the 10-digit Assessor's ID No. and 6-character PIN to continue. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is not used in the PIN. The '0' is always a number zero.

	Assessor's ID No. 	PIN 	Property Location
1	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	
5	<input type="text"/>	<input type="text"/>	
6	<input type="text"/>	<input type="text"/>	
7	<input type="text"/>	<input type="text"/>	
8	<input type="text"/>	<input type="text"/>	
9	<input type="text"/>	<input type="text"/>	
10	<input type="text"/>	<input type="text"/>	

< Prev Page 1 Next Page > Save Cancel

(* Required Fields)

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1. **List Name** – Name your list to distinguish it from other lists. For example: “Single Family Homes” or “Commercial Properties”.
2. **Description** – This is an optional field that can be used to further describe the list of properties.
3. **Assessor's ID No. (AIN) and PIN** – These fields are used to enter the AIN and PIN for your property/parcel. You can enter from one to 100 properties/parcels per list. Pictures below describe where you can find this information on your tax bill as well as directions for the PIN entry:

Sample Bill

ANNUAL PROPERTY TAX BILL
 CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY
SECURED PROPERTY TAX FOR FISCAL YEAR **TO**
 JOSEPH KELLY, TREASURER AND TAX COLLECTOR
 FOR ASSISTANCE CALL (213) 974-2111 OR (888) 807-2111, ON THE WEB AT lacountypropertytax.com

PROPERTY IDENTIFICATION
 ASSESSOR'S ID NO.: 1234 567 890 15 000
 OWNER OF RECORD AS OF JANUARY 1, 2015
 SAME AS BELOW
MAILING ADDRESS

PIN 123456

ELECTRONIC FUND TRANSFER (EFT) NUMBER
 ID#: 15 1234 567 890 3 YEAR: 15 SEQUENCE: 000 3
 PIN: 123456

DETAIL OF TAXES DUE FOR **1234 567 890** **15 000 44** **CK**

AGENCY	AGENCY PHONE NO.	RATE	AMOUNT
GENERAL TAX LEVY	1234 567 890		35,482.32
ALL AGENCIES			
VOTED INDEBTEDNESS			
COUNTY		.000643	\$ 23.52
CITY-LOS ANGELES		.045354	1,609.27
METRO WATER DIST		.004700	166.77
FLOOD CONTROL		.000052	1.84
COUNTY COLLEGE		.021462	761.52
UNIFIED SCHOOLS		.106814	3,790.01
DIRECT ASSESSMENTS			
LA. STORMWATER	(213) 485-2403	\$	639.73
CITY 911 FUND	(213) 978-1099		4.10
FLOOD CONTROL	(626) 458-3945		802.44
LACD VECTR CNTRL	(800) 273-5167		5.87
LAPITD BLDG DIST	(213) 978-1869		100.46

LOS ANGELES COUNTY TAX COLLECTOR
 225 NORTH HILL STREET, LOS ANGELES, CA 90012
STATEMENT OF PRIOR YEAR TAXES
 AS OF 04/17/15

PARCEL INFORMATION

ASSESSOR'S ID: 1234 567 890

YRBD: 15

APN: 1234 567 890

Map Book Page Parcel

SPECIAL INFORMATION

PIN 123456

DESCRIPTION

PIN Entry

You must enter the 10-digit Assessor's ID No. and 6-character PIN for each property/parcel on the list in order to continue with processing your payment. If you do not have your PIN, please visit tcc.lacounty.gov/public-inquiries. Include "Duplicate Bill" in the subject line, or call us at 1(888) 807-2111, press 1, 2 and then press 9 to reach a representative. Upon your request, we will mail you a copy of a duplicate bill to the property address or the address on record. Please note, for security purposes, we cannot disclose your PIN over the telephone.

You have three attempts to enter a valid PIN. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is **not** used in the PIN. The '0' is always a number zero. If you are locked out, you can select **Other Payment Options** or wait until 7:00 a.m. on the next business day to try your online payment again.

Step 4: Save the newly created list

After filling out the “New Property/Parcel List” form click “**Save**” to create your list. The next screen will show your newly created list:

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Property Tax Management System - Property/Parcel List

OPTION SELECTIONS

My Properties/Parcels

Make a Payment

My Profile

Logout

User Guide

Create a list(s) with your properties/parcels.

List Name	List Description			
Residential Properties	List of residential properties	Edit	Remove	Print List

Create a New List

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Edit a Properties/Parcels List

Existing list(s) can be edited.

Step 1: Click “My Properties/Parcels”

Under Option Selections section located on the left hand side of the screen click “**My Properties/Parcels**” to see your list(s) of properties/parcels.

Step 2: Click “Edit”

Each Properties/Parcels list may be edited. Click “**Edit**” to make changes to any existing list(s). If you have no lists in the system, you will only see “Create a New List”. See [Create a Properties/Parcels list section](#) if you have not previously created a list.

List Name	List Description			
Residential Properties	List of residential properties	Edit	Remove	Print List

Create a New List

Step 3: Make modifications to “New Property/Parcel List” form

When editing a list, the fields are prefilled using previously saved information. You can add or remove properties/parcels from the list, as well as update the List Name or List Description.

Step 4: Save changes to the list

When you have finished making your changes, click “**Save**” button to submit your edits.

Remove a Properties/Parcels List

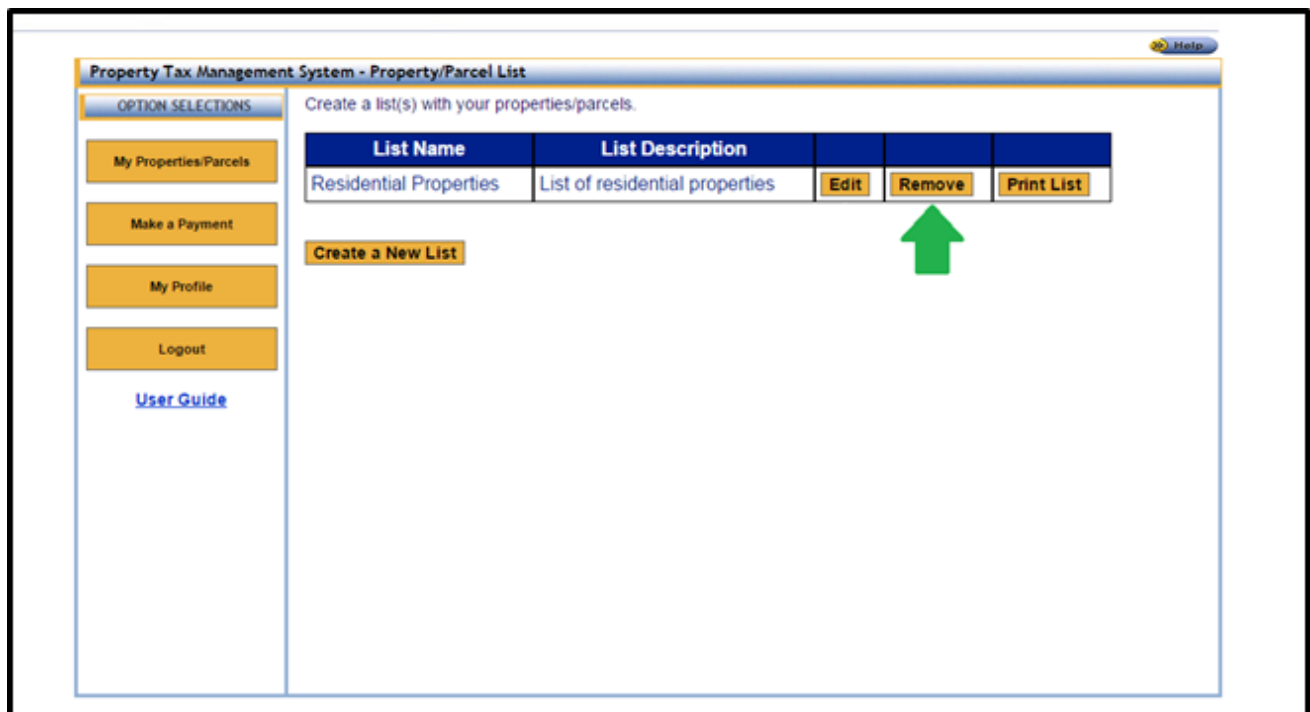
Existing lists can be removed.

Step 1: Click “My Properties/Parcels”

Under the Option Selections section located on the left hand side of the screen click “**My Properties/Parcels**” to see your saved lists.

Step 2: Click “Remove”

Each Properties/Parcels list has a corresponding “**Remove**” option. Click “Remove” to delete the list from the Property Tax Management System. You will be prompted to confirm the removal. After confirmation, the list will be permanently deleted.



Type or Copy/Paste Your List

An alternative to entering one property at a time is the ability to type in or copy/paste multiple Assessor's ID Nos. and their associated PINs. Typing or copy/pasting your AINs and PINs can be used to create a list or edit existing list(s).

Step 1: Create New or Edit existing list

Start by [creating a new list](#) or [editing an existing list](#). If this is a new list, make sure you enter a List Name before going to step 2.

Step 2: Click “Type or Copy/Paste Your List”

Property Tax Management System - New Property/Parcel List

OPTION SELECTIONS

- My Properties/Parcels
- Make a Payment
- My Profile
- Logout
- [User Guide](#)

To create a new list, enter the following information. Each list can contain from one to 100 properties/parcels. You can create multiple lists.

List Name: *

Description:

Enter the Assessor's ID No. and Personal Identification Number (PIN) or
Type or Copy/Paste Your List

You must enter the 10-digit Assessor's ID No. and 6-character PIN to continue. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is not used in the PIN. The '0' is always a number zero.

	Assessor's ID No. ?	PIN ?	Property Location
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>

< Prev Page 1 Next Page > Save Cancel

(* Required Fields)

Step 3: Review the Instructions for required format

Your list(s) must be in a specific format. The instructions that are displayed on the Property Tax Management System web page are provided below:

- For all the properties/parcels on your list, you will need the 10-digit Assessor's Identification No. (AIN) and 6-character Personal Identification Number (PIN). The AIN and PIN can be found on your tax bill. You must enter the AIN and PIN in order to create a list.
- The list must conform to the following format for each parcel: 10-digit AIN, 6-character PIN:
 - Separate the AIN and the PIN by a comma
 - No space is allowed
 - One property/parcel per line
 - For example:
 111222333,123ABC
 9999888777,AB1234
- You can create your list using a text editor (e.g. Notepad) on your computer, and then copy the content and paste it to the text box below.
- Each list can contain from one to 100 properties/ parcels. You can create multiple lists.

You can also download the instructions as a PDF document by clicking **“Download these instructions as a PDF”**.

Step 4: Type or Copy/Paste Your List

After you have properly formatted your list, you can Type or Copy/Paste it into the provided text box. Listed below is an example:

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OPTION SELECTIONS

My Properties/Parcels

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List Name: Residential Properties

Instructions for creating your property/parcel list:

- For all the properties/parcels on your list, you will need to have the 10-digit Assessor's Identification No. (AIN) and 6-character Personal Identification Number (PIN). The AIN and PIN can be found on your tax bill. You must enter the AIN and PIN in order to create a list.
- The list must conform to the following format for each parcel: 10-digit AIN, 6-character PIN.
 - Separate the AIN and the PIN by a comma.
 - No space is allowed.
 - One property/parcel per line.

For example:
1111222333,123ABC
9999888777,AB1234

- You can create your list using a text editor (e.g., Notepad) on your computer, and then copy the content and paste it to the text box below.
- Each list can contain from one to 100 properties/parcels. You can create multiple lists.

Download these instructions as a PDF

Enter your property/parcel list:
1111222333,123ABC
222222333,222ABC
333322333,333ABC
444422333,444ABC
555522333,555ABC
666622333,666ABC

1,692 characters remaining.

Clear List Cancel Submit

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Step 5: Click “Submit”

After clicking “**Submit**”, the system will process the contents of the text box and show a “List Creation Summary” screen. The screen will display any AINs and/or PINs that require correction.

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Property Tax Management System - Create Property/Parcel List

OPTION SELECTIONS

- My Properties/Parcels
- Make a Payment
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List Name: Residential Properties

List Creation Summary:

There are 10 parcels in your list.
6 parcels are valid.
2 parcels have invalid AIN(s) and/or PIN(s).
2 parcels are duplicates.

Line #3: Invalid PIN TUCFH3
Line #4: Invalid AIN 9999999999
Line #8: Duplicate AIN 111222333 in current list
Line #10: Duplicate AIN 4444555666 in current list

Do you want to continue to insert the 6 valid parcels to the list or modify the list and submit it again?

[Insert Valid Parcels](#) [Modify the List](#)

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- If your file was not formatted properly, see examples and instructions in previous steps starting at [Step 3: Review the Instructions for required format](#).
- If the file format was correct but there were errors with any of the AINs and/or PINs, you will see the List Creation Summary page. Click “Insert Valid Parcels” to insert only the valid parcels. Alternatively, you can click “Modify the list” to go to the previous screen and make the necessary edits.
- If you have duplicate AIN/PIN, you must delete the duplicate AIN/PIN from the list.
- Review [Appendix 1](#) for the list of common errors that may occur.

Step 6: Save changes to the list

When you are finished making changes, click **“Save”**.

Print a Properties/Parcels List

Step 1: Click “My Properties/Parcels”

Under Option Selections section located on the left hand side of the screen click **“My Properties/Parcels”** to see your saved lists.

Step 2: Click “Print List”

Each Properties/Parcels list(s) can be printed by clicking **“Print List”**. After you click “Print List” you will see the list in a print friendly format. If you have no lists in the system, you will only see “Create a New List”. See [Create a Properties/Parcels List section](#) if you have not created a list.

Step 3: Print the list

Print the list from the page showing the properties/parcels in the print friendly format.