

# How to fill out the Real Property Transfer Declaration (TD1000)



It is important to understand that all purchasers of real property in the State of Colorado are required by law to complete this form at the time of closing. It must be filled out accurately and completely. If it is incomplete or inconsistent with standards developed by the Assessor's Office, the Assessor is required to contact the buyer for clarification.

The data you provide may be used to value properties during the next reappraisal period. It is very important that the information be as accurate as possible.

Items 1-4: Enter the legal description of the property, property type, closing date, contract date (if different from closing date), and total sales price.

- #5: Was Personal Property (such as furnishings and free-standing appliances) included in the sale? If yes, estimate the current value of this personal property, were you to sell it. If a furniture package was included in your sale, please report that stated value (the dollar amount may be found in your sales documents).
- #6: Did the sale involve a trade or exchange of additional property other than what you reported in question #5? Check yes or no. If yes, enter the value of the property exchanged. Answer yes or no to the question regarding a 1031 trade.
- #7: Was 100% interest purchased? Answer yes or no. If no, enter percent purchased.
- #8: Are the buyer and seller related parties (family members, business or corporate affiliates)? Answer yes or no.
- #9: Condition of the property. Check the box you believe best describes the condition of the property at the time of purchase.
- #10: Enter dollar amount that was financed. If cash sale, enter "0" or "cash".
- #11: Type of financing: Check all that apply.
- #12: Terms: Check variable or fixed. Enter interest rate and term of loan, in years. Does the loan have a balloon payment? Answer yes or no. If yes, enter amount and due date.
- #13: Any special terms, seller concessions or atypical financing related to the sale must be explained here.
- #14: Was a franchise or license fee included? Answer yes or no. If yes, enter amount.
- #15: Was a land contract involved in the purchase? Answer yes or no. If yes, enter date of contract.
- #16: Did buyer conduct an on-site inspection prior to the sale? Answer yes or no.
- #17: Date and sign the form.
- #18: Provide new owner's current mailing address, daytime telephone number, and email. This is where Tax Notices, Notices of Valuation, and all other Assessor-related correspondence will be sent. Your phone and email will not be shared.

## REMEMBER!

Not only is this data critical to establishing good values for all property, but a penalty is imposed for failure to file the TD1000. Please return this form within 30 days.

