

Instructions for Completing the Declaration of Value Form

Churchill County, Nevada

ASSESSOR PARCEL NUMBER

List all Assessor Parcel Numbers pertaining to document.
(This number may be obtained from the Assessors Office at 775-423-6584).

TYPE OF PROPERTY

Check all applicable types of property for each Assessor Parcel Number listed.

TOTAL VALUE/SALES PRICE OF PROPERTY

Enter the full purchase price of the property. Purchase price is the amount paid or to be paid and consists of cash paid, loans assumed, new loans obtained and the value of any personal property given.

Assumed liens and/or Encumbrances: Subtract the "Liens & Encumbrances" amount from the "Full Value" amount and write the difference on this line. Recording information supporting the "Liens & Encumbrances" being assumed must be entered in the appropriate space provided.

Transfer Tax Value: Enter the total amount taxable value or sales price of property. Real Property Transfer Tax is \$2.05 per five hundred dollars or portion thereof of actual cash value. See Transfer Tax Schedule.

IF AN EXEMPTION IS CLAIMED

If the transfer is not taxable, write the exemption number from the list of exemptions (NRS 375.090). If an exemption from Real Property Transfer Tax is claimed you need to complete the value and encumbrance portion of the form (Sections 2 & 3)..

State the reason for the Exemption claimed.

Exemption #3: If the transfer is exempt due to "recognizing true status or ownership", an explanation must also be written in the space provided.

Exemption #7: A transfer of title to or from a trust without consideration IF a certificate of trust is presented at the time of transfer. See NRS 164.410 for contents of certificate of trust.

Exemption #9: When claiming this exemption it will be necessary to complete Sections 3 and 4 of the form with an explanation stating: "I/We (names) own 100% of (company name). There are no other owners." Leave the line for the amount of Real Property Transfer Tax Due blank.

PARTIAL INTEREST

Enter portion of interest being conveyed. If only a portion of interest is being conveyed, compute tax on the portion transferred. For instance, if 50% interest is transferred, tax is computed on 50% of the taxable value.

SIGN THE FORM

This form requires the signature area to be completed by at least one party to the document. It is preferred that both parties complete and sign the form as both the Seller/Grantor and Buyer/Grantee are jointly and severally responsible for payment of the transfer tax. The exception will be for those who sign with a power of attorney or as a corporate officer. For these types of exceptions you will need to supply us with a copy of the particular authorizing item.

Both sides of the signature block must be filled out — even if only the Seller/Grantor or Buyer/Grantee signs the form.

For those companies who will be recording documents through their escrow, please remember to include your company name and file/escrow number on the form as well.