

PROPERTY TRANSFER AFFIDAVIT

This form is issued under authority of P.A. 415 of 1994. **Filing is mandatory.**

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). It is used by the assessor to ensure the property is assessed properly and receives the correct **taxable value**. It must be filed by the new owner with the **assessor for the city or township** where the property is located within **45 days** of the transfer. If it is not filed timely, a penalty of \$5/day (maximum \$200) applies. The information on this form is not confidential.

1. Street Address of Property	2. County	4. Date of Transfer (or land contract was signed)
3. City /Township/Village of Real Estate <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		5. Purchase Price of Real Estate

6. Property Identification Number (PIN). If you don't have a PIN, attach legal description.	PIN. This number ranges from 10 to 25 digits. It usually includes hypens and sometimes includes letters. It is on the property tax bill and on the assessment notice.
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7. Seller's (Transferor) Name	8. Buyer's (Transferee) Name and Mailing Address
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Items 9 - 13 are optional. However, by completing them you may avoid further correspondence.

Transfers include deeds, land contracts, transfers involving trusts or wills, certain long-term leases and interest in a business. See the back for a complete list.

9. Type of Transfer <input type="checkbox"/> Land Contract <input type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____

10. Is the transfer between related persons? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Amount of Down Payment
12. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Amount Financed (Borrowed)

Exemptions

The Michigan Constitution limits how much a property's **taxable value** can increase while it is owned by the same person. Once the property is transferred, the **taxable value** must be adjusted by the assessor to 50 percent of the property's usual selling price. Certain types of transfers are exempt from adjustment. Below are brief descriptions of the types of exempt transfers; full descriptions are in MCL Section 211.27a(7)(a-m). If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- transfer from a spouse
- change in ownership solely to exclude or include a spouse
- transfer subject to a life lease or life estate (**until** the the life lease or life estate expires)
- transfer to effect the foreclosure or forfeiture of real property
- transfer by redemption from a tax sale
- transfer into a trust where the sole beneficiary is the settlor (creator of the trust) or the settlor's spouse
- transfer resulting from a court order unless the order specifies a monetary payment
- transfer creating or ending a joint ownership if at least one person is an original owner of the property (or his/her spouse)
- transfer to establish or release a security interest (collateral)
- transfer of real estate through normal public trading of stocks
- transfer within an entity under common control or affiliated group
- transfer resulting from transactions that qualify as a tax-free reorganization
- other, specify:

Certification

I certify that the information above is true and complete to the best of my knowledge.

Owner's Signature	Date	If signer is other than the owner, print name and title.
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RETURN TO: Assessor • P.O. Box 98 • Waters, MI 49797