

INSTRUCTIONS: AFFIDAVIT OF PROPERTY VALUE

These instructions are intended to provide clarification for completing the Affidavit. For further assistance, please contact the County Assessor, the County Recorder, the Department of Revenue, or an Arizona real estate professional.

- 1. ASSESSOR'S PARCEL IDENTIFICATION NUMBER(S)** - This ID # can be obtained from the County Assessor. Naturally, if the sale consists of one parcel, it should be entered as the Primary Parcel. If the sale includes more than one parcel, the one that most influenced the sale should be listed as the **Primary Parcel**. Enter the total number of parcels included in the sale, and list up to four additional parcel numbers in the spaces provided. If the sale involves more than five parcels, please attach a list of all the additional parcels. If the sale involves any parcel that is split / divided so that just a portion of that parcel is sold, please mark the Box labeled "YES".
- 2. SELLER'S NAME, MAILING ADDRESS, AND PHONE NUMBER** - Enter the Seller's Name, Mailing Address, and Phone Number.
- 3. BUYER'S NAME, MAILING ADDRESS, AND PHONE NUMBER** - Enter the Buyer's Name, Mailing Address, and Phone Number.
3b. RELATED BUYER AND SELLER? - Please indicate if the buyer and seller are related persons or related business entities.
Examples: A sale between parent and child. A sale between a parent corporation and its subsidiary. A sale between an individual and a business owned by that individual.
- 4. ADDRESS OF PROPERTY** - The property's street address and city. If the property does not have a street address, provide a brief description of its location.
- 5. MAIL TAX BILL TO** - Name and address where the tax bill can be mailed. Include city, state, and ZIP.
5b. NEXT TAX PAYMENT DUE - Enter the date that the next Property Tax payment is due.
- 6. PROPERTY TYPE (for Primary Parcel)** - The key is to answer this basic question "What type of property was purchased for the Sale Price in Item 10?" If there is more than one use, check only that use which is most predominant. If the sale includes more than one parcel, check only the predominant use of the **Primary Parcel**. **Note:** Do not use **Box f** for a sale of vacant land.
- 7. RESIDENTIAL BUYER'S USE** - If you checked Box b, c, d, or h for the Property Type in Item 6, it is very important that you select the appropriate use listed in this section.
- 8.** If the Property Type in Item 6 is an Apartment Building, Hotel / Motel, or Mobile Home / RV Park, enter the total number of units involved in the sale.
- 9. TYPE OF DEED OR INSTRUMENT** - Check only one Box. If "**Other**", briefly describe.
- 10. SALE PRICE** - The amount agreed upon by the seller and the buyer. Costs associated with the sale, such as sales commissions and closing costs, should not be added to or deducted from the Sale Price.
- 11. DATE OF SALE** - Enter a **two-digit month** and a **two-digit year**. **Note:** This should be the date of the sale agreement, i.e., the date on which the sale was agreed upon by the seller and the buyer.
- 12. DOWN PAYMENT** - The percentage of the purchase price that is paid up front when you close on the loan. If the sale price is paid in full, mark Box a in Item 13 and do not enter an amount for the Down Payment.
- 13. METHOD OF FINANCING** - If you check **Box a**, do not check any other box. **Box b** pertains to a transaction by means of barter, which is a trade by exchanging one item for another.

- 14. PERSONAL PROPERTY** - A definition of Personal Property is on the reverse side of the form. If the answer to **Part (a)** is **Yes**, enter the dollar amount in **Part (b)** and give a brief description. If necessary, provide an approximate estimate in Part B.
- 15. PARTIAL INTEREST** - A partial interest is less complete than a fee simple interest.
Examples: a percentage interest (e.g., 25%); water rights only; a timeshare; a leasehold estate (tenant's interest).
- 16. SOLAR / ENERGY EFFICIENT COMPONENTS** - If the Sale Price in Item 10 included solar energy devices, energy efficient building components, renewable energy equipment, or combined heat and power systems that impacted the Sale Price by 5% or more; mark "YES" and briefly describe the solar / energy components.
- 17. PARTY COMPLETING THE AFFIDAVIT** - Enter the Name, Address, and Phone Number of the person that completed the Affidavit of Property Value.
- 18. LEGAL DESCRIPTION** - Enter the complete Legal Description, as stated on the deed. Additional pages may be attached if necessary.

IMPORTANT: SIGNATURES and NOTARIZATIONS - The Affidavit must be signed by both the seller and the buyer, or their agents. The Affidavit must be notarized.