



CITY OF PHILADELPHIA

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

RECORDER'S USE ONLY

CERTIFICATE OF TRANSFER

(Must be filed in duplicate)

City Tax Paid

Date Recorded

Document ID Number

A Corporation, Partnership, or Association must file a Certificate of Transfer form within thirty (30) days after becoming an "acquired real estate company" as defined in Section 19-1400 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:

Part 1 - Acquired Real Estate Company (other than Family Farm Corporation)

C. TAX PARCEL NUMBER (s)

D. PART 1. PROPERTY VALUATION

Table with 2 columns: Tax Parcel Number (s) and Actual Consideration Paid for the company. Multiple rows for data entry.

Total Value / Actual Consideration

Sum of the actual consideration paid for each tax parcel

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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Part 2 - Family Farm Corporation

C. TAX PARCEL NUMBER (s)	D. PART 2. 1. County Assessed Value	PROPERTY VALUATION 2. Common Level Ratio Factor	3. Fair Market Value
		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

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 is based on 3.10% of the Total Value reported in Part 1 Section D (Acquired Real Estate Company) or Part 2 Section D (Family Farm Corporation). Total Fair Market Value must accompany the Declaration form.

SECTION A

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

SECTION B

Transfer Data: Complete lines 1 through 3 as indicated.

SECTION C - PARTS 1 & 2

Property Location: List only those parcels of real estate located in the county in which this form is being recorded. Itemize each parcel and list applicable value.

SECTION D - PART 1- ACQUIRED REAL ESTATE CO.

Acquired Real Estate Companies - The valuation of an acquired real estate company (other than a family farm corporation) transferred as part of a bona fide arm's length sale is rebuttably presumed the actual consideration paid for the company (See the definition of Value at Philadelphia Code § 19-1402(14)(e)).

SECTION D - PART 2 - FAMILY FARM CORP.

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

Family Farm Corporation – The valuation of an acquired real estate company that is a family farm corporation is determined by adjusting the assessed value of the real estate (as determined by the Office of Property Assessment for Real Estate Tax purposes) for the Common level ratio factor for the City as established by the State Tax Equalization Board provided that the real estate shall never be less than the readily ascertained fair market value of the property (including cash).

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. Complete 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 the state & Philadelphia 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 Act 267-1982. 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.