



# CITY OF PHILADELPHIA

## CERTIFICATE OF TRANSFER

(Must be filed in duplicate)

DEPARTMENT OF REVENUE  
Municipal Services Building  
John F. Kennedy Blvd. at 15th Street  
Philadelphia, PA 19107

### RECORDER'S USE ONLY

City Tax Paid
Document ID Number
Date Recorded

A Corporation, Partnership, or Association must file a Certificate of Transfer form within thirty (30) days after becoming an "acquired company" as defined in S19-1400 of the Philadelphia Code.

A. CORRESPONDENT - All Inquiries may be directed to the following person:  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### B. TRANSFER DATA

1. Company Name: \_\_\_\_\_ Business Privilege Tax Number: \_\_\_\_\_

2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Date on which the company became an acquired company: \_\_\_\_\_

### C. TAX PARCEL NUMBER

### D. PROPERTY VALUATION

Tax Parcel Number	1. County Assessed Value	2. Common Level Ratio Factor	3. Fair Market Value
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
4. Total Fair Market Value			

Under penalties of law, I declare that I have examined this Certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Signature of Correspondent or Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

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# FORM INSTRUCTIONS

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**General:** This declaration must be filed in duplicate with the recorder(s) of deeds in every county in which the corporation or association owns real estate. Payment of the Philadelphia Realty Transfer Tax based on 3% of the amount reported in block 4. Total Fair Market Value must accompany the Declaration form.

## SECTION A

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**Correspondent:** Enter the name, address and telephone number of party completing this form.

## SECTION B

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**Transfer Data:** Complete lines 1 through 3 as indicated.

## SECTION C

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**Property Location:** List only those parcels of real estate located in the county in which this form is being recorded. Itemize each parcel by school district location. Indicate the political subdivision in which each parcel is located and the tax parcel number where applicable.

## SECTION D

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**Property Valuation:** Complete for each of the parcels of real estate itemized in Section C:

1. **County Assessed Value** - Enter the actual assessed value of the property as per records of the county assessment office.
2. **Common Level Ratio Factor** - Enter the common level ratio valuation factor applicable for the county in which this form is being recorded. An explanation of this factor is provided below.
3. **Fair Market Value** - Multiply the county assessed value (Column 1) by the common level ratio factor (Column 2) and enter the result in Column 3. Compute the fair market value for each itemized parcel.
4. **Total Fair Market Value** - Add all amounts entered in Column 3 and enter the total in block 4. This is the total taxable value upon which state realty transfer tax is due.

**THIS DECLARATION MUST BE SIGNED  
BY A RESPONSIBLE PERSON CONNECTED WITH THE TRANSACTION**

## COMMON LEVEL RATIO FACTOR

This is a property valuation factor established for each county by the State Tax Equalization Board, as mandated by Act267-1982. The factors are ratios of assessed values to fair market values as reflected by actual sales of real estate in the taxing district. This valuation formula has been developed to provide uniformity in the taxing of properties statewide. These valuation factors are updated each year, and a statewide list can be obtained from the Recorder of Deeds in each county.