

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: _____

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: _____
