

QUESTIONNAIRE FOR ACRIS E-TAX FORMS PREPARATION

1.

Grantor:

Name(s):

Addresses:

SS#/EIN#:

(if estate, SS#/EIN# of Estate and Executor's Address Required)

Grantee:

Name(s)

Addresses:

SS#/EIN#:

2.

Property:

a. Type: _____ b. _____ Partial or _____ Entire Lot

c. Address: _____

d. Borough, Block & Lot: B _____ Bl _____ Lot _____

3.

Conditions of Transfer (Check any that apply)

a. _____ Arms Length Transaction

b. _____ Transfer in exercise of option to purchase

c. _____ Transfer from cooperative sponsor to cooperative corporation

d. _____ Transfer by referee or receiver (complete Sch. A, P.5)

e. _____ Transfer pursuant to marital settlement agreement or divorce decree

f. _____ Deed in lieu of foreclosure (complete Sch. C, P.6)

g. _____ Transfer pursuant to liquidation of an entity

h. _____ Transfer from principal to agent, dummy, strawman or conduit or vice-versa (complete Sch. H, P.7)

i. _____ Transfer pursuant to trust agreement or will (attach a copy of trust agreement or will)

j. _____ Gift transfer not subject to indebtedness

k. _____ Gift transfer subject to indebtedness

l. _____ Transfer to a business entity in exchange for an interest in the business entity (complete Sch. F, P.7)

- m. _____ Transfer to a governmental body
- n. _____ Correction deed
- o. _____ Transfer by or to a tax exempt organization (complete Sch. G, P.8)
- p. _____ Transfer of property partly within and partly without NYC
- q. _____ Transfer of successful bid pursuant to foreclosure
- r. _____ Transfer by borrower solely as security for a debt or a transfer by lender solely to return such security
- s. _____ Transfer wholly or partly exempt as a mere change of identity or form of ownership (complete Sch. M, P.9)
- t. _____ Transfer to a REIT or to a corporation or partnership controlled by a REITT (complete Sch. R., P.10 & 11)
- u. _____ Other transfer in connection with financing (describe):

- v. _____ Other (describe):

5.
Type of Interest Transferred (e.g., Fee/Leasehold/Easement): _____

6.
Date of Transfer: _____

7.
Percentage of Interest Transferred (If less than 100%): _____

8.
Details of Consideration:

- a. Cash: \$ _____
- b. Purchase Money Mortgage: \$ _____
- c. Accrued Interest: \$ _____
- d. Liens on Property: \$ _____
- e. Value of Shares Transferred: \$ _____
- f. RPTT or other Taxes: \$ _____
- g. Other (explain): \$ _____

TOTAL: \$ _____

9.
Is this a transfer from a Bankruptcy: _____ Yes _____ No

10.

Alternative Tax Rate: _____ %

11.

Are there any excludable liens: _____ Yes _____ No

12.

Who will receive the real estate tax bill (check one):

_____ Owner

_____ Lender/Bank

_____ Other

a. Name:

b. Street Address:

c. City, State, Zip:

d. Phone:

13.

Sale Contract Date: _____

14.

Value of any Personal Property in Sale: _____

15.

Credit Line Mortgage: _____ Yes _____ No

16.

Are you claiming a continuing lien deduction? _____ Yes _____ No

If "Yes," enter lien deduction amount: \$ _____

17.

Are you claiming an exemption? _____ Yes _____ No

If "Yes," check exemption claimed:

_____ a. Conveyance is to the United Nations, the United States of America, the State of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada)

_____ b. Conveyance is to secure a debt or other obligation

_____ c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance

- _____ d. **Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts**
- _____ e. **Conveyances given in connection with a tax sale**
- _____ f. **Conveyance is a mere change of identity or form of ownership or organization where there is not change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising of the cooperative dwelling or dwellings)**
- _____ g. **Conveyance consists of a deed of partition**
- _____ h. **Conveyance is given pursuant to the Federal Bankruptcy Act**
- _____ i. **Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property.**
- _____ j. **Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment.**
- _____ k. **Conveyance is not a conveyance within the meaning of Tax Law, Article 31 section 1401(e) (*attach documents supporting such claim*)**
- _____ l. **Other (*attach explanation*)**

18.
Buyers Attorney:

Name:
Address:
City, State, Zip:
Phone:

19.
Sellers Attorney:

Name:
Address:
City, State, Zip:
Phone: