

REAL PROPERTY TRANSFER DECLARATION - (TD-1000)

GENERAL INFORMATION

Purpose: The Real Property Transfer Declaration provides essential information to the County Assessor to help ensure fair and uniform assessments for all property for property tax purposes. Refer to 39-14-102(4), Colorado Revised Statutes (C.R.S.).

Requirements: All conveyance documents (deeds) subject to the documentary fee submitted to the county clerk and recorder for recordation must be accompanied by a Real Property Transfer Declaration. This declaration must be completed and signed by the grantor (seller) or grantee (buyer). Refer to 39-14-102(1)(a), C.R.S.

Penalty for Noncompliance: Whenever a Real Property Transfer Declaration does not accompany the deed, the clerk and recorder notifies the County Assessor who will send a notice to the buyer requesting that the declaration be returned within thirty days after the notice is mailed.

If the completed Real Property Transfer Declaration is not returned to the County Assessor within the 30 days of notice, the Assessor may impose a penalty of \$25.00 or .025% (.00025) of the sale price, whichever is greater. This penalty may be imposed for any subsequent year that the buyer fails to submit the declaration until the property is sold. Refer to 39-14-102(1)(b), C.R.S.

Confidentiality: The Assessor is required to make the Real Property Transfer Declaration available for inspection to the buyer. However, it is only available to the seller if the seller filed the declaration. Information derived from the Real Property Transfer Declaration is available to any taxpayer or any agent of such taxpayer subject to confidentiality requirements as provided by law. Refer to 39-5-121.5, C.R.S and 39-13-102(5)(c), C.R.S.

1. Address and/or legal description of the real property sold: Please do not use P.O. box numbers.

2. Type of property purchased: Single Family Residential Townhome Condominium Multi-Unit Res
 Commercial Industrial Agricultural Mixed Use Vacant Land Other _____

3. Date of closing:

Month	Day	Year
Date of contract if different than date of closing:		

Month	Day	Year
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4. Total sale price: Including all real and personal property.
\$ _____

5. Was any personal property included in the transaction? Personal property would include, but is not limited to, carpeting, window coverings, free standing appliances, equipment, inventory, furniture. If the personal property is not listed, the entire purchase price will be assumed to be for the real property as per 39-13-102, C.R.S.

Yes No If yes, approximate value \$ _____ Describe _____

6. Did the total sale price include a trade or exchange of additional real or personal property? If yes, give the approximate value of the goods or services as of the date of closing.

Yes No If yes, value \$ _____

If yes, does this transaction involve a trade under IRS Code Section 1031? Yes No

7. Was 100% interest in the real property purchased? Mark "no" if only a partial interest is being purchased.

Yes No If no, interest purchased _____ %

8. Is this a transaction among related parties? Indicate whether the buyer and seller are related. Related parties include persons within the same family, business affiliates, or affiliated corporations. Yes No

9. Check any of the following that apply to the condition of the improvements at the time of purchase.

New Excellent Good Average Fair Poor Salvage.

If the property is financed, please complete the following.

10. Total amount financed. \$ _____

11. Type of financing: (Check all that apply)

- New
- Assumed
- Seller
- Third Party
- Combination; Explain _____

12. Terms:

- Variable; Starting interest rate _____ %
- Fixed; Interest rate _____ %
- Length of time _____ years
- Balloon payment Yes No. If yes, amount _____ Due date _____

13. Mark any that apply: Seller assisted down payments, Seller concessions, Special terms or financing.

If marked, please specify: _____

For properties other than residential (Residential is defined as: single family detached, townhomes, apartments and condominiums) please complete questions 14-16 if applicable. Otherwise, skip to #17 to complete.

14. Did the purchase price include a franchise or license fee? Yes No

If yes, franchise or license fee value \$ _____

15. Did the purchase price involve an installment land contract? Yes No

If yes, date of contract _____

16. If this was a vacant land sale, was an on-site inspection of the property conducted by the buyer prior to the closing?

- Yes No

Remarks: Please include any additional information concerning the sale you may feel is important.

17. Signed this _____ day of _____, 20_____.

Enter the day, month, and year, have at least one of the parties to the transaction sign the document, and include an address and a daytime telephone number. Please designate buyer or seller.

Signature of Grantee (Buyer) or Grantor (Seller)

18. All future correspondence (tax bills, property valuations, etc.) regarding this property should be mailed to:

Address (mailing) () Daytime telephone

City, State and Zip Code

REAL PROPERTY TRANSFER DECLARATION COMPLETION GUIDE (TD-1000)

Every two years, Colorado Assessors must appraise all real estate in the state. Selling prices of sold properties, taken from deeds, are used extensively in the appraisal process. Because of circumstances surrounding a sale (for example, a sale between family members), some selling prices are not truly indicative of a property's value. Appraisers typically adjust sale prices when unusual circumstances exist, or disqualify (ignore) these sales altogether. The Real Property Transfer Declaration (TD-1000) alerts the appraiser in the Assessor's Office to sales which may not be an indication of a property's value. The following is a brief explanation of the purpose of each question on the Real Property Transfer Declaration:

1. Address or legal description of the real property sold:
This information links the sale to the Assessor's records and identifies the property's location.
2. Type of property purchased:
This information allows the Assessor to use one form for all uses of property and to identify the type of property purchased.
3. Date of Closing and Date of Contract if Different from Date of Closing:
The date the property is transferred from the seller to the buyer and the date of the contract if different than the date of closing. . .
4. Total sale price.
The total sale price is the most essential item of information concerning the sale, and its accuracy must be carefully scrutinized. The total sale price will sometimes differ from the recorded documentary fee. Adjustments to the sale price, often necessary before a sale can be used, are more accurate when the true price has been identified.
5. Was any personal property included in the transaction?
If personal property, as listed on the RPTD, was included in the sale price, the value of the personal property must be subtracted from the sale price to determine the sale price of the real property transferred. Refer to 39-1-103(8)(a)(I) & (f) & 39-13-102(5)(a), C.R.S.
6. Did the total sale price include a trade or exchange?
Transactions involving trades of additional items or property should be excluded from the Assessor's data bank of sales information whenever possible particularly when the value of the traded property is substantial or cannot be reliably established. However, a trade under the IRS Code Section 1031 would be included in the analysis and therefore needs to be identified on the RPTD.
7. Was 100% interest in the real property purchased?
This is crucial to identify whether or not the sale is a fee simple transaction (100%). If it is not, the sale price cannot be considered representative of the total market value of the property.
8. Is this transaction among related parties?
It is important to know whether the buyer and seller are related individuals or corporate affiliates because such sales often do not reflect market value.
9. Check any of the following that apply to the condition of the improvements at the time of purchase.
When determining market value, the condition of the property at the time of the sale is very important. If one or more of the items are checked, further analysis is necessary in order to establish the condition at the time of sale.

10. through 13. Finance questions:

When financing reflects prevailing market practices and interest rates, which is ordinarily the case with third-party financing, sales prices would not require adjustments. However, adjustments or disqualifications may be considered if the type of financing is determined atypical or non-market.

The remainder of the questions are for purchases of property other than residential.

14. Did the purchase price include a franchise or license fee?

If a franchise fee or license fee is included in the sale price and the amount can be substantiated, the sale price should be adjusted to reflect the sale price of the real property only. If the franchise fee or license fee that is declared on the RPTD appears to be atypical, further analysis may be necessary before the sale is used.

15. Did the purchase involve an installment land contract?

Title is not transferred until the final payment is made. Oftentimes the purchase price is agreed upon years prior to fulfillment of the contract and filing of the deed. Therefore, the purchase price may not be reflective of the current date on the deed.

16. If this was a vacant land sale, was an on-site inspection of the property conducted by the buyer prior to purchase?

If the answer to this question is no, the possibility exists of an unknowledgeable buyer. Follow-up with the grantee may be necessary.

17. Signature: *Validation*

18. Address and Telephone Number: *Telephone number and address to which all future correspondence regarding the property is to be sent. This would include tax bills, property valuations, and other correspondence.*