**Declaration of Value Form Instructions**

1. Assessor parcel number(s) (APN) – List all parcel numbers affected by the property transfer. If more than 4 parcel numbers, attach a list with remaining numbers.

2. Type of Property – One box must be checked. If “other” fill in blank with description (i.e. Timeshare, Water Rights, etc…)

3. Total Value/Sales Price of Property – (see options below)

* 3a. Show full purchase price of real property (for Deeds in Lieu of Foreclosure amount of unpaid debt).
  + If there is NO SALE and does not fall under exemption; use the Assessor’s Taxable Value or the last sales price within the previous five years, whichever is greater (NRS 375.010).
  + Trustee’s deeds are taxable on the bid amount plus costs (if not foreclosing on first mortgage include first mortgage as part of costs).

• 3b. For Deeds in Lieu of Foreclosure Only – the Total Value (3a) is the amount of the unpaid debt, same as the amount that will appear on 1099c. Insert at (3b) the fair market value of the property per NRS 375.010.

• 3c. Transfer Tax Value – Subtract line 3b from line 3a to determine taxable value 3c. If the percentage of ownership being transferred is less than 100%, apply the percentage here. If the unpaid debt is greater than the fair market value of the property, the difference is taxable.

• 3d. Real Property Transfer Tax – based on the value shown at line 3c the tax is calculated at the statutory rate of $2.55 per each $500.

4. Exemption Claimed:

* 4a. If you wish to claim an exemption, please refer to exemptions listed in NRS 375.090 and list exemption number.
* 4b. If an exemption is claimed, an explanation on line 4b is required. Certain exemptions require supporting documentation at the time of recording. Re‐records and corrections require the book/instrument of the previously recorded document.

5. Partial Interest: Percentage being transferred required if the percentage is less than 100% .

Signature – At least one original signature required with their capacity (Grantor, Grantee, Trustee, Attorney, etc.)

Seller/Grantor and Buyer/Grantee Information – current names and addresses of both parties must be completed (for contact purposes).

Company Requesting Recording – Must be completed if the party presenting the document for recording is neither the grantor nor the grantee. If there is an escrow number, it must be stated.

Though not an official record as defined in state statute, this document will be imaged with the deed it accompanies. There is no statute that allows a recording to take place without a Declaration of Value, or revealing the amount of tax paid on the recording stamp.