



**OFFICE OF THE SANTA FE
COUNTY ASSESSOR**

240 GRANT AVE.
PO BOX 126
SANTA FE, NM 87504-0126
www.santafecountynm.gov/assessor

ISAIAH F. ROMERO
NMCA Assessor

IVAN BARRY
NMCA Chief Deputy Assessor

OWNER NAME
MAILING ADDRESS
CITY, STATE, ZIP

ACCOUNT: XXXXXXXXXX

Dear Property Owner,

Based on information obtained from the City of Santa Fe or Santa Fe County Land Use Departments, and verified through a third-party vendor, your property has been identified as a non-residential property that is operating as a Short-Term Rental (STR). In accordance with the Property Tax Code and NMSA 7-35-2(K), the term "residential property" is defined as follows:

K. "residential property" means property consisting of one or more dwellings together with appurtenant structures, the land underlying both the dwellings and the appurtenant structures and a quantity of land reasonably necessary for parking and other uses that facilitate the use of the dwellings and appurtenant structures. As used in this subsection, "dwellings" includes both manufactured homes and other structures when used primarily for permanent human habitation, but the term does not include structures when used primarily for temporary or transient human habitation such as hotels, motels and similar structures;

Our office is requesting that you provide additional documentation—such as an annual summary of nights rented and all relevant documentation—that will help validate the current use of your property. This information is necessary to determine whether the primary use of your property is "residential" or "non-residential" as defined under applicable property tax regulations. Please submit the requested documentation to our office no later than **Tuesday, February 18, 2025**. For your convenience, a return envelope is included, or you can email us at assessor@santafecountynm.gov.

If the requested information is not received by the specified deadline, we will assume that your property is being operated as a STR. In that case, your property will be reclassified from "residential" to "non-residential" status. This reclassification will result in the following: the removal of the 3% limitation on property valuation for residential properties, a shift to the non-residential tax rate for your tax district, and the removal of any residential exemptions or benefits currently applied to your property.

Your Notice of Value (NOV) will be mailed to you on or before April 1st. If you disagree with the determination reflected on your NOV, you may file an appeal within 30 days of its mailing date. Should you have any questions, require clarification, or need assistance with the attached application, please do not hesitate to contact our office.

We appreciate your cooperation and prompt attention to this matter.

NMSA 7-38-17.1(B) – No later than the last day of February of each tax year, every owner of property subject to valuation for property taxation purposes shall report to the appropriate valuation authority as set out in Section 7-36-2 NMSA 1978 whenever the use of the property changes from residential to nonresidential or from nonresidential to residential.

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