



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1130, NORWALK, CALIFORNIA 90651-1130 www.lavote.net

DEAN C. LOGAN
Registrar-Recorder/County Clerk

INSTRUCTIONS FOR COMPLETION OF DECLARATION OF DOCUMENTARY TRANSFER TAX:

NUMBER OF FORMS REQUIRED:

Please complete one (1) Declaration of Documentary Transfer Tax Form for each economic appraisal unit that transferred as part of a change in corporate control. **DO NOT COMPLETE THIS FORM WHEN RECORDING A DOCUMENT (I.E. GRANT DEED, QUITCLAIM DEED).**

An economic appraisal unit is a collection of real estate assets that persons in the marketplace commonly buy and sell as a unit, or that is normally valued separately from other property. For example, a shopping center containing 10 parcels will only require completion of one Declaration of Documentary Transfer Tax Form with all 10 parcels listed. Alternatively, a transfer of a shopping center, and a separate economically unrelated gas station would require two separate Declarations identifying the parcels associated with each economic unit.

**If more forms are necessary, you may photocopy the "Declaration of Documentary Transfer Tax" Form.

EXEMPTIONS:

If you believe that no documentary transfer tax is due, please state the reasons for the exemption on the *Declaration of Documentary Transfer Tax Form* and if additional room is necessary attach further explanation to the Declaration.

CITY TAX:

In addition to the Countywide documentary transfer tax of \$1.10 per \$1,000.00 an additional City documentary transfer tax has been imposed on all documents that convey real property within the cities of Culver City, Los Angeles, Pomona, Redondo Beach and Santa Monica (R&T 11911C). Both the Countywide and additional City documentary transfer tax are collected and administered pursuant to Revenue and Taxation Code sections 11911 through 11935.

The City documentary transfer tax rate listed below is computed per \$1,000.00 of the consideration or value of the property conveyed, exclusive of existing liens and encumbrances, and is added to the Countywide \$1.10 per \$1,000.00 documentary transfer tax. **PLEASE USE CAUTION TO APPROPRIATELY ALLOT THE CORRECT ADDITIONAL CITY TAX IF APPLICABLE.**

<u>CITY</u>	<u>TAX RATE (per \$1,000.00)</u>
Culver City	\$4.50
Los Angeles	\$4.50
Pomona	\$2.20
Redondo Beach	\$2.20
Santa Monica	\$3.00



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1130, NORWALK, CALIFORNIA 90651-1130 www.lavote.net

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DECLARATION OF DOCUMENTARY TRANSFER TAX

The undersigned having knowledge of the transaction, does hereby disclose the following information to the Recorder of Los Angeles County for the purpose of determining transfer tax on a conveyance of real property in which the controlling interest of a legal entity has transferred. *Please be sure to read the enclosed Instruction sheet prior to completing this form.*

LEGAL ENTITY/OWNER/TRANSFeree/BUYER	LEGAL ENTITY DAYTIME TELEPHONE NUMBER ()
-------------------------------------	-------------------------------------------------

SPECIAL NAME

MAILING ADDRESS	CITY	STATE	ZIP CODE
-----------------	------	-------	----------

APN: _____ STREET ADDRESS, ZIP: _____

APN: _____ STREET ADDRESS, ZIP: _____

APN: _____ STREET ADDRESS, ZIP: _____

Change in Legal Entity Controlling Interest
COMPUTATION INFORMATION (as of date of conveyance)

Fair Market Value of Real Property	\$ _____
Value obtained by appraisal	YES _____ NO _____
LESS: Encumbrances or liens transferring Real Property (i.e. loans assumed) (see RTC 11911 (a) and LACo. Code 4.60.020)	_____
Amount tax based on	\$ _____
County Tax (\$.55 per \$500, or \$1.10 per \$1000)	\$ _____
City Tax (if applicable) – See Instructions and Tax Bulletin	\$ _____

REASON FOR NO TAX DUE: (If you believe the transfer is exempt from the documentary transfer tax, please complete this section and indicate the reason why no tax is due, or submit additional documentation.)

- _____ Instrument given to secure a debt. (RTC § 11921, LA CC § 4.60.040)
- _____ Instrument or writing to which the US or any state or political subdivision is a party. (RTC § 11922, LA CC § 4.60.050)
- _____ Instrument involving bankruptcy, reorganization, receivership or change of identity. (RTC §11923. LA CC § 4.60.060)
- _____ Securities and Exchange Commission Order Conveyance. (RTC § 11924, LA CC § 4.60.070)
- _____ Transfer of Realty held by a continuing partnership. (RTC § 11925. LA CC § 4.060.080)
- _____ Instrument taken in lieu of foreclosure. (RTC § 11926)
- _____ Instrument transferring marital property. (RTC § 11927)
- _____ Transfer involving an Inter vivos gift, or upon death (RTC § 11930)

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF BUYER/TRANSFeree OR CORPORATE OFFICER	DATE
NAME OF BUYER/TRANSFeree/LEGAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)	TITLE
NAME OF FIRM	PLACE OF EXECUTION