



**CITY OF MOUNT VERNON**  
**DEPARTMENT OF FINANCE**  
**REAL PROPERTY TRANSFER TAX RETURN INSTRUCTIONS**

CITY HALL  
ROOSEVELT SQUARE  
MOUNT VERNON, NY 10550  
(914) 665-2442  
FAX NO. (914) 665-8314

**Page 1 of Form**

1. Enter the name, address and zip code of the Grantee (buyer), the Grantor (seller), the Grantee's Attorney and the Grantor's Attorney in the spaces provided.
2. Enter the address of the location of the property transferred with the page number on the City tax map and section, block and lot numbers. Information as to the City tax map page and section, block and lot numbers can be obtained in the City Assessor's office, City Hall, Room 8. The Assessor's phone number is 914-665-2326.
3. Enter the date of the delivery of the deed to the Grantee.
4. Enter the total tax due after calculating same on back of form.
5. Both the Grantee and Grantor must complete their respective affidavits. Where a deed has more than one Grantor or more than one grantee, the return may be signed by any one of the grantors and any one of the grantees provided, however, that those not signing shall not be relieved of any liability for the Real Property Transfer Tax imposed.

**Page 2 of Form**

1. Fill in the date of the contract of sale. This should be the date of the last signature of the parties to the contract.
2. Fill in the date of closing.
3. Complete Section **I** or Section **II** (but not both) by following the line by line instructions.

Section I & II

Line 1            Enter full amount of consideration paid without deduction for mortgages, liens, or encumbrances whether paid or required to be paid by money, property or any other thing of value.

Section II

Lines 4 & 5        Full value may be derived by using the last assessed value in effect at date of contract of sale divided by the equalization rate corresponding to the assessed value used.

4. Call the City of Mount Vernon Finance Department at 914-665-2442 if you need forms or further information.

**PLEASE NOTE:**

**Starting with properties entering into a contract of sale after December 31, 2000 the tax shall be paid by the Grantor. Properties entering into a contract of sale on or prior to December 31, 2000 the tax shall continue to be paid by the Grantee.**

Revised            9/5/84  
                          4/92  
                          11/3/00  
                          1/04/24



CITY OF MOUNT VERNON

DEPARTMENT OF FINANCE

CITY HALL

ROOSEVELT SQUARE

MOUNT VERNON, NY 10550

REAL PROPERTY TRANSFER TAX RETURN

PURSUANT TO CHAPTER 234 OF THE CODE OF THE CITY OF MOUNT VERNON, NY

Form with fields for Grantee/Buyer, Grantor/Seller, Grantee's Atty., Grantor's Atty., LOCATION OF PROPERTY TRANSFERRED, DATE OF DELIVERY OF DEED TO GRANTEE, and TOTAL AMOUNT DUE.

For Department Use Only

MAKE CHECK PAYABLE TO THE ORDER OF THE CITY OF MOUNT VERNON

Notes:

- 1. This return must be completed and filed with the Comptroller of the City of Mount Vernon.
2. The tax due thereon must be paid within thirty (30) days after delivery of the deed by the grantor to the grantee but before the recording of such deed.
3. Where the transfer is by a corporation in liquidation or to a corporation in exchange for capital stock, submit balance sheet.
4. Penalty of 8% of the tax due for the first month of delay plus interest at the rate of 1 1/2% of such tax for each additional month of delay must be added if payment is not made on or before the due date.

AFFIDAVIT OF GRANTEE

I swear (or affirm) that this return, including the accompanying schedules or statements, has been examined by me, and is, to the best of my knowledge and belief, a true and complete return, made in good faith, pursuant to Chapter 234, Section 234-48 of the Code of the City of Mount Vernon, NY and the regulations issued under authority thereof.

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_, 20\_\_ Name of Grantee

Signature of Officer Administering Oath Signature of owner, partner, officer of corporation, etc

AFFIDAVIT OF GRANTOR

I swear (or affirm) that this return, including the accompanying schedules or statements, has been examined by me, and is, to the best of my knowledge and belief, a true and complete return, made in good faith, pursuant to Chapter 234, Section 234-48 of the Code of the City of Mount Vernon, NY and the regulations issued under authority thereof.

Sworn to and subscribed to before me this \_\_\_ day of \_\_\_, 20\_\_ Name of Grantor

Signature of Officer Administering Oath Signature of owner, partner, officer of corporation, etc

**CITY OF MOUNT VERNON  
COMPUTATION OF REAL PROPERTY TRANSFER TAX**

**Date of Contract of Sale** \_\_\_\_\_

**Section I**

Use only for property located wholly within the city of Mount Vernon, NY	
1. Total consideration paid or required to be paid (cash and non cash)	\$ _____
2. Exclusion.....	_____
3. Amount subject to tax (line 1 less line 2).....	_____
4. Tax due – 1.5% of line 3.....	_____
5. Add – Penalty and Interest Due (See note 2 & 4 on front of Form)	_____
6. Total Tax, Penalty & Interest Due (enter here and as total amount due on page one of form).....	\$ _____ =====

**Section II**

Use only for property located partly within and partly without of the City of Mount Vernon	
1. Total consideration paid or required to be paid (cash and non cash).	_____
2. Exclusion.....	_____
3. Amount subject to Pro-Ration (line 1 less line 2).....	_____
4. Full value of property located within the City of Mt. Vernon.....	_____
5. Full value of property located outside the City of Mt. Vernon.....	_____
6. Total full value (line 4 & line 5).....	_____
7. Percentage of total full value of property located within the City of Mt. Vernon (line 4 divided by line 6).....	_____
8. Amount subject to tax (line 7 x line 3).....	_____
9. Tax Due – 1.5% of line 8.....	_____
10. Add – Penalty and interest (see note 2 & 4 on front of form)....	_____
11. Total tax, penalty & interest due (enter here and as total amount due on front of form).....	\$ _____ =====