

PHONE: (252) 482-8486
(252) 482-8487
FAX: (252) 482-1528



P. O. BOX 1030
EDENTON, NC 27932

CHOWAN COUNTY
TAX DEPARTMENT

14 AUGUST 2017

RE: Affidavit of Consideration for conveyance of real property changes

In light of a few instances we have encountered here in our office impacting the correct listing, assessing, and collection of property valuation and taxes due on property, the Chowan County Tax office is now requiring that the Affidavit be completed in its entirety to include valid names, mailing addresses, and phone numbers for both grantor AND grantee as well as all correct and verified information on parcel numbers, physical addresses, and information on any personal property or buildings to be conveyed with the transfer. **The form must be completed in its entirety along with all delinquent taxes paid prior to any land transfer number being granted.**

We have run into many issues of not having any good contact information for new or previous owners of property ending in returned, incorrect and delinquent tax bills due to incorrect/invalid information given on the deed or affidavit. We have also run into issues in regards to personal property being conveyed with real property and not having the information or contact information to correctly divide this property out. This is a detriment to both my office and the taxpayer, as you can imagine. If you could partner with us to ensure all forms are filled out completely with proper information we would greatly appreciate it.

Also, we do our best to handle all land transfer requests as timely as possible once received but please ensure you allow yourself 1 business day to receive a response from our office. Most generally we will have these back to you quickly, however, we do get incredibly busy at certain times of the year with our office staff of only five people. When we get call after call asking us to complete an affidavit immediately for a closing it hinders this office's ability to provide quality customer service to our taxpayers. Due to this I kindly request you give our office the courtesy of a 24 hour window. If you have questions about whether or not we received a fax, please send an email to Faye Boyce, Ashley Misseri or myself and we will respond to you in that manner. Those email addresses are faye.boyce@chowan.nc.gov, Ashley.misseri@chowan.nc.gov, or Melissa.radke@chowan.nc.gov.

In addition, we have updated the Affidavit form and request that this new form be used on any property conveyances from here on out; I am including the new form with this letter. I can send you an electronic version if you wish to have it, simply send me an email request for it.

If you have any questions regarding any of these items please give our office a call at (252) 482-8487. Thank you for your assistance to help us better serve the taxpayers of Chowan County!

Sincerely,

Melissa Radke
Tax Administrator
Chowan County Tax Department

CHOWAN COUNTY TAX DEPT
PO BOX 1030
EDENTON, NC 27932

AFFIDAVIT OF
CONSIDERATION OR VALUE
EXCISE TAX ON CONVEYANCE
OF REAL PROPERTY

TAX OFFICE USE ONLY:

Complete each section and sign with original signature. File with the Chowan County Tax Department. An affidavit will be required with any instrument conveying real property. To be administered a Land Transfer number, necessary for recording, all information MUST be filled in with CURRENT and VALID information

Transfer Data:

Grantor _____ Grantee _____
Mailing Address _____ Mailing Address _____
City/State/Zip _____ City/State/Zip _____
Phone Number _____ Phone Number _____

Property Location:

Subdivision _____ Lot(s) _____ Block _____ Section _____
Parcel Number(s) _____
Brief Description _____
Did the sale include any Personal Property (if so, list) _____

Consideration or Value Data

Actual Cash Consideration _____ Other Consideration _____
Total Consideration _____
Explanation of above (if applicable) _____

Explanation Note Regarding Tax

The excise tax on instruments conveying interests in real property is \$1.00 on each \$100.00 or fraction thereof of the total consideration or value of interest conveyed including the value of a lien or encumbrance remaining on the property at the time of sale.

Signature

Under penalties of law, I declare that I have examined this Affidavit including accompanying statements and to the best of my knowledge and belief, it is true, correct and complete. I declare that the above real estate has been reported at true market value.

Signature of Affiant _____ (Seal) Date _____

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public

Commission Expiration

***Additional Information**

Was the sale between relatives or related companies? Yes _____ No _____
Was this a foreclosure or bankruptcy sale? Yes _____ No _____
Does the sale involve the trade/exchange of real property? Yes _____ No _____