

# TRANSFER TAX YEAR \_\_\_\_\_

PAGE: \_\_\_\_\_ OF \_\_\_\_\_

District: \_\_\_\_\_

BOOK: \_\_\_\_\_ PAGE: \_\_\_\_\_

Consideration: \_\_\_\_\_

Notary Date: \_\_\_\_\_

## ROUTING AND DOCUMENTATION SLIP

- STRAIGHT TRANSFER
- SPLIT
- LIFE ESTATE
- CORRECTIVE
- FORECLOSURE
- TRANSFER ON DEATH
- LAND CONTRACT
- CONSOLIDATION
- STRAW PARTY
- QUIT CLAIM
- EASEMENTS, RIGHT OF WAYS, ETC
- UNDIVIDED INTEREST OR OTHER RESERVATIONS
- NEW ACCOUNT

### A GRANTOR ENTRY

TAXABLE      EXEMPT      HOMESTEAD EX      CLASS \_\_\_\_\_

Account Number: \_\_\_\_\_ District: \_\_\_\_\_

NAME(S): \_\_\_\_\_

LEGAL DESCRIPTION:      MAP: \_\_\_\_\_      PARCEL: \_\_\_\_\_      SUB-PARCEL: \_\_\_\_\_      SPEC ID: \_\_\_\_\_

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_ Land

Proofed By: \_\_\_\_\_ Date: \_\_\_\_\_ Building

### B GRANTEE ENTRY

## STRAIGHT TRANSFER ONLY

TAXABLE      EXEMPT      SOLD TO STATE

HOMESTEAD EXEMPTION KEEP      HOMESTEAD EXEMPTION DELETE      CLASS: \_\_\_\_\_

NAME(S) of Grantee (Copy precisely) \_\_\_\_\_

New Legal description: (Either write "Same" below or precise language of new legal to be entered).

**LEGAL DESCRIPTION:** \_\_\_\_\_

[Affidavit for exemption required    YES – Information submitted for mailing \_\_\_\_\_

Deputy Assessor's Initials      Date

SEE REVERSE SIDE FOR SPLIT OTHER THAN MAPPING

Back Tax Year(s) \_\_\_\_\_ CLASS: \_\_\_\_\_

ASSESSMENT:    LAND: \_\_\_\_\_    BLDG: \_\_\_\_\_    MIN: \_\_\_\_\_    H/EX \_\_\_\_\_    TOTAL: \_\_\_\_\_

**AA14 NOTES:** \_\_\_\_\_

### C DATA PROCESSING

Keyed By: \_\_\_\_\_ Date \_\_\_\_\_ Proofed By: \_\_\_\_\_ Date: \_\_\_\_\_

# TRANSFER TAX YEAR \_\_\_\_\_

ROUTING AND DOCUMENTATION SLIP

## D SPLITS ONLY

### 1. TRANSFERRED PROPERTY --- New Entry(ies)

NAME(S) OF GRANTEE(S) *(Copy Precisely)* \_\_\_\_\_

New Account Number: \_\_\_\_\_ Map: \_\_\_\_\_ Parcel: \_\_\_\_\_ Sub-Parcel: \_\_\_\_\_ Spec. ID \_\_\_\_\_

New Land Book Description for Grantee: \_\_\_\_\_

Survey Recorded In Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ or Map Book: \_\_\_\_\_ Page: \_\_\_\_\_

**CHECKED**, Split description prepared by Mapping. (Please enter property Map and Parcel Numbers).  
Map Card changes made and delivered to State Appraiser.

Mapping \_\_\_\_\_ Date \_\_\_\_\_

### 2. RESIDUE

**NEW** Grantor Name, if any

NAME: \_\_\_\_\_

Write complete new description for RESIDUE. Line out entire old description and valuation on Land Book

Land Book Description for Grantor: \_\_\_\_\_

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## E EXEMPTED OR BOARD OF PUBLIC WORKS

TRANSFER TO "EXEMPT" \_\_\_\_\_

ASSESSED BY BOARD OF PUBLIC WORKS \_\_\_\_\_

(If to be transferred to "Exempt" or "Assessed by the Board of Public Works" status appears proper, staple affidavits of (1) Transferee's exemption status and (2) intended use of property, unless clearly not need.  
Before transfer to "Exempt", or "Assessed by Board of Public Works, must be approved personally by Assistant Assessor Appraisal Section or by the Assessor, prior to making Transferee entries

Transfer to Exempt                      or                      "Assessed by Board of Public Works

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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