TD-1000

Confidential Document

This form provides essential market information to the county assessor to ensure accurate, fair and uniform assessments for all property. **This document is not recorded, is kept confidential, and is not available for public inspection.**

This declaration must be completed and signed by either the grantor (seller) or grantee (buyer). Questions 1, 2, 3, and 4 may be completed (prefilled) by a third party, such as a title company or closing agent, familiar with details of the transaction. The signatory should confirm accuracy before signing.

This form is required when conveyance documents, subject to a documentary fee, are presented for recording. If this form is not completed and submitted, the county assessor may send notice. If the completed and signed form is not returned to the assessor within 30 days of notice, the assessor may impose a penalty of $25.00 or 0.025% (0.00025) of the sale price, whichever is greater.

Additional information as to the purpose, requirements, and level of confidentiality regarding this form are outlined in Colorado Revised Statutes, sections 39-14-102, 39-5-121.5, and 39-13-102.

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1. Physical Address and/or legal description of the real property sold: Please do not use P.O. Box numbers.

   _____

   _____

2. Type of property purchased: ☐ Single Family Residential ☐ Townhome ☐ Condominium ☐ Multi-Unit Residential ☐ Commercial ☐ Industrial ☐ Agricultural ☐ Mixed Use ☐ Vacant Land ☐ Other_____

3. _____ Date of closing: mm/dd/yyyy

   _____ Date of contract: mm/dd/yyyy

4. $_____ Total Sale Price: include all real and personal property

   $_____ Contracted price (if different from final sale price)

5. List any personal property included in the transaction that materially impacts the total sale price.
   Personal property may include, but is not limited to: machinery or equipment, vehicles, exceptional appliances, electronic devices, furniture, or anything that would not typically transfer with the real property (attach additional pages if necessary).

Description	Approximate Value
_____	$_____
_____	$_____
_____	$_____
Personal Property Total:	$_____

   If no personal property is listed, the entire purchase price will be assumed to be for the real property.

6. Did the total sale price include a trade or exchange of additional real or personal property? ☐ No ☐ Yes
   If Yes, approximate value of the goods or services as of the date of closing: $_____
   If Yes, does this transaction involve a trade under IRS Code Section 1031? ☐ No ☐ Yes

7. Was 100% interest in the real property purchased? ☐ No ☐ Yes
   Mark "No" if only a partial interest is being purchased. If No, interest purchased_____%

8. Is this a transaction between related parties or acquaintances? This includes persons connected by blood or marriage, or business affiliates, or those acquainted prior to the transaction. ☐ No ☐ Yes

9. Please mark type of sale: □ Builder (new construction) □ Public (MLS or Broker Representation)
□ Private (For Sale By Owner) □ Other (describe) _____

10. Mark any of the following that apply to the condition of the improvements at the time of purchase.

□ New □ Excellent □ Good □ Average □ Fair □ Poor □ Salvage

11. Type of financing: (mark all that apply)
- □ None (all cash or cash equivalent)
- □ New/Mortgage Lender (government-backed or conventional bank loan)
- □ New/Private Third Party (nonconventional lender, e.g., relative, friend, or acquaintance)
- □ Seller (buyer obtained a mortgage directly from the seller)
- □ Assumed (buyer assumed an existing mortgage)
- □ Combination or Other: Please explain _____

12. Total amount financed $_____

13. Terms:

□ Variable; Starting interest rate_____% □ Fixed; Interest rate_____%

Length of time_____years
Balloon payment? □ No □ Yes If yes, amount $_____ Due date_____

14. Mark any that apply: □ Seller assisted down payments □ Seller concessions □ Special terms or financing

If marked, please specify terms:_____

15. Was an independent appraisal obtained in conjunction with this transaction? □ No □ Yes

For properties <u>OTHER THAN</u> Residential (Residential is defined as: single family detached, townhomes, apartments and condominiums), please complete questions 16-18, if applicable.

16. Did the purchase price include a franchise or license fee? □ No □ Yes

If yes, franchise or license fee value $_____

17. Did the purchase price involve an installment land contract? □ No □ Yes

If yes, date of contract _____

18. If this is vacant land, was an on-site inspection conducted by the buyer prior to the closing? □ No □ Yes

Please include any additional information concerning the transaction and price paid that you feel is important:

_____

_____

_____
Signature of Grantee (Buyer) Date mm/dd/yyyy Printed name of Grantee

_____
Signature of Grantor (Seller) Date: mm/dd/yyyy Printed name of Grantor

Buyer Mailing Address: Future correspondence (tax bills, property valuations, etc.) regarding this property should be mailed to:

_____
Address (mailing) City State Zip Code

_____
Daytime Phone Email address

Contact information is kept confidential, for County Assessor and Treasurer use only, to contact buyer with questions regarding this form, property valuation, or property tax information.

REAL PROPERTY TRANSFER DECLARATION INSTRUCTIONS

(TD-1000)

Every two years, Colorado assessors must appraise all real estate in the state. Selling prices of sold properties, taken from deeds, are used extensively in the appraisal process. Because of circumstances surrounding a sale (for example, a sale between family members), some selling prices are not truly indicative of a property's value. Appraisers typically adjust sale prices when unusual circumstances exist, or disqualify (ignore) these sales. The Real Property Transfer Declaration (TD-1000) alerts the appraiser in the Assessor's Office to sales that may not be an indication of a property's value.

The following is a brief explanation of the purpose of each question on the Real Property Transfer Declaration:

1. Physical address or legal description of the real property sold:
   This information links the sale to the assessor's records and identifies the property's location.

2. Type of property purchased:
   This information allows the assessor to use one form for all uses of property and to identify the type of property purchased.

3. Date of Closing:
   The date the property is transferred from the seller to the buyer.
   Date of contract if different than date of closing:
   This allows the assessor to establish the exact date of the "meeting of the minds" concerning the date the sales price was agreed upon. Even though only "closed" sales are used to set values, this information may help the assessor to eliminate atypical sales conditions.

4. Total sale price.
   The total sale price is the most essential item of information concerning the sale, and its accuracy must be carefully scrutinized. The total sale price will sometimes differ from the recorded documentary fee. Adjustments to the sale price, often necessary before a sale can be used, are more accurate when the true price has been identified.

5. Was any personal property included in the transaction?
   If personal property, as listed on the RPTD, was included in the sale price, the value of the personal property must be subtracted from the sale price to determine the sale price of the real property transferred. Refer to § 39-1-103(8)(a)(I) & (f) and § 39-13-102(5)(a), C.R.S.

6. Did the total sale price include a trade or exchange?
   Transactions involving trades of additional items or property should be excluded from the Assessor's data bank of sales information whenever possible, particularly when the value of the traded property is substantial or cannot be reliably established. However, a trade under the IRS Code Section 1031 would be included in the analysis and therefore needs to be identified on the RPTD.

7. Was 100% interest in the real property purchased?
   It is crucial to identify whether or not the sale is a fee simple transaction (100%). If it is not, the sale price cannot be considered representative of the total market value of the property.

8. Is this transaction among related parties or acquaintances?
   It is important to know whether the buyer and seller are related individuals, business affiliates, or acquainted prior to the transaction because such sales might not reflect typical market value.

9. How was the property marketed and sold?
   This information assists the assessor in determining where to research additional information.

10. Check any of the following that apply to the condition of the improvements at the time of purchase.
    When determining market value, the condition of the property at the time of the sale is very important. If one or more of the items are checked, further analysis is necessary in order to establish the condition at the time of sale.

11-14. Finance questions: *When financing reflects prevailing market practices and interest rates, which is ordinarily the case with third-party financing, sales prices would not require adjustments. However, adjustments or disqualifications may be considered if the type of financing is determined atypical or non-market.*

15. Was an appraisal obtained regarding the transaction?
    This information can be helpful in valuing commercial and complex properties where there may be limited data available.

The questions remaining are for purchases of property other than residential.

16. Did the purchase price include a franchise or license fee?
    If a franchise fee or license fee is included in the sale price and the amount can be substantiated, the sale price should be adjusted to reflect the sale price of the real property only. If the franchise fee or license fee that is declared on the RPTD appears to be atypical, further analysis may be necessary before the sale is used.

17. Did the purchase involve an installment land contract?
    Title is not transferred until the final payment is made. Oftentimes the purchase price is agreed upon years prior to fulfillment of the contract and filing of the deed. Therefore, the purchase price may not be reflective of the current date on the deed.

18. If this was a vacant land sale, was an on-site inspection of the property conducted by the buyer prior to purchase?
    If the answer to this question is no, the possibility exists of an unknowledgeable buyer. Follow up with the grantee may be necessary.

Remarks: Please include any additional information concerning the sale you may feel is important.
Property specific characteristics or external factors that caused the final sale price to decrease or increase, and have not been addressed elsewhere on this form, should be noted here. The change in price may have been based on discovery of inadequacies during an inspection, additional market research or buyer/seller motivation.

Enter the day, month, and year, and have at least one of the parties to the transaction sign the document. Please ensure the buyer or seller sign on the designated line.
Validate the form with a signature and date and printed name of signatory.

Please provide an address where all future correspondence (tax bills, property valuations, etc.) regarding this property should be mailed to, as well as a phone number and email address for assessor or treasurer communication
There will be correspondence from the assessor and treasurer that will be important to the new owner of record. Having an accurate mailing address and other means of contact through telephone or email may help the assessor and the new owner exchange relevant information. This is also helpful if the property sold is not the physical address for the owner of record.
This information is kept confidential according to Colorado law.