

INSTRUCTIONS FOR COMPLETING THE REAL PROPERTY SALE SURVEY

ITEM 1	Please check all boxes which pertain.
ITEM 2	Check the box which describes the current or most recent use of the property at the time of sale. Check all boxes which are applicable if the property has multiple uses.
ITEM 3	Check yes if the buyer assumed any long term lease(s) (more than 3 years remaining) at the time of sale.
ITEM 4	Check yes if the purchase price included an operating business franchise, trade license, patent, trademark, stock, bonds, technology, and/or goodwill.
ITEM 5	Check yes if any tangible and portable items of property were included in the sale price. If possible, provide a brief description and your estimate of the total value of all personal property included in the sale price.
ITEM 6	Check yes if the property characteristics have been changed since January 1. Indicate what type of change(s) took place by marking the appropriate box. Indicate the date the change(s) took place.
ITEM 7	Check yes if any delinquent taxes were assumed by the purchaser and included as part of the sale price. Do not consider any prorated taxes for the year in which the property was sold that are part of normal escrow closings.
ITEM 8	Check the predominate method of financing used to acquire the property. Check "Not Applicable" if no money exchanged hands or refinancing of an existing loan.
ITEM 9	Check yes if the property was either advertised on the open market, displayed a for sale sign, listed with a real estate agent or offered by word of mouth.
ITEM 10	Check yes if the buyer owns or controls the property adjoining or adjacent to the property being purchased.
ITEM 11	Check yes if the sale was related to or part of a foreclosure process.
ITEM 12	Provide an explanation if you believe the buyer or seller did not act prudently, was not fully informed about the property or knowledgeable of the local market, poorly advised, did not use good judgment in the negotiations, was acting under duress, or compelled out of necessity. Use an additional sheet of paper if necessary.
ITEM 13	Provide the total sale price and check the date of sale. The sale date and date recorded are listed above, if a correction is needed, line-out the error and write in the correct date(s).
ITEM 14	Please sign the form and list your telephone number. The Commission may need to make a follow up call to clarify unusual terms or conditions.

TRANSFERS OF TITLE THAT DO NOT NEED A SALES VALIDATION FORM ARE AS FOLLOWS:

- (1) By lease or easement;
- (2) Made solely for the purpose of securing or releasing security for a debt or other obligation;
- (3) Made for the purpose of confirming, correcting, modifying or supplementing a deed previously recorded, and without additional consideration;
- (4) By way of gift, donation or contribution stated in the deed or other instruments;
- (5) To cemetery lots;
- (6) By leases and transfers of severed mineral interests;
- (7) To a trust, and without consideration;
- (8) Resulting from a divorce settlement where one party transfers interest in property to the other or by order of any court;
- (9) Made solely for the purpose of creating a joint tenancy or tenancy in common;
- (10) By way of a sheriff's deed;
- (11) By way of a deed which has been in escrow for longer than five years;
- (12) By way of a quit claim deed filed for the purpose of clearing title encumbrances;
- (13) When title is transferred to convey right-of-way or pursuant to eminent domain;
- (14) Made by a guardian, executor, administrator, conservator or trustee of an estate pursuant to judicial order, or
- (15) When title is transferred due to repossession.

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE COMPLETING THIS FORM, PLEASE CONTACT (573)751-2414.

