



## Declaration of Value Form Instructions

### Complete the following sections:

1. Assessor parcel number(s) (APN) – List all parcel numbers affected by the property transfer. If more than 4 parcel numbers, attach a list with remaining numbers.
2. Type of Property – One box must be checked. If “other” fill in blank with description (i.e., Timeshare, Water Rights, etc...)
3. Total Value/Sales Price of Property – (see options below)
  - 3a Show full purchase price of real property (for Deeds in Lieu of Foreclosure amount of unpaid debt).
  - If there is NO SALE and does not fall under exemption; use the Assessor’s Taxable Value or the last sales price within the previous five years, whichever is greater (NRS 375.010).
  - Trustee’s deeds are taxable on the bid amount plus costs (if not foreclosing on first mortgage include first mortgage as part of costs).
  - 3b *For Deeds in Lieu of Foreclosure Only* – the Total Value (3a) is the amount of the unpaid debt, same as the amount that will appear on 1099c. Insert at (3b) the fair market value of the property per NRS 375.010.
  - 3c Transfer Tax Value – Subtract line 3b from line 3a to determine taxable value 3c.  
If the percentage of ownership being transferred is less than 100%, apply the percentage here.  
If the unpaid debt is greater than the fair market value of the property, the difference is taxable.
  - 3d Real Property Transfer Tax – based on the value shown at line 3c the tax is calculated at the statutory rate of \$2.55 per each \$500.
- 4a. If you wish to claim an exemption, please refer to exemptions listed in NRS 375.090 and insert exemption number here.
- 4b. If an exemption is claimed, an explanation on line 4b is required. Certain exemptions require supporting documentation at the time of recording. Re-records and corrections require the book/instrument of the previously recorded document.
5. Partial Interest: Percentage being transferred required if the percentage is less than 100% .

**Signature** – One original signature required.

**Capacity** – Relationship of the person signing to the parties on the document. (Grantor, Grantee, Trustee, Attorney, etc.)

**Seller/Grantor and Buyer/Grantee Information** – Names and addresses of both parties must be completed (for contact purposes).

**Company Requesting Recording** – Must be completed if the party presenting the document for recording is neither the grantor nor the grantee. If there is an escrow number, it must be stated.

Though not an official record as defined in state statute, this document will be imaged with the deed it accompanies. There is no statute that allows a recording to take place without a Declaration of Value or revealing the amount of tax paid on the recording stamp.

**STATE OF NEVADA  
DECLARATION OF VALUE**

1. Assessor Parcel Number(s)  
 a. \_\_\_\_\_  
 b. \_\_\_\_\_  
 c. \_\_\_\_\_  
 d. \_\_\_\_\_

2. Type of Property:
- |                             |              |                             |                  |
|-----------------------------|--------------|-----------------------------|------------------|
| a. <input type="checkbox"/> | Vacant Land  | b. <input type="checkbox"/> | Single Fam. Res. |
| c. <input type="checkbox"/> | Condo/Twnhse | d. <input type="checkbox"/> | 2-4 Plex         |
| e. <input type="checkbox"/> | Apt. Bldg    | f. <input type="checkbox"/> | Comm'l/Ind'l     |
| g. <input type="checkbox"/> | Agricultural | h. <input type="checkbox"/> | Mobile Home      |
| <input type="checkbox"/>    | Other        |                             |                  |

<b>FOR RECORDERS OPTIONAL USE ONLY</b>	
Book _____	Page: _____
Date of Recording: _____	
Notes: _____	

- 3.a. Total Value/Sales Price of Property \$ \_\_\_\_\_  
 b. Deed in Lieu of Foreclosure Only (value of property ( \_\_\_\_\_ )  
 c. Transfer Tax Value: \$ \_\_\_\_\_  
 d. Real Property Transfer Tax Due \$ \_\_\_\_\_

**4. If Exemption Claimed:**

- a. Transfer Tax Exemption per NRS 375.090, Section \_\_\_\_\_  
 b. Explain Reason for Exemption: \_\_\_\_\_

5. Partial Interest: Percentage being transferred: \_\_\_\_\_ %  
 The undersigned declares and acknowledges, under penalty of perjury, pursuant to NRS 375.060 and NRS 375.110, that the information provided is correct to the best of their information and belief, and can be supported by documentation if called upon to substantiate the information provided herein. Furthermore, the parties agree that disallowance of any claimed exemption, or other determination of additional tax due, may result in a penalty of 10% of the tax due plus interest at 1% per month. Pursuant to NRS 375.030, the Buyer and Seller shall be jointly and severally liable for any additional amount owed.

Signature \_\_\_\_\_ Capacity: \_\_\_\_\_

Signature \_\_\_\_\_ Capacity: \_\_\_\_\_

**SELLER (GRANTOR) INFORMATION**  
**(REQUIRED)**

Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

**BUYER (GRANTEE) INFORMATION**  
**(REQUIRED)**

Print Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

**COMPANY/PERSON REQUESTING RECORDING (Required if not seller or buyer)**

Print Name: \_\_\_\_\_ Escrow # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**Real Property Transfer Tax Table (Effective 10/01/03)**

TAXABLE VALUE		TRANSFER			LUE			TAX			TRANSFER			TAXABLE VALUE		TAX
0	- 100	NONE	25,001	- 25,500	130.05	50,0	01	- 50,500	257.55							
101	- 500	2.55	25,501	- 26,000	132.60	50,5	01	- 51,000	260.10							
501	- 1,000	5.10	26,001	- 26,500	135.15	51,0	01	- 51,500	262.65							
1,001	- 1,500	7.65	26,501	- 27,000	137.70	51,5	01	- 52,000	265.20							
1,501	- 2,000	10.20	27,001	- 27,500	140.25	52,0	01	- 52,500	267.75							
2,001	- 2,500	12.75	27,501	- 28,000	142.80	52,5	01	- 53,000	270.30							
2,501	- 3,000	15.30	28,001	- 28,500	145.35	53,0	01	- 53,500	272.85							
3,001	- 3,500	17.85	28,501	- 29,000	147.90	53,5	01	- 54,000	275.40							
3,501	- 4,000	20.40	29,001	- 29,500	150.45	54,0	01	- 54,500	277.95							
4,001	- 4,500	22.95	29,501	- 30,000	153.00	54,5	01	- 55,000	280.50							
4,501	- 5,000	25.50	30,001	- 30,500	155.55	55,0	01	- 55,500	283.05							
5,001	- 5,500	28.05	30,501	- 31,000	158.10	55,5	01	- 56,000	285.60							
5,501	- 6,000	30.60	31,001	- 31,500	160.65	56,0	01	- 56,500	288.15							
6,001	- 6,500	33.15	31,501	- 32,000	163.20	56,5	01	- 57,000	290.70							
6,501	- 7,000	35.70	32,001	- 32,500	165.75	57,0	01	- 57,500	293.25							
7,001	- 7,500	38.25	32,501	- 33,000	168.30	57,5	01	- 58,000	295.80							
7,501	- 8,000	40.80	33,001	- 33,500	170.85	58,0	01	- 58,500	298.35							
8,001	- 8,500	43.35	33,501	- 34,000	173.40	58,5	01	- 59,000	300.90							
8,501	- 9,000	45.90	34,001	- 34,500	175.95	59,0	01	- 59,500	303.45							
9,001	- 9,500	48.45	34,501	- 35,000	178.50	59,5	01	- 60,000	306.00							
9,501	- 10,000	51.00	35,001	- 35,500	181.05	60,0	01	- 60,500	308.55							
10,001	- 10,500	53.55	35,501	- 36,000	183.60	60,5	01	- 61,000	311.10							
10,501	- 11,000	56.10	36,001	- 36,500	186.15	61,0	01	- 61,500	313.65							
11,001	- 11,500	58.65	36,501	- 37,000	188.70	61,5	01	- 62,000	316.20							
11,501	- 12,000	61.20	37,001	- 37,500	191.25	62,0	01	- 62,500	318.75							
12,001	- 12,500	63.75	37,501	- 38,000	193.80	62,5	01	- 63,000	321.30							
12,501	- 13,000	66.30	38,001	- 38,500	196.35	63,0	01	- 63,500	323.85							
13,001	- 13,500	68.85	38,501	- 39,000	198.90	63,5	01	- 64,000	326.40							
13,501	- 14,000	71.40	39,001	- 39,500	201.45	64,0	01	- 64,500	328.95							
14,001	- 14,500	73.95	39,501	- 40,000	204.00	64,5	01	- 65,000	331.50							
14,501	- 15,000	76.50	40,001	- 40,500	206.55	65,0	01	- 65,500	334.05							
15,001	- 15,500	79.05	40,501	- 41,000	209.10	65,5	01	- 66,000	336.60							
15,501	- 16,000	81.60	41,001	- 41,500	211.65	66,0	01	- 66,500	339.15							
16,001	- 16,500	84.15	41,501	- 42,000	214.20	66,5	01	- 67,000	341.70							
16,501	- 17,000	86.70	42,001	- 42,500	216.75	67,0	01	- 67,500	344.25							
17,001	- 17,500	89.25	42,501	- 43,000	219.30	67,5	01	- 68,000	346.80							
17,501	- 18,000	91.80	43,001	- 43,500	221.85	68,0	01	- 68,500	349.35							
18,001	- 18,500	94.35	43,501	- 44,000	224.40	68,5	01	- 69,000	351.90							
18,501	- 19,000	96.90	44,001	- 44,500	226.95	69,0	01	- 69,500	354.45							
19,001	- 19,500	99.45	44,501	- 45,000	229.50	69,5	01	- 70,000	357.00							
19,501	- 20,000	102.00	45,001	- 45,500	232.05	70,0	01	- 70,500	359.55							
20,001	- 20,500	104.55	45,501	- 46,000	234.60	70,5	01	- 71,000	362.10							
20,501	- 21,000	107.10	46,001	- 46,500	237.15	71,0	01	- 71,500	364.65							
21,001	- 21,500	109.65	46,501	- 47,000	239.70	71,5	01	- 72,000	367.20							
21,501	- 22,000	112.20	47,001	- 47,500	242.25	72,0	01	- 72,500	369.75							
22,001	- 22,500	114.75	47,501	- 48,000	244.80	72,5	01	- 73,000	372.30							
22,501	- 23,000	117.30	48,001	- 48,500	247.35	73,0	01	- 73,500	374.85							
23,001	- 23,500	119.85	48,501	- 49,000	249.90	73,5	01	- 74,000	377.40							
23,501	- 24,000	122.40	49,001	- 49,500	252.45	74,0	01	- 74,500	379.95							
24,001	- 24,500	124.95	49,501	- 50,000	255.00	74,5	01	- 75,000	382.50							
24,501	- 25,000	127.50														

Note: To calculate a value over \$100,000.00, add the value over \$100,000.00 to the amount already determined for the \$100,000.00 value, i.e., if the value is \$233,333.00 the calculation would be as follows:  
 \$510.00 + 510.00 + 170.85 = \$1,190.85

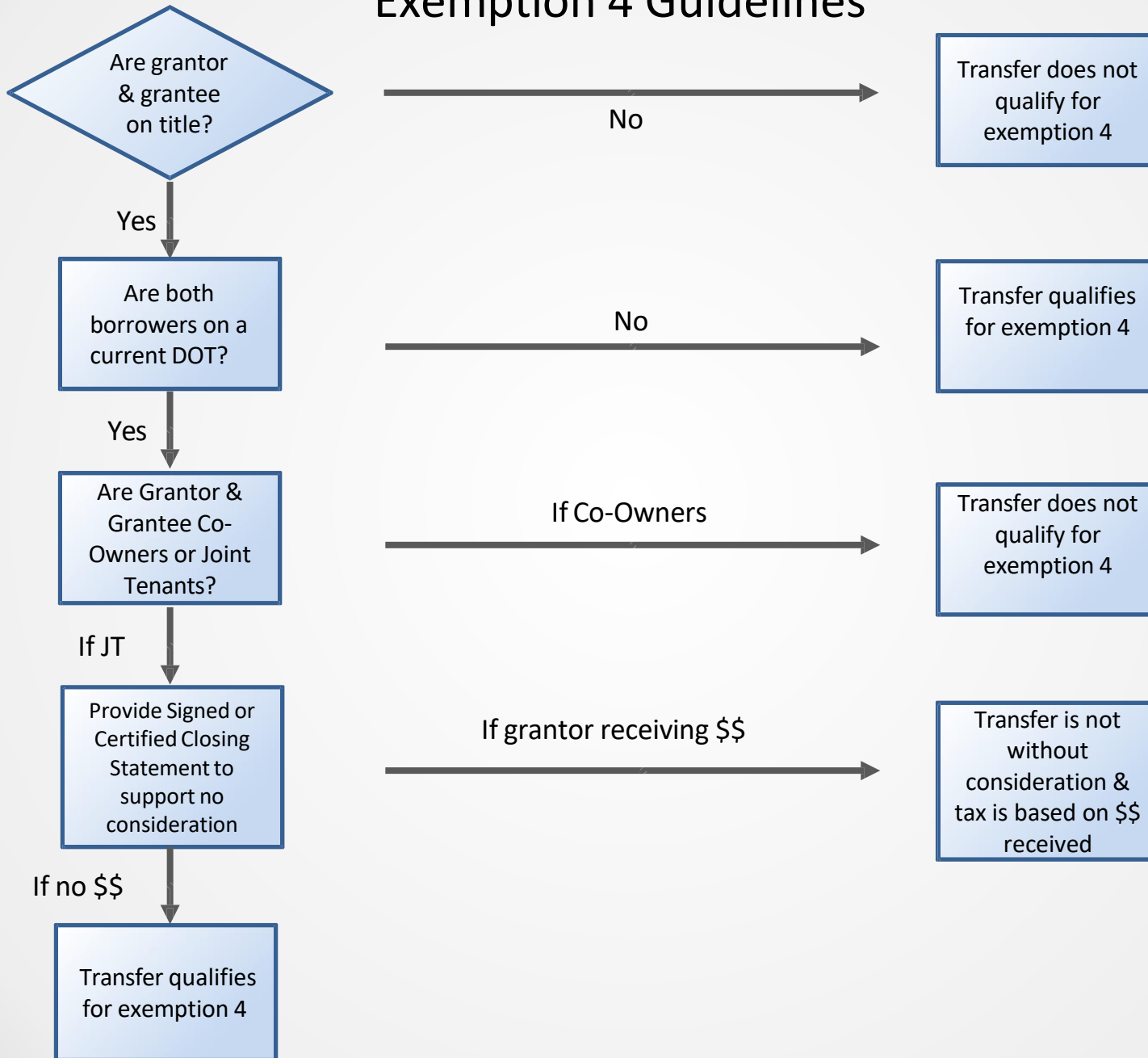


## Real Property Transfer Tax Exemptions

Exemption Number	SUMMARY EXPLANATION (For complete text refer to NRS 375.090)
1 *	Transfer between affiliated business entities with identical common ownership OR between parent and direct subsidiary companies. <a href="#">Click here for Guidelines</a>
2	Transfer to a government entity.
3 *	Recognize true status—must show complete explanation on Declaration of Value form. (i.e., re-record to correct legal description) <a href="#">Click here for Guidelines</a>
4 *	Remove co-owner or joint tenant without consideration. <a href="#">Click here for Guidelines</a>
5 *	Transfer between parents and children, spouse to spouse, or between registered Nevada domestic partners – must state relationship on Declaration of Value. (i.e. from mother to son; parents to daughter & son-in-law) <a href="#">Click here for Guidelines</a>
6 *	Transfer between spouses in compliance with a divorce. (Divorce decree required)
7 *	Transfer without consideration to or from a trust. <a href="#">Click here for Guidelines</a>
8	Transfer of UNPATENTED mining claims or UNPATENTED mineral claims. (Patented claims are taxable and have an Assessor's Parcel Number)
9 *	Transfer to a business entity of which grantor is 100% owner. (Grantor must have direct and total ownership of the Grantee) <a href="#">Click here for Guidelines</a>
10	Transfer of real property by deed which becomes effective upon the death of grantor pursuant to NRS 111.655 to 111.699 inclusive.
11	Transfer in compliance with bankruptcy proceedings. (Proceeds must go to bankruptcy – BK number required)
12	Transfer to a Nevada educational foundation grades K-12. (Must comply with NRS 388.750 Nevada school for Nevada students)
13	Transfer to a Nevada university foundation. (Must comply with NRS 396.405 Nevada school for Nevada students)
14 *	Transfer to a library foundation. "Library foundation" has the meaning ascribed to it in NRS 379.0056.

\* The Office of the Clark County recorder audits documents subject to real property transfer tax at the time they are presented for recording. Documentation in support of the declared value or exemption is required at the time of recording. [Click here](#) for an explanation of the audit process and suggested documentation.

# Exemption 4 Guidelines





## Guidelines for the Transfer To or From a Trust

The State of Nevada, Department of Taxation has revised the guidelines for the administration of exemption from RPTT under **NRS 375.090 (7): A transfer of title to or from a trust without consideration if a certificate of trust is presented at the time of transfer.** To qualify for this exemption, a copy of the TRUST or a certificate of trust must be presented at the time of recording. Whether the item is a declaration of trust or a certificate of trust, it must contain the name and date of the trust and be signed by all the currently acting trustees of the trust. If the item is a certificate of trust, the signatures of the trustees must be acknowledged.

If the transfer is to or from a business entity or to or from a party not named in the trust as a trustor or trustee of the trust, business entity documentation or relationship documentation to the trustor may be required to verify that the transfer is without consideration.

### **Certificate of Trust**

The taxpayer must present a Certificate of Trust or the actual Trust Instrument at the time of transfer if claiming exemption 7. NRS 164.400 and 164.410 regulate the terms under which the certificate can be accepted including, but not limited to, the elements that must be present to qualify the certificate. The Certificate of Trust must contain the following:

1. A statement that the trust has not been revoked or amended to make any representation contained in the certification incorrect.
2. Be signed by all currently acting trustees.
3. The trustees' signatures must be notarized.

Below, we have summarized the other elements that the Certificate of Trust should contain:

- A. The identity of the creator of the trust and each currently acting trustee
- B. The powers of the trustee(s) and any restrictions imposed upon them in dealing with assets of the trust
- C. The revocability or irrevocability of the trust and the person holding the power to revoke it
- D. If there is more than one trustee, whether all of the trustees must exercise the powers of the trustee
- E. The form in which title to assets of the trust are to be taken.
- F. The certificate should state whether the identifying number of the trust is a social security number or an employer identification number.

This document is not recorded, nor is it made public. Once the trust is verified, the documents are returned to the customer or destroyed.

**Estate Planning is at the Heart of Exemption #7.** The State of Nevada, Department of Taxation has advised us that the transfers to or from estate planning trusts (i.e., discretionary, living/intervivos trusts) without consideration are exempt under NRS 375.090(7). Per their guidance, a transfer to any other type of trust may be taxable. Please call and speak with a member of the audit team if you have any question as to the taxability of a transfer.

If you have any questions regarding Real Property Transfer Tax, please contact the Clark County Recorder's Office at: (702) 455-4336 or send an email to: [CCORAuditTeam@ClarkCountyNV.Gov](mailto:CCORAuditTeam@ClarkCountyNV.Gov)



## Supporting Documentation for Exemptions 1 & 9

Due to recent developments, we have found it necessary to reiterate that the documentation required in support of exemption under NRS 375.090(1) and NRS 375.090(9) are business entity documents that show who the owners of the business entity are at the time of recording. The types of business entities and their owners are:

Type of Business Entity	Owner(s)
Limited Liability Company (LLC)	member(s)
Corporation (Corp/Inc)	stockholder(s)
Partnerships (LP, GP, LLP)	partners

Documents that show only the manager(s), resident agent(s), officer(s) or incorporator(s) are **not** sufficient to support an exemption.

The following are examples of the types of documents that usually show ownership for a particular type of business entity. These are only suggestions, so please review your supporting documentation for proof of ownership before the transfer is submitted for recording.

### For Limited Liability Companies

Operating Agreements  
Articles of Organization  
Most Current and Complete Federal Tax Return

### For Corporations

Stock Certificates and Stock Ledgers  
IRS Form 2553  
Most Current and Complete Federal Tax Return

### Partnerships, Limited Partnerships, and Limited Liability Partnerships

Partnership Agreement  
Most Current and Complete 1065 Federal Tax Return

Please be aware that the documentation provided in support of an exemption is not recorded or made public but either returned or destroyed.

Thank you in advance for your cooperation. If you have any questions, please contact the Clark County Recorder's Office at: (702) 455-4336 or [CCORAuditTeam@ClarkCountyNV.gov](mailto:CCORAuditTeam@ClarkCountyNV.gov)

## REAL PROPERTY TRANSFER TAX

### OVER THE COUNTER AUDITS

Effective Thursday, July 1, 2010, the Office of the Clark County Recorder will audit transfers of interest for real property transfer tax prior to or at the time of recording. Customers must include documentation to support the value declared and/or exemption claimed at the time of recording. This procedure will improve customer service by reducing the need to produce and provide supporting documents at a later date.

For your convenience, a list of the exemptions for real property transfer tax and the suggested supporting documentation are provided.

To support the value declared for real property transfer tax purposes, please provide whichever of the following is applicable: Closing Statement, HUD Statement, Purchase Agreement, Bid Instructions and Title Guarantee or the Auction Receipt.

Each transfer is unique, and the documentation suggested is merely that, suggested documentation, and may not apply to your transfer. However, providing documentation in support of the exemption or value declared will allow us to record your document as presented. Failure to provide the supporting documentation may result in the document being returned to you unrecorded.

If you have additional questions, please contact the Clark County Recorder's Office Audit Division at **(702) 455-5587** or E-Mail

**[CCORAuditTeam@ClarkCountyNV.gov](mailto:CCORAuditTeam@ClarkCountyNV.gov)**

## EXEMPTIONS AND SUGGESTED SUPPORTING DOCUMENTATION

- 1. Transfer between affiliated business entities with identical common ownership OR between parent and direct subsidiary companies.**  
  
Signed Ownership documents for each of the business entities OR ownership documents for the subsidiary company
- 2. Transfer to a government entity.**  
  
No documentation needed as the Department of Taxation provides list of entities approved for this exemption
- 3. Recognize true status.**  
  
Show complete explanation on Declaration of Value form. May require supporting documentation  
  
Evaluated per transaction
- 4. Remove co-owner or joint tenant without consideration.**  
  
None, ownership status will be validated with Assessor's Office data
- 5. Transfer between parents and children, spouse to spouse, or registered Nevada domestic partners.**  
  
Must state relationship on Declaration of Value  
  
If last names are different, provide **certified copies** of the Birth Certificate, Marriage Certificate, court order, Nevada Certificate of Domestic Partnership, etc.
- 6. Transfer between spouses in compliance with a divorce.**  
  
Divorce decree and/or marital settlement agreement
- 7. Transfer without consideration to or from a trust.**  
  
Certificate of Trust or Trust Agreement
- 8. Transfer of UNPATENTED mining claims or UNPATENTED mineral claims.**  
  
No documentation necessary as deed should state that it is a transfer of an "unpatented" claim
- 9. Transfer to a business entity of which grantor is 100% owner.**  
  
Signed ownership documents for the business entity
- 10. Transfer of real property by deed which becomes effective upon the death of grantor pursuant to NRS 111.655 to 111.699 inclusive.**  
  
**Deed Upon Death/Affidavit of Death of Grantor** are exempt from real property transfer tax under NRS 375.090 (10)
- 11. Transfer in compliance with bankruptcy proceedings or receivership.**  
  
Bankruptcy or Receivership Order
- 12. Transfer to a Nevada educational foundation grades K-12.**  
  
No documentation needed
- 13. Transfer to a Nevada university foundation.**  
  
No documentation needed
- 14. Transfer to a library foundation. "Library foundation" has the meaning ascribed to it in NRS 379.0056.**  
  
Documentation is required to show the grantor's proof of ownership and transfer to the grantee (library foundation).