

GUIDELINE FOR FILLING OUT PRINCE GEORGE'S REFINANCE AFFIDAVIT

INSTRUCTIONS FOR COMPLETING THE PRINCE GEORGE FINANCE AFFIDAVIT

FAILURE TO COMPLETE IN ITS ENTIRETY WILL DELAY THE FUNDING OF YOUR
LOAN AND YOU MAY BE SUBJECT TO HIGHER COUNTY MORTGAGE TAX

****THE TOP PORTION WILL BE COMPLETED BY THE TITLE COMPANY,
DO NOT WRITE IN THIS AREA****

PLEASE INITIAL IF APPLICABLE:

**A. INITIAL IF THIS IS A REFINANCE OF YOUR PRIMARY RESIDENCE
If this is initialed, you must initial B1 or B2- this cannot be blank
if A is initialed.**

PLEASE INITIAL IF APPLICABLE – **YOU CANNOT INITIAL BOTH!!
PLEASE CHOOSE ONLY ONE FROM SECTION B. IF YOU
DID NOT INITIAL A, PLEASE PROCEED TO SECTION C.**

B1. INITIAL IF THE PURCHASE OF THE HOME TOOK PLACE **MORE
THAN A YEAR AGO FROM TODAY.**

B2. INITIAL IF THE PURCHASE OF THE HOME TOOK PLACE **LESS THAN
A YEAR AGO FROM TODAY.**

PLEASE INITIAL IF APPLICABLE (NOTE: IF C IS APPLICABLE, THEN **SECTIONS
A AND B DO NOT APPLY AND SHOULD NOT BE INITIALED**):

C. THIS IS A **REFINANCE OF A SECOND HOME OR INVESTMENT
PROPERTY.**

ALL PARTIES LISTED ON THE MORTGAGE MUST SIGN AND BE NOTARIZED.

THE PURPOSE OF THIS AFFIDAVIT IS TO APPLY A MORTGAGE TAX DISCOUNT
TO THIS TRANSACTION. FAILURE TO COMPLETE PROPERLY WILL RESULT IN
FULL TAX BEING OWED.



Prince George's County Office of Finance, Treasury Division

County Transfer Tax 1.4%

Finance Affidavit

State Recordation Tax 5.50 per 1000.00

(REQUIRED)

(Rounded up to next 500.00)

PROPERTY TAX ID # _____

DO YOU OWN ANY OTHER PROPERTIES? Y / N (PLEASE CIRCLE ONE)

I/WE CERTIFY, under the penalties of perjury, that the following are accurate responses regarding the financing we are offering for record on this date in accordance with Tax Property Article 12-102 and County Code 10-187(A)

REQUIRED INFORMATION: The following information refers ONLY to the loan(s) being REFINANCED or MODIFIED.

Table with 3 columns: LIBER/FOLIO(S), ORIGINAL LOAN AMOUNT(S), UNPAID PRINCIPAL BALANCE(S) (no interest or penalty to be added)

A. STATE RECORDATION TAX - PRINCIPAL RESIDENCE

The "REQUIRED INFORMATION" above MUST be completed when using this clause.

Borrower initials here only if ALL qualifications listed below apply:

- a. This is a refinance (Paying off an existing loan) of your principal residence.
b. You are the original mortgagor or assumed the debt from the original mortgagor. (For tax purposes)
Recordation tax based on difference between new loan amount and the unpaid principal balance of the loan(s) being refinanced.
(NOTE: "B-1" or "B-2" MUST be initialed)

B. COUNTY TRANSFER TAX - PRINCIPAL RESIDENCE - (ONLY INITIAL ONE B CLAUSE)

The "REQUIRED INFORMATION" above MUST be completed if refinancing (Paying off) or modifying amending) existing loan

B1. Borrower initials here only if ALL qualifications listed below apply:

- a. This is a (1) new loan (NOT Paying off an existing loan) (2) Modification (amending an existing loan) or a (3) refinance (Paying off an existing loan) on your principal residence.
b. You had a purchase money trust/mortgage (Borrowed money to purchase property).
c. The purchase money trust/mortgage has been on record for more than 12 months.
Exempt from County Transfer Tax. (NOTE: If refinancing, "A" MUST be initialed)
REQUIRED: You must submit a recorded copy of the deed(s) of trust being refinanced.

OR

The "REQUIRED INFORMATION" above MUST be completed if using this clause.

B2. Borrower initials here only if ALL qualifications listed below apply:

- a. This is a refinance (Paying off existing loan) of your principal residence. and
b. You did NOT have a purchase money trust/mortgage or purchase money was recorded less than 12 months ago.
County Transfer Tax on the difference between the new loan amt. and the original amt. of the loan(s) being refinanced.
REQUIRED: You must submit a recorded copy of the deed(s) of trust being refinanced. (NOTE: "A" MUST be initialed)

C. COUNTY TRANSFER TAX - NON PRINCIPAL RESIDENCE/COMMERCIAL PROPERTY

The "REQUIRED INFORMATION" above MUST be completed if using this clause.

Borrower initials here only if ALL qualifications listed below apply:

- a. This is a refinance (Paying off existing loan) or modification of a property that is NOT your principal residence.
b. You are the original mortgagor or assumed the debt from the original mortgagor. (For tax purposes)
County Transfer Tax on the difference between the new loan amt. and the original amt. of the loan(s) being refinanced.
Recordation tax based on difference between new loan amount and the unpaid principal balance of the loan(s) being refinanced.
REQUIRED: You must submit a recorded copy of the deed(s) of trust being refinanced/modified.

TO QUALIFY FOR REFINANCE EXEMPTIONS - IT MUST BE SAME BORROWERS AND SAME PROPERTY

I/WE understand that if I/We fail to truthfully answer or provide information to avoid collection of County Transfer and State Recordation Tax, I/We may be found guilty of a misdemeanor and, on conviction, may be subject to a fine not exceeding \$5,000.00 or imprisonment not exceeding (18) months or both; and I/We authorize Prince George's County to take the appropriate steps necessary to confirm and verify the information made on this affidavit.

By signing this form, I/WE are affirming under penalties of perjury that the borrower(s) do not claim any other property as their principal residence.

Signature of Borrower

Signature of Borrower

In the State of _____, at the County/City of _____

I HEREBY CERTIFY, on this _____ day of _____, 20_____, before me, the subscriber, a Notary Public, in and for said State and County/City, personally appeared, _____, known to me to be, (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within affidavit, and acknowledged that he/she/they executed that same for the purposes therein contained, and further acknowledge the information therein is correct, and in my presence signed and sealed the same..

My Commission Expires: _____/_____/_____

Notary Public Signature

PGC TREAS Form #001

NOTE: IT IS ILLEGAL TO NOTARIZE A FORGED SIGNATURE

Rev 07/2013 (This form may be copied but not altered in any way)

Alterations that affect taxation of the document will not be accepted.