

Sales Verification Form

A. Parcel Identification Number	Date
Seller (Grantor) Name Mailing City ST ZIP	Buyer (Grantee) Name Mailing City ST ZIP
Brief Legal Description	Property/Site Address
B. PLEASE ANSWER THE FOLLOWING QUESTIONS: 1. Were there special factors affecting the sale? (check one) Sale between immediate family members (SPECIFY THE RELATIONSHIP) Sale involved corporate affiliates belonging to the same parent company Sale of convenience (correct defects in title; create a joint or common tenancy, etc.) Auction sale Forced sale or sheriff's sale Sale of an Estate from Executor or Executrix Sale involved a government agency or public utility Buyer (new owner) is a religious, charitable, or benevolent organization, school or educational association Land contract or contract for deed Sale of only a partial interest in the real estate Sale involved a trade or exchange of properties Short Sale None of the above 2. What was the use of property at the time of sale? (check one) Single family residence Agricultural land Farm/ranch with residence Vacant lot Condominium unit Commercial/industrial Other (specify)	10. Were any delinquent taxes assumed by the purchaser? Yes Amount No
	11. Were the delinquent taxes included in the sale price? Yes No NA
	12. How was the property marketed? (check all that apply) Listed with real estate agent Displayed a "For Sale" sign Advertised in the newspaper Offered by word of mouth
	13. Was the property made available to other potential purchasers? Yes No If no, explain
	14. How long was the property on the market?
	15. What was the asking price?
	16. What date was the sale price agreed upon?
	17. What was the method of financing? (check all that apply) New Loan from a Financial Institution Seller Financing Assumption of Existing Loan All Cash Trade of Property Other
	18. Did the sale contain any seller assist or points? If so, how much?
	19. What was the Total Sale Price
3. Was the property rented or leased at the time of sale? Yes No	20. Was the sale influenced by any unusual circumstances? Yes No If yes, please explain
4. Did the sale price include an existing business? Yes No	21. Is the total sale price a fair reflection of the market value for the real estate on the sale date? Yes No If no, please explain
5. Was any personal property (such as furniture, equipment, machinery, livestock, crops, business franchise or inventory, etc.) included in the sale price? Yes No If yes, please describe Estimated value of all personal property items included in the sale price	
6. Any recent changes to the property? Yes No New construction <input type="checkbox"/> Demolition Remodeling <input type="checkbox"/> Additions Was the work performed by a professional? No Yes Date completed Estimated cost of labor and materials?	
7. Does the buyer plan to continue to use the property at its current use? Yes No If no, please explain	Please Sign Below <hr/> PRINT NAME _____ SIGNATURE _____ SIGNATURE _____
8. Does the buyer hold title to any adjoining property? Yes No	GRANTOR(SELLER) GRANTEE(BUYER) AGENT ATTORNEY OR CLOSING COMPANY
9. Was there an appraisal made on the property? Yes No	

What is the purpose of this form?

County offices, Pennsylvania's Department of Revenue and the State Tax Equalization Board (STEB) use this form to collect sales data and to determine if a sale can be used in assessment ratio studies. This information is used to compute equalization factors. Equalization factors are used to help achieve a state-wide uniform valuation of properties based on their fair market value.

A. Parcel and Owner Information

Please enter the parcel ID number(s) included on the deed for the transfer of the property. These numbers can also be found on the tax bills. Also, enter the date the document was completed along with the contact information from the buyer and seller.

B. Sales Information.

1. Please identify the type of sale that best describes the transaction.
2. Please check what the property was being used for at the time of purchase. If the property has multiple uses please check all that is applicable.
3. Please circle whether the property was being rented or leased at the time of purchase.
4. When the property sold did it include a business such as book store, bar, gas station etc?
5. Please identify if personal property was included in the sale price. Personal property can be defined as anything that is not attached to the real estate such as furniture, equipment etc. Mobile homes are not personal property.
6. Were there any changes that occurred to the property within the past calendar year? If yes, please check the appropriate change with date and the cost of the change.
7. Will a change in use occur to the property? A change in use is defined when a property is no longer being used as the current state. I.E. Residential use changes to commercial use or Industrial Use.
8. Does the buyer own any property that adjoins the property which was sold? Adjoining property is defined as property which touches the property being sold.

9. At the time of purchase did the bank, buyer or seller obtain an appraisal to determine the Market Value of the Property?
10. Please Identify it at time of purchase there were any real estate taxes that were past due? If yes, what was the amount?
11. If delinquent taxes were owed, was the amount owed included in the sale price?
12. Please check all the way your property was marketed for sale.
13. Indicate if the property was available to anyone else to purchase other than buyer? If not, please explain.
14. Identify the number of days was property on the market for sale?
15. Identify the amount which you listed the property for sale for the first time.
16. Identify the date the buyer and seller agreed to the purchase price.
17. Identify if the sale contained any assistance from seller in the form of a percentage or a flat dollar amount.
18. Please check the method used the finance the property for purchase.
19. Identify the total purchase of the property. This is the amount of money paid for the real property and is identified on the deed to the property.
20. Identify if the sale was influenced by any unusually circumstance. Examples below:
 - Liquidations
 - Seller under duress
 - Crime occurred at the property
21. Indicate if the sale price for this property is a reflection of the fair market value of real estate in the area. If no, please explain why.