



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

(Grantee/Buyer)	Name	Address	Zip Code	For Department Use Only
(Grantor/Seller)	Name	Address	Zip Code	
(Grantee's Atty.)	Name	Address	Zip Code	
(Grantor's Atty.)	Name	Address	Zip Code	
<b>LOCATION OF PROPERTY TRANSFERRED</b>				
Address _____				
City Tax Map _____ Section _____ Block _____ Lot _____				
<b>DATE OF DELIVERY OF DEED TO GRANTEE</b> _____ 20____				
<b>TOTAL AMOUNT DUE (from page two of form)</b>			\$ _____	

**MAKE CERTIFIED 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. This return must be filed by both the grantee and the grantor whether or not a tax is due thereon and although the consideration for the deed is \$100,000 or less.
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% 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% 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).....	\$ _____ =====