

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

### PROPERTY TRANSFER AFFIDAVIT

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 ( <b>PIN</b> ). If you don't have a PIN, attach legal description.		<b>PIN</b> . 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.

7. Seller's (Transferor) Name

8. Buyer's (Transferee) Name and Mailing Address

**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"/> Lease
<input type="checkbox"/> Deed	<input type="checkbox"/> Other (specify) _____

10.  Yes  
 No  
 Is the transfer between related persons?

11. Amount of Down Payment

12.  Yes  
 No  
 If you financed the purchase, did you pay market rate of interest?

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 in the following year 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-n). 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 one spouse to the other spouse
- change in ownership solely to exclude or include a spouse
- transfer of that portion of a property 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 settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- 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 between entities under common control or among members of an affiliated group
- transfer resulting from transactions that qualify as a tax-free reorganization
- transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- 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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