

SALES VALIDATION AND SUBMISSION OPERATIONS MANUAL

State Tax Equalization Board | January 2020



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Definitions

Assessed Value is the assessment placed on real property by a county assessment office upon which all real estate taxes shall be calculated.

Market Value is the price which a purchaser, willing but not obligated to pay, would pay an owner, willing but not obligated to sell, taking into consideration all uses to which the property is adapted and might in reason be applied.

Median is a measure of central tendency. The value of the middle item in an uneven number of items arranged or arrayed according to size; the authentic average of the central items in an even number of items similarly arranged.

Established Predetermined Ratio is the ratio of assessed value to market established by the board of county commissioners and uniformly applied in determining assessed value in any year.

Sale – A property transfer that satisfies the condition of a valid sale and meets all other technical criteria for inclusion in a ratio study sample. If a property has undergone significant changes in physical characteristics, use, or condition in the period between the assessment date and sale date it would not technically qualify for use in the ratio study.

Sales Validation

P.S. § 1709, formerly cited as PA ST 72 P.S. § 4656.9 mandates in Section 1509 - Monthly reports by counties and commonwealth payments. The Duty;

- 1) *It shall be the duty of the following entities to prepare, certify and electronically deliver to the board, on the 15th day of each month, a list as prescribed by the board of all conveyances or other transfers of real estate or any interest in real estate, conveyed consistent with any procedures for excluding sales data established in accordance with section 1516.2(2), recorded within the county during the preceding month: (i) In counties of the first class, the board of revision of taxes or its successor agency. (ii) In counties of the second class, the office of property assessment or its successor agency. (iii) In counties of the second class A through eighth class, the board as defined in 53 Pa.C.S. § 8802 (relating to definitions).*

The significance of the timely submission of the county STEB sales reports is twofold. First, the sales reports are necessary for STEB to fulfill its legislative mandate to calculate the Common Level Ratio for each county. Second and the original purpose of the STEB's legislation, is the sales are used as one of the criteria in determining the basic school aid ratio for the Pennsylvania school districts.

The following (Section 5 and 5.1) has been retrieved from the *International Association of Assessing Officers Standard on Verification and Adjustment of Sales Manual* dated November 2010.

5. Sales Verification

Sales should be verified to determine whether they reflect the market value of the real property transferred. Specific objectives for sales verification include but are not limited to the following:

- 1) Sale prices reflect only the market value of the real property transferred and not the value of personal property, financing, or leases.
- 2) Sales occurred during the time frame being tested or modeled.
- 3) Sales are excluded only when they fail to meet the requirements of an open-market, arm's-length transaction.

All sales meeting the definition of market value should be included as valid transactions unless one of the following two conditions exists:

- 1) Data for the sale are incomplete, unverifiable, or suspect.
- 2) The sale fails to pass one or more specific tests of acceptability.

Although all sales should normally be verified for use in modeling and appraisal analyses, for ratio studies a subset of sales can be selected for verification if the verified sales provide a sufficiently representative sample for purposes of the study.

The position should be taken that all sales are candidates as valid sales unless sufficient information can be documented to show otherwise. If sales are excluded for ratio studies without substantiation, the study may appear to be subjective. Reason codes may be established for valid and invalid sales for both ratio studies and model calibration.

No single set of sales screening rules or recommendations can be universally applicable for all uses of sales data or under all conditions. Sales verification guidelines and procedures should be consistent with the provisions of the value definition applicable to the jurisdiction. Assessors should use their judgment, but they should not be arbitrary. For uniform judgments, verification procedures should be in writing. All personnel should be thoroughly familiar with these procedures as well as with underlying real estate principles (*Tomberlin 2001*).

5.1 Importance of Sales Verification

Sales data are needed for the valuation process and for sales ratio studies. The reliability of any valuation model or sales ratio study depends on the quality and quantity of its data. Sales data should be collected, edited, and adjusted to obtain valid indicators of market value. Sales data should be verified by contacting a party to the sale (buyer, seller, or other knowledgeable party) when there is a question or an answer is unclear on a sales questionnaire completed prior to the recordation. In general, the fewer the sales, the less common or more complex the property, and the more atypical the sale price, the greater the effort should be to confirm the particulars of the sale.

STEB collects real estate sales records from county assessors on a monthly basis for a calendar year (January 1 to December 31).

Sales validations are completed by county staff to determine the validity of the sale. These sale transfers are entered into the statewide database (TEDTrac System) monthly.

STEB encourages county assessors to verify sales using a Sales Verification Form or some variation of this form. A sample of this form drafted by the Assessors Association of Pennsylvania (AAP) has been included in this manual and is modeled after one recommended in the IAAO Standard on Ratio Studies. See Appendix.

STEB also recommends at the very least, all new Certified Pennsylvania Evaluators (CPE) and those whose daily function is to validate sales to attend the Sales Validation course offered by the AAP once each certification cycle.

After validation is complete, the county assessors should follow the PA-TEDTrac County User Manual for uploading sales and each transfer entered into the TEDtrac system must contain, Parcel ID, County, Municipality, Year, Month, Sale Price, Assessed Value, Land Use Code, and Validation/Rejection Code.

Land Use Codes

<u>Code</u>	<u>Land Use Type</u>
1000	Residential
1100	Manufactured Home
1500	Seasonal Housing
2000	Lot (Less than 10 Acres)
3000	Industrial
4000	Commercial
5000	Agriculture (10 Acres or more w/ Building)
6000	Oil/Gas/Mineral
9800	Land (More than 10 Acres)

RESIDENTIAL: includes all residential property types used for human habitation. Living accommodations such as hotels, motels, and apartments with more than 4 units are in the Commercial category. Residential would include types such as 1-story, 2-story, and apartments with 4 or less unit.

Examples are assuming all property types are taxable:

1000 Residential

- 1 Story Residence
- 1½ Story Residence
- 2 Story Residence
- 2½ Story Residence
- 3 Story Residence
- Split Level Residence
- Bi-Level Residence
- Condominium
- Duplex
- Townhouse
- Modular Residence with or without a basement. Modular Housing Unit: a unit transported on a removable or nonremovable frame designed for residential purposes which is wholly or in substantial part fabricated, formed or assembled in manufacturing facilities for assembly and installation on the building site. [as defined in section 603(6) of the National Manufactured Housing Construction and Safety Standards Act of 1974 (Public Law 93-383, 42 U.S.C. § 5402(6))]
- Apartments up to 4 units
- Country Estate up to 10 acres
- Multiple residential dwellings
- Church Parsonage
- Uninhabitable residential dwelling
- Residential outbuilding(s) i.e. residential lot with a shed, etc.
- Residential building on leased land

MANUFACTURED HOME: a portable structure built on **achassis** and used as **apermanent residential** dwelling unit. The term includes a Mobile Home and/or Trailer which is designed and used exclusively for living quarters or commercial purposes which exceeds the maximum size limitations prescribed by this title for operation on a highway and is only incidentally operated on a highway. A Manufactured Home as defined in section 603(6) of the National Manufactured Housing Construction and Safety Standards Act of 1974 (Public Law 93-383, 42 U.S.C. § 5402(6)) as *a structure, transportable in one or more sections which in the traveling mode, is 8 feet or more in width or 40 body feet or more in length, or where erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary and compiles with the standards established under this title, and except for such term shall not include any self-propelled RV.*

Examples are assuming all property types are taxable:

1100 Manufactured Home

- Manufactured Home – on owned land/lot up to 9.99 acres
- Manufactured Home – on leased land/lot up to 9.99 acres
- Camper – year-round with access to utilities on owned or leased land/lot up to 9.99 acres

SEASONAL HOUSING: a residential dwelling unit usually rented or occupied on a seasonal basis. Such as cabins and hunting camps.

Examples are assuming all property types are taxable:

1500 Seasonal Housing (seasonal use only)

- Cabin on owned or lease lot up to 9.99 acres
- Cottage on owned or lease lot up to 9.99 acres
- Manufactured Home – on owned or leased lot up to 9.99 acres
- Hunting/Fishing Camp on owned or lease lot up to 9.99 acres

LOTS: vacant land less than 10 acres with no permanent structure.

Examples are assuming all property types are taxable:

2000 Lot (Vacant less than 10 Acres)

- Vacant building lot under 1 acre
- Vacant building lot 1 to 5 acres
- Vacant building lot 5 to 9.99 acres
- Common Area for Public Residential Developments (when area is divided and assessed among individual units)
- Unbuildable lot under 10 acres

INDUSTRIAL: property used for manufacturing and storage of durable and nondurable man-made goods. Such as assembly lines and warehouses.

Examples are assuming all property types are taxable:

3000 Industrial with Building

- Manufacturing Plant
- Warehouse to 10,000 SQ FT
- Warehouse 10,000 to 50,000 SQ FT
- Warehouse 50,000 and up SQ FT
- Industrial building on leased land
- Vacant Industrial lot/land

COMMERCIAL: property used for the sale of goods and/or services. Such as businesses, restaurants, and hotels.

Examples are assuming all property types are taxable:

4000 Commercial with Building

- Office
- Store/Retail
- Shopping Center
- Store/Office with Apartments
- Medical Office
- Hospital/Clinic
- Group Residence
- Private Care/Nursing Home
- Day Care Center
- Financial Institution
- Condominium Office
- Apartments over 4 units (meaning 5 or more)
- Apartment Office
- Restaurant/Tavern
- Fast Food Restaurant
- Diner
- Beer Distributor
- Grocery Store/Supermarket
- Gas Station
- Commercial Garage/Automotive Dealer
- Bed and Breakfast
- Hotel/Lodging Facility
- Private Educational Facility

- Private Educational Dormitory
- Fraternity House
- Fraternity Organizations
- Manufactured Home Park
- Manufactured Home Park Office
- Parking Lot/Garage
- Communications Facility
- Electric Generating Facility
- Cell/Communications Tower
- Taxable Public Utility Facility buildings
- Air Rights
- Funeral Home
- Theatre
- Race track
- Truck Terminal
- Mini-Storage facility
- Car Wash
- Laundromat
- Amusement Parks
- Taxable Art Gallery/Museum
- Golf Course
- Swim Clubs
- Dance Clubs
- Sports Clubs
- Marina
- Indoor Sports Facility
- Recreational Parks/Fairgrounds
- Campground
- Winery
- Greenhouse/Nursery (store for commercial use to sell product)
- Commercial building on leased land
- Vacant Commercial lot/land

AGRICULTURE: property used for the production of crops or livestock. Such as working farms, orchards, vineyards and etc.

Examples are assuming all property types are taxable:

5000 Agriculture (10 Acres or more w/ Building)

- Farmland with buildings (i.e. Beef, bee, vegetable, poultry, horse, dairy, pork, fruit, and nut)
- Horticultural nursery (only land to grow crops-not green house or winery store)
- Residential country estate 10 acres or more
- Manufactured Home/Modular-on owned land 10 acres or more
- Manufactured Home/Modular-on leased land 10 acres or more
- Camper year-round with access to utilities on land 10 acres or more
- Cabin on owned or lease land 10 acres or more
- Cottage on owned or lease land 10 acres or more
- Hunting/Fishing Camp on owned or lease land/lot 10 acres or more

OIL/GAS/MINERAL: includes parcels used in or necessary adjunct to the provision of mining and quarrying, i.e., oil, gas, limestone, salt, iron, and other mining and quarrying.

Examples are assuming all property types are taxable:

6000 Oil/Gas/Mineral

- Quarry lands
- Mineral lands
- Mining

LAND: vacant land more than 10 acres with no permanent structure.

Examples are assuming all property types are taxable:

9800 Land (Vacant more than 10 Acres)

- Vacant building lot 10 acres or more
- Common Area for Public Residential Developments (if assessed as a single unit and not divided and assessed among individual units)
- Retention Ponds (any size)
- Unbuildable lot 10 acres or more
- Unimproved farmland 10 acres or more
- Unimproved Recreational Parks/Fairgrounds (any size)
- Vacant Mountain/Timberland 10 acres or more
- Landfill (any size)

****For mixed use properties, it is suggested to counties to utilize the land use code which best reflects the property's majority use.**

Example of Exempt Properties and corresponding STEB Land Use Codes

Church	4000
Hospital/Clinic	4000
Educational	4000
Vacant	2000
Parking Lot	4000
Firehouse	4000
Legion / VFW/ Club	4000
Municipal	4000
Extended Care	4000
Library	4000
Park / Recreation	4000
Residential	1000
Fairground / Hall	4000
Airport	4000
Post Office	4000
Waste Treatment	4000
State / Government Buildings000
Dwelling - Disable Vet	1000
Cemetary	4000
Redevelopment Authority	4000
Group Residence	4000
Emergency Medical	4000
Historic Site	4000
Community Center	4000
Municipal Water	4000
State Gameland9800
Railroad Right of Way2000
Pilot Property	4000

Validation/Rejection Codes

<u>Code</u>	<u>Description</u>
00	Valid Sale
49/50	Valid Clean and Green sales
01	No Assessed Valuation
02	Family Transfer
03	Corporate Affiliations/Acquisitions or Divestments
04	Government/Public Utility
05	Charitable/Religious/Educational Institutions or other Tax Exempt Agencies
06	Financial Institutions
07	Part Interest
08	Forced/Sheriff
09	Multiple-Parcel
10	Estate Sale
11	Land Contract
12	Auction
13	Date of Transfer
14	Time on Market
15	Corporate Relocation Company
16	Sale of Doubtful Title
17	Lease Purchase/Leaseback
18	Partial Assessment
19	Equipment/Personal Property
20	Special or Preferred Assessments (i.e. Clean & Green, Lerta, KOZ, TIF, PILOT, etc.)
21	Duplicate Sale/Deed of Correction
22	Other (Needs Explanation)
23	Sale from Repository

00/VALID: meets the definition of arms-length sale, where the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by unique stimulus. Implicit in this definition is the consummation of a sale as of a specific date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller are typically motivated;
2. both parties are well informed or well advised, and acting in what they consider their best interests;
3. a reasonable time is allowed for exposure in the open market;
4. payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.
 - a. (As defined by the IAAO, *Standard on Ratio Studies*, April 2013)

49/50/VALID CLEAN AND GREEN: meets the definition of arms-length sale, where the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by unique stimulus.

1. The sale price must not include rollback taxes.
2. No Personal Property or personal Farm Equipment (Tractor, etc.)
3. The county must verify these sales and adjust the assessed value to indicate the full assessed value and not use the preferred assessed value amount if the county's CAMA system is not able to separate values.
4. No adjustment is made to the sale price.

****If the sale does not meet the criteria - invalidate using Code 20: Special/Preferred Assessments***

Example:

Parcel 01-001-001 123 Valley Road - Clean/Green Program sold June 1,2017 for 175,000. This sale fits the criteria of a valid, arms-length sale, and no personal farm equipment was included in price.

Preferred AV:	50,000
AV or Market Assessed:	125,000
Sale Price:	175,000

The sale submitted should be:
Sale Price =175,000 and Assessed Value =125,000

The following definitions of Invalid sales are based on IAAO descriptions and the Assessors Association of Pennsylvania's course in Sales Validation. These sales could potentially be validated as a good sale after additional research and noted justification is provided. However, generally they are invalid.

01/No Assessed Valuation: Sale of property conveying only a portion of the assessed unit and/or have no assessed value at time of Transfer. *Examples: Subdivisions or Splits.*

02/Family Transfer: Sales between close relatives (parents, children, aunts, uncles, nephews, nieces, grandparents) are usually non-open-market transactions. Generally, these sales will be invalid.

03/Corporate Affiliations/Acquisitions or Divestments: Sales between Corporate Affiliates are usually non-open-market transactions involving business considerations not related to the real estate. Sales between related entities will most likely be invalid because they would be considered corporate affiliates. Acquisitions or divestments by large corporations, pension funds, or real estate investment trust (REITs) that involve multiple parcels typically are invalid sales for ratio studies.

04/Government/Public Utility: Sales to government agencies can involve an element of compulsion and often occur at prices higher than would otherwise be expected. When the governmental agency is the seller, values typically fall on the low end of the value range. The latter should not be considered in model calibration or ratio studies unless an analysis indicates governmental sales have affected the market in specific market areas or neighborhoods. Sales to or from any governmental agencies are usually invalid.

05/Charitable/Religious/Educational Institutions or other Tax Exempt Agencies: A sale to such an organization can involve an element of philanthropy, and a sale by such an organization can involve a nominal consideration or restrictive covenants. These sales often involve partial gifts and therefore are generally not representative of market value. Sales of a tax exempt property are generally invalid.

06/Financial Institutions: These sales are often made in lieu of foreclosure and are not exposed to the open market. The majority of the sales in which the financial institution is the seller are properties that were formerly foreclosed on by the financial institution. Also, they are easily identified because the seller is the financial institution. These sales typically are on the low side of the value range because the financial institution is highly motivated to sell and may be required by banking regulations to remove the property from its books. The longer the property is carried on the books by the financial institution, the lower the asking price is likely to be. If the financial institution was ordered by banking regulators to dispose of the property regardless of the sale price, the sale should not be included as a valid transaction. However, open-market sales in which a financial institution is a willing buyer, such as the purchase of vacant land for a branch may be considered potentially valid transactions. Sales in which a financial institution is the seller typically should be considered as potentially valid for model calibration and ratio studies if they comprise more than 20 percent of sales in a specific market area. If these sales are valid, they must be noted with justification for STEB.

07/Part Interest: A sale involving a conveyance of less than the full interest in a property should be excluded as a valid transaction. Sometimes all the partial interest owners of a property may agree to syndication and sell their portions of the estate to a buyer (typically on the same day). However, the sum of all the sale prices may not necessarily indicate the market value of the whole property. These transfers should not be used as valid sales without thorough testing, analysis, and documentation.

08/Forced/Sheriff: These sales should never be considered for model calibration or ratio studies. The seller in these sales is usually a sheriff, receiver, or other court officer. A foreclosure is not a sale but the legal process by which a lien on a property is enforced. It is a legal proceeding to terminate a mortgagor's interest in property, instituted by the lender (the mortgagee) either to gain title or to force a sale in order to satisfy the unpaid debt secured by the property. These sales are often made in lieu of foreclosure and are not exposed to the open market.

09/Multiple-Parcel: A multiple-parcel sale is a transaction involving more than one parcel of real property. These transactions present special considerations and should be researched and analyzed prior to being used for valuation or ratio studies. If the appraiser needs to include multiple-parcel sales, it should be determined whether the parcels are contiguous and whether the sale is a single economic unit or multiple economic units. Regardless of whether the parcels are contiguous, any multiple-parcel sale that involves multiple economic units generally should not be used in valuation or ratio studies. The sum of the appraised values for the parcels involved in the transaction should be compared to the total sale price.

10/Estate Sale: A conveyance by an executor or trustee under powers granted in a will may not represent fair market value, particularly if the sale takes place soon after the will has been filed and admitted to probate in order to satisfy the decedent's debts or the wishes of an heir.

11/Land Contract: Land contracts (also known as contracts for deeds) and other installment purchase agreements in which title is not transferred until the contract is fulfilled require careful analysis. Deeds in fulfillment of a land contract often reflect market conditions several years in the past, and such dated information should not be considered.

Sales data from land contracts also can reflect the value of the financing arrangements. In such instances, if the transaction is recent, the sale price should be adjusted for financing, if warranted, and included as a valid transaction. Because the contract itself often is not recorded, discovery of these sales is difficult until the deed is finally recorded. The sale then is likely to be too old to be used.

12/Auction: An auction where the seller is required to sell the property for whatever the bid is offered are known as absolute auctions and are always considered an invalid transaction.

Auction sales that have been advertised, well attended and the seller has a low bid clause are very often valid sales. The sale may tend to be on the lower end of the spectrum but nevertheless, it is a valid sale. If the sale is not an absolute auction, the seller can indicate the lowest bid that will be accepted for the property or it will not be sold (right of refusal - bid with reserve). These auctions may be considered potentially valid transactions if all other criteria of an open market arm's length transaction are met.

13/Date of Transfer: This is the date on which the sale was closed or completed. Not all jurisdictions require recordation of deeds; therefore, the deed date should be considered the most reliable date of sale, not the recording date. If a copy of the deed is not available, the date on the sales verification questionnaire should be used.

14/Time on Market: Sales of properties that have been exposed to the open market too long, not long enough, or not at all may not represent market value. The jurisdiction should monitor typical marketing time. The typical marketing time may be longer in a depressed market.

15/Corporate Relocation Company: When a relocation company takes possession of a property it is in order to liquidate the property. This can be very difficult to identify because the relocation company isn't always mentioned in the deed. There are many additional fees associated with Relocation Companies that are not a part of the normal real estate transaction which will inflate the price.

16/Sale of Doubtful Title: Sales in which title is in doubt tend to be below market value. When a sale is made on other than a warranty deed, there is a question of whether the title is merchantable. A quitclaim deed is an example.

17/Lease Purchase/Leaseback: A leaseback is defined as the sale of a building, land, or other property to a buyer under special arrangements for simultaneously leasing it on a long-term basis to the original seller, usually with an option to renew the lease. These transactions are also referred to as sale and leaseback and sale-leaseback. Leasebacks occur in the commercial and industrial class of property. Sales involving leasebacks are generally invalid because the sale price is unlikely to represent the market value of the property. This can be determined only by further verification of the sale. Typically, the land and location is purchased, the building erected, and the property sold with a long-term leaseback clause. A major benefit of the leaseback is cash-flow issues.

18/Partial Assessment: Sales where the sale price includes the improvement but the assessment office has not yet assessed the new construction are invalid for ratio studies.

19/Equipment/Personal Property: Sale that includes Personal Property is invalid unless the consideration paid for the real estate is set forth separately.

20/Special or Preferred Assessments (i.e. Clean & Green, Lerta, KOZ, TIF, PILOT, etc.): The sale of properties which include special tax abatement programs. These sales will generally be considered invalid for ratio studies. They may be considered valid if the reviewer's research indicates the price paid was comparable to similar properties sold on the open market and not influenced by the preferential assessment.

21/Duplicate Sale/Deed of Correction: Sale of a property that occurs more than once in the same calendar year. A transfer of property is done for the sole purpose of correcting defects in the title. These sales usually have no consideration.

22/Other (Needs Explanation): This code requires explanation why the appraiser feels the sale should be invalid. A sale should not be rejected as invalid unless a specific reason to do so is identified. Some examples; Court Orders and Adjoining Property owners.

23/Sale from Repository: This code is used when sale has occurred for a property that has been placed on a Repository list after the property has failed to sell at a Judicial Tax Sale. Often times the sale price will be a required county set minimum amount or much lower than market price.

The sales validation procedures are based on the *Sales Validation Guidelines of the Standard on Ratio Studies Manual*, dated April 2013. Additional training for county staff is offered through the Assessors Association of Pennsylvania and supported by STEB.

Sales Submission

After the validation process is complete, the county assessor should follow the *PA-TEDTrac County User Manual* for uploading sales. Each transfer entered into the TEDTrac system must contain, Parcel ID, County, Municipality, Year, Month, Sale Price, Assessed Value, STEB Land Use Code, and STEB Validation/Rejection Code.

- 1) Sales submitted are on a calendar year bases (January 1 through December 31).
- 2) Sales must be entered **monthly**, along with corresponding payment voucher. STEB will pay counties .20 cents per valid sale used in the calculation of the CLR.
- 3) Each collection year will have a deadline date for submission as determined by STEB. The deadline will be published on TEDTrac County System Alerts page.
- 4) Counties delinquent in submission of more than three (3) months will receive a Notice of Non-Compliance and may face a hold of state, county, or local grant monies.

Note: An accurate account of all deeds submitted to STEB will be verified through audit. Counties are to report **ALL** sales [valid and invalid] to STEB.**NO EXCEPTIONS.**

Appendix

Example: Sales Verification Form

STEB-REQuestionnaire 6/17

Pennsylvania Real Estate Sales Verification Questionnaire

For County Assessment Office Use Only: (NOT FOR PUBLIC USE)

Parcel Identification Number _____ Assessed Value _____ STEB Land Use Code _____
 Instrument Number (Book & Page) _____ Recording Date _____ Sale Price _____
 STEB Valid/Reject Code _____

Seller (Grantor) Name _____ Mailing _____ City/ST/Zip _____
Buyer (Grantee) Name _____ Mailing _____ City/ST/Zip _____

Property Description / Lot Size _____ **Property / Situs Address (No PO BOX)** _____

Check any factors that apply to this sale:

1. Special Factors
 Sale between immediate family members Relationship _____
 Sale between corporate affiliates belonging to same parent company
 Auction Sale
 Deed transfer in lieu of foreclosure or repossession
 Sale by judicial order (guardian, executor, conservator, administrator, or trustee of an estate)
 Sale involved a government agency or public utility
 Buyer (new owner) is a religious, charitable, or benevolent organization, school or educational.
 Sale of only a partial interest in the real estate
 Sale involved a trade or exchange of properties
 Sale of convenience (corrects title; create a joint or common tenancy, etc.)
 Forced sale or sheriff's sale
 Land contract or contract for deed
 Sales of adjoining property
 NONE OF THE ABOVE

2. Check use of property at the time of the sale:
 Single Family Residence Agricultural Land
 Farm/Ranch with Residence Vacant Land
 Condominium Unit Apartment Bldg.
 Commercial/Industrial Other (specify): _____
 Land w/Mineral Rights

3. Did the sale include an existing business? Yes No

4. Was any personal property (such as furniture, equipment, crops, machinery, livestock, 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 \$ _____

5. Does property contain a Manufactured Home?
 Year _____ Model _____

6. Any changes in the property since January 1? Yes No
 Demolition New Construction Remodeling Additions
 Date completed _____ Cost \$ _____

7. Was there a change in use for the property since January 1?
 Yes No
 If yes, please describe _____

8. Were any delinquent taxes included in the sale price and assumed by the purchaser? Yes No
 If yes, amount \$ _____

9. How was the property marketed? (check all that apply)
 Listed with agent Displayed "For Sale" sign
 Local Advertisement Offered, "word of mouth"

10. What was the initial asking price? _____

11. Days on the market _____

12. Method of financing (check all that apply)
 New loan from Financing Institution All cash
 Seller financing Assumption of existing loan(s)
 Trade of property: value \$ _____ o N/A

13. Total Sale Price \$ _____ Closing Date _____

14. Was the sale influenced by any unusual circumstances?
 Yes No If yes, please describe _____

Print Name _____
 Signature _____
 Grantor/Seller Grantee/Buyer
 Agent Attorney/Closing Company

Print Form

6/17

Instructions for completing the Real Estate Sales Verification Questionnaire

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

- Check all boxes which pertain.
- Check the box which describes the current or most recent use of the property at the time of the sale.
- Check all boxes which are applicable if the property has multiple uses.
- Check yes; if the purchase price included an operating business, franchise, trade license, patent, trademark, stock, bonds, technology, and/or goodwill.
- ITEM 4 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 value of all personal property included in the sale price.
 - ITEM 5 Enter information pertaining to the manufactured home that was conveyed. Can be found on Mobile Home Title or Sales Contract.
 - ITEM 6 Check yes; if the property characteristics have been changed since January 1 of the same year of the sale. Indicate what change(s) occurred by marking the appropriate box. Indicate the completion date of the change(s) and the estimated cost of labor and materials.
 - ITEM 7 Check yes; if the property's use has changed since January 1st.
E.g. Residential to Commercial, Agricultural to Commercial/Industrial
 - ITEM 8 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 in and are part of normal escrow closing costs.
 - ITEM 9 Check all boxes which pertain to the most prevalent method of marketing the property for sale.
 - ITEM 10 Enter the initial asking price at the time the property was first marketed for sale.
 - ITEM 11 Enter the total number of days the property was listed for sale between the first day on the market to the sale date.
 - ITEM 12 Check the predominate method of financing used to acquire the property. Check Trade of property if another property is being traded in lieu of payment and indicate the value of the traded property. Check 'N/A' - Not Applicable if no money exchanged hands or when refinancing of an existing loan. Provide the total sale price and date of sale. The date should be the date of either the deed or the contract for deed was signed, not the date the deed was recorded.
 - ITEM 13 Check yes; if there were any facts or unusual circumstances which would cause the sale to be a non-arm's length/non-market value transaction (i.e. buyer/seller did not act prudently, unjust actions, poorly advised, use good judgement in negotiations, under duress, or compelled out of necessity, etc.) or if the buyer owns or controls the property adjoining or adjacent to the property being purchased and describe how the sale was influenced. Use additional paper if necessary.
 - ITEM 14