



**Notice of Transfer of Property Ownership**

Pursuant to **Section 41 (2) of the Assessment Act**, the following data is requested:

*An owner of a freehold or leasehold real property or, where the owner is represented in the sale or transfer by a solicitor, the solicitor, shall, in the event of a sale of it or transfer of ownership other than by way of mortgage, notify the clerk where the real property is situated in the city or a municipality, in writing of the sale or transfer within one month after the date of it and set out in the notification particulars showing the location, description, boundaries and measurements of the real property, the name and address of the purchaser and, in the case of a sale, the purchase price paid for the property.*

**TO THE CITY ASSESSOR:**

Date of Transfer: \_\_\_\_\_ Roll # \_\_\_\_\_

Property Location: \_\_\_\_\_

Name of Vendor (S): \_\_\_\_\_

Name of Purchaser (S): \_\_\_\_\_

Address of Purchaser (S): \_\_\_\_\_

Phone # of Purchaser(S): \_\_\_\_\_

Email Address of Purchaser(S): \_\_\_\_\_

**Details of Lands Transferred—Copy of Legal Description and Plan Must be Attached as Appendix “A”**

Frontage On: \_\_\_\_\_

**Name of Thoroughfare**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature of Person Engaged in Transfer**

RESIDENTIAL \_\_\_\_\_ APARTMENTS \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ INSTITUTIONAL \_\_\_\_\_

IN CONSIDERATION OF REAL PROPERTY ONLY \$ \_\_\_\_\_

Fax: 709-637-1625

**For Department Use Only**

Roll #: \_\_\_\_\_ PID: \_\_\_\_\_

City Assessed Value: \_\_\_\_\_ Customer ID: \_\_\_\_\_

Signature of City Official \_\_\_\_\_

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