**TRANSFER TAX FORM PREPARATION REQUEST**

Prep Fee $175

Cityscape does not provide any legal or tax advice in the preparation of transfer tax forms (“forms”), but rather acts solely in an administrative capacity based upon the information provided by the applicant. Accordingly, Cityscape shall not be responsible for any errors or omissions. These forms should be examined by an attorney prior to signing. Document prep does not include application to any property tax exemption programs.

NOTE: The Grantor and Grantee information provided must conform to the information recited on the deed.

**GRANTOR INFORMATION**

If Grantor is a single- or multiple-member LLC, please provide Name and SSN for all members on an additional page.

Form IT-2663 (real property) or IT-2664 (coop unit) is required for all out-of-state residents.

NAME: ADDRESS: SSN #/EIN #

**GRANTOR’S ATTORNEY**

NAME:

ADDRESS:

PHONE:

**GRANTEE INFORMATION**

If Grantee is a single- or multiple-member LLC, please provide Name and SSN for all members on an additional page.

NAME: ADDRESS: SSN #/EIN #

**GRANTEE’S ATTORNEY**

NAME:

ADDRESS:

PHONE:

**PROPERTY INFORMATION**

PROPERTY ADDRESS:

PROPERTY TYPE:

PURCHASE PRICE:

CONDITION OF TRANSFER:

TYPE OF INTEREST:

SALE CONTRACT DATE:

TRANSFER DATE:

PERCENTAGE OF INTEREST BEING CONVEYED:

PERCENTAGE OF RESIDENTIAL REAL PROPERTY BEING CONVEYED:

IS THERE A CREDIT LINE MORTGAGE? YES NO

ARE YOU CLAIMING AN EXEMPTION? YES NO