

## **INSTRUCTIONS: AFFIDAVIT OF PROPERTY VALUE**

These instructions provide clarification for selected items. 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. If the sale includes more than one parcel, the one that most influenced the sale should be listed as the **Primary Parcel**, with the additional parcels listed in the spaces provided. If necessary, attach a list of additional parcels.
- 3b. RELATED BUYER AND SELLER** -Please indicate if the buyer and seller are related persons or related business entities. **Examples:**
  - a) A sale between parent and child.
  - b) A sale between a parent corporation and its subsidiary.
  - c) 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.
- 6. PROPERTY TYPE (for Primary Parcel)** -If there is more than one use, check only that use which is 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**- Please indicate the use of the property (for residential property only): To be used as a primary residence by the owner or relative of the owner. Definitions of "primary residence" and "family member" can be found on the back of the affidavit.
- 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.
- 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:** water rights only; a timeshare; a leasehold estate (tenant's interest); a percentage interest (e.g. 25%).
- 16. SOLAR/ENERGY EFFICIENT COMPONENTS** – If the property includes solar energy devices (such as photovoltaic systems), energy efficient building components (such as Energy Star qualified windows), or combined heat and power systems that impact the sale price by 5% or more you must check the box labeled "yes" and provide a brief explanation of such items.
- 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.