



Information **MUST** be completed in order for us to complete your ACRIS real estate tax forms. You may fill in this form or send us completely filled in tax forms. The charge for this service is \$150.00

NOTE: IF THE PURCHASE PRICE IS OVER \$400,000.00 A COPY OF THE CONTRACT OF SALE MUST ACCOMPANY THIS FORM.

How would you like the completed forms returned to you?

E-mail address: _____

Fax number: _____

Applicant's Name, Address & Phone: (Complete if Different than Grantor's (seller) Attorney:

GRANTOR/GRANTEE (IF ESTATE NEED SS# OF ESTATE AND EXECUTOR'S ADDRESS) Please select Party Type, fill in the name and enter the permanent mailing address after transfer

If both parties do not have a SSN or an EIN for legitimate reasons, an explanation needs to accompany the transfer tax returns. This explanation must be put in a memo or affidavit form and will be submitted with the Deed and transfer tax forms.

Both Parties post-closing addresses need to be set forth on the transfer tax returns for residential conveyances.

- Check if more than one grantor** **GRANTOR (SELLER)** **GRANTOR (SELLER)**
- Individual Corporation Partnership Estate/Trust Single Member LLC Other

a. Name (if individual, last, first, middle initial) _____

b. Street Address after transfer _____

c. City, State, Zip _____

d. SSN/EIN _____

e. Note: If single member LLC is selected, please provide the following:

Single Member Name: _____

Address: _____

SSN: _____



<input type="checkbox"/> Check if more than one grantor	GRANTEE (PURCHASER)	GRANTEE (PURCHASER)
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Estate/Trust	<input type="checkbox"/> Single Member LLC	<input type="checkbox"/> Other
a. Name (if individual, last, first, middle initial) _____ <input type="checkbox"/> Check if more than one grantor		
b. Street Address after transfer _____		
c. City, State, Zip _____		
d. SSN/EIN _____		
e. Note: If single member LLC is selected, please provide the following: Single Member Name: _____ Address: _____ SSN: _____		

See Rider for Additional Grantee(s)

LOCATION AND DESCRIPTION OF PROPERTY CONVEYED:

a. Type - one family, residential condo, apartment, commercial, Multiple Condo Units, Other (describe) _____

b. Partial or Entire Lot _____

c. Please select the applicable description for the property:

- a commercial building
- a one-or two family dwelling whose owner or a family member resides in the dwelling
- a condominium unit in a multiple dwelling
- Cooperative corporation shares relating to a single residential unit in a multiple dwelling
- Mineral, gas, water, air or other similar rights not affecting a multiple dwelling
- Lease of commercial space in a multiple dwelling
- Vacant land

d. SWIS Code (Six digits) _____

e. Address or Borough Block & Lot (B/B/L):

(1) Borough and Street Address: _____

(2) Block: _____ Lot: _____

Will this be the primary residence of the purchaser/s, is the combined gross income less than \$500,000.00?
Yes/No/Don't Know _____

CONDITION OF TRANSFER: CHECK ALL OF THE CONDITIONS THAT APPLY

633 Third Avenue, New York, NY 10017
WWW.FIRSTAM.COM



- a. ...Arms length transfer
- b. ...Transfer in exercise of option to purchase
- c. ...Transfer from cooperative sponsor to cooperative corporation
- d. ...Transfer by referee or receiver (complete Schedule A, page 5)
- e. ...Transfer pursuant to marital settlement agreement or divorce decree
- f. ...Deed in lieu of foreclosure (complete Schedule C, page 6)
- g. Transfer pursuant to liquidation of an entity (complete schedule D, page 6)
- h. ...Transfer from principal to agent, dummy, strawman or conduit or vice-versa (complete Schedule E, page 7)
- i. ...Transfer pursuant to trust agreement or will (attach a copy of trust agreement or will)
- j. ...Gift transfer not subject to indebtedness
- k. ...Gift transfer subject to indebtedness
- l. ...Transfer to a business entity in exchange for an interest in the business entity (complete Schedule F, page 7)
- m. ...Transfer to a governmental body
- n. ...Correction deed
- o. ...Transfer by or to a tax exempt organization (complete schedule G, page 8)
- p. ...Transfer of property partly within and partly without NYC
- q. ...Transfer of successful bid pursuant to foreclosure
- r. Transfer by borrower solely as security for a debt or a transfer by lender solely to return such security
- s. ...Transfer wholly or partly exempt as a mere change of identity or form of ownership. (Complete Schedule M, last pages)
- t. ...Transfer to a REIT or to a corporation or partnership controlled by a REIT. (Complete Schedule R, pages 10 and 11)
- u. ...Other transfer in connection with financing (describe):

- v. ...Other (describe):

TYPE OF INTEREST TRANSFERRED (EXAMPLE: FEE/LEASEHOLD/EASEMENT) _____

PERCENTAGE OF INTEREST TRANSFERRED _____ %

DATE OF SALE/TRANSFER TO GRANTEE: _____

SALE CONTRACT DATE (IF NO SALE, INPUT TRANSFER DATE): _____

DETAILS OF CONSIDERATION:	AMOUNT
A. Cash	_____
B. Purchase money mortgage	_____
C. Accrued interest	_____
D. Liens on property	_____
E. Liens on property	_____
F. Value of shares transferred	_____
G. RPTT or other taxes paid by grantee	_____
H. Other (explain)	_____
I. TOTAL CONSIDERATION	_____

IS THIS A TRANSFER FROM A BANKRUPTCY? YES NO

ALTERNATIVE TAX RATE? _____ %

ANY EXCLUDABLE LINES ON THE PROPERTY? YES NO

WHO IS TO RECEIVE THE REAL ESTATE TAX BILL?

- a. Grantee (Buyer) YES NO
- b. Blank Letter (Management Agency, etc.) YES NO
- c. Other YES NO

(1) Name: _____

(2) Street Address: _____

633 Third Avenue, New York, NY 10017

WWW.FIRSTAM.COM



(3) City, State, Zip: _____

(4) Telephone #: _____

HPD AFFIDAVIT IN LIEU OF REGISTRATION FORM

Party Signing Affidavit: _____

Relationship: _____

Tel no: _____

Affidavit in connection with: Deed, Lease, Memorandum of Lease

- A. Sale between Relatives or Former Relatives
- B. Sale between Related Companies or Partners in Business
- C. One of the Buyers is also a Seller
- D. Buyer or Seller is Government Agency or Lending Institution
- E. Deed Type **not** Warranty or Bargain and Sale (Specify Below)
- F. Sale of Fractional or Less than Fee Interest (Specify Below)
- G. Significant Change in Property Between Taxable Status and Sale Dates
- H. Sale of Business is Included in Sale Price
- I. Other Unusual Factors Affecting Sale Price (Specify Below)
- J. None

PERCENTAGE OF RESIDENTIAL REAL PROPERTY TRANSFERRED: 0% Commercial 100% Residential

CONDITION OF CONVEYANCE (Check all that apply)

a.	<input type="checkbox"/>	Conveyance of fee interest	j.	<input type="checkbox"/>	Conveyance of air rights or development rights
b.	<input type="checkbox"/>	Acquisition of a controlling interest (state percentage acquired %)	k.	<input type="checkbox"/>	Contract assignment
c.	<input type="checkbox"/>	Transfer of controlling interest (state percentage transferred %)	l.	<input type="checkbox"/>	Option assignment or surrender
d.	<input type="checkbox"/>	Conveyance to cooperative housing corporation	m.	<input type="checkbox"/>	Leasehold assignment or surrender
e.	<input type="checkbox"/>	Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP584.1, Schedule E)	n.	<input type="checkbox"/>	Leasehold grant
f.	<input type="checkbox"/>	Conveyance which consists of a mere change of identify or form of ownership or organization (attach Form TP-584.1, Schedule F)	o.	<input type="checkbox"/>	Conveyance of an easement
g.	<input type="checkbox"/>	Conveyance for which credit for tax previously paid will be claimed (attach form TP.584.1, Schedule G)	p.	<input type="checkbox"/>	Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part III)
h.	<input type="checkbox"/>	Conveyance of cooperative apartment(s)	q.	<input type="checkbox"/>	Conveyance of property partly within and partly outside of state
i.	<input type="checkbox"/>	Syndication	r.	<input type="checkbox"/>	Conveyance pursuant to divorce or separation
			r	<input type="checkbox"/>	Other (describe) _____

* **FAIR MARKET VALUE (Required if mere change of identity) :**

LIEN DEDUCTION CLAIMING A CONTINUING LIEN DEDUCTION? Yes No

If "Yes", enter lien deduction amount _____

ARE YOU CLAIMING AN EXEMPTION If YES, explain No

SCHEDULE B: PART III - Explanation of Exemption (Check any box that apply) The conveyance of real property is exempt from the real estate transfer tax for the following reason:

633 Third Avenue, New York, NY 10017

WWW.FIRSTAM.COM



- a. Conveyance is to the United Nations, the United States of America, the State of New York, or any of their instrumentalities, agencies or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada)
- b. Conveyance is to secure a debt or other obligation.
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance.
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts.
- e. Conveyance is given in connection with a tax sale.
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F
- g. Conveyance consists of deed of partition.
- h. Conveyance is given pursuant to the federal Bankruptcy Act.
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property.
- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment.
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, Section 1401(e) (attach documents supporting such claim)

SUBJECT TO CREDIT LINE MORTGAGE? Yes No

GRANTOR'S (SELLER) ATTORNEY

- a. Name _____
- b. Street Address _____
- c. City, State, Zip _____
- d. Telephone Number _____

GRANTEE'S (BUYER) ATTORNEY

- e. Name _____
- f. Street Address _____
- g. City, State, Zip _____
- h. Telephone Number _____

ADDITIONAL GRANTOR(S)/GRANTEE

NAME _____

PERMANENT STREET ADDRESS (AFTER TRANSFER):

CITY AND STATE _____ **ZIP CODE** _____

633 Third Avenue, New York, NY 10017

WWW.FIRSTAM.COM



First American Title

E-TAX FORMS QUESTIONNAIRE

Email: emonahan@firstam.com

Tel No.: 212-551-9454 Fax No.: 212-331-1613

EMPLOYER ID NUMBER

OR

SOCIAL SECURITY NUMBER

ADDITIONAL GRANTOR(S)/GRANTEE

NAME

PERMANENT STREET ADDRESS (AFTER TRANSFER):

CITY AND STATE

ZIP CODE

EMPLOYER ID NUMBER

OR

SOCIAL SECURITY NUMBER

633 Third Avenue, New York, NY 10017

WWW.FIRSTAM.COM



SCHEDULE M – MERE CHANGE OF FORM TRANSFERS

For transfers occurring on or after June 9, 1994, a transfer that represents a mere change in identity or form of ownership or organization is not taxable to the extent the beneficial ownership of the real property or economic interest there in remains the same. (See instructions) ATTACH COPIES OF ALL RELEVANT DOCUMENTS.

- For each person or entity who, prior to the transaction being reported on this Schedule M, owned a beneficial interest in the property or economic interest therein transferred, report above the percentage of beneficial interest in that real property or economic interest therein owned by that owner before and after the transfer, and describe the relationship of each beneficial owner to the grantor and grantee. Attach additional pages, if necessary.
- If, for any owner, the amount reported in Column D is less than the amount reported in Column E, enter Zero in Column F.

A 1. NAME OF BENEFICIAL OWNER	B (attach rider if necessary) RELATIONSHIP TO GRANTOR	C RELATIONSHIP TO GRANTEE	D PERCENTAGE INTEREST BEFORE	E AFTER	F CHANGE D minus E
2. TOTAL CHANGE (total of column F) Enter here and on Schedule 2, line 5)					