Online Real Estate Tax Affidavit Helpful Hints

Washington State Law requires that a Real Estate Excise Tax Affidavit be completed and signed prior to a deed being recorded to transfer ownership of real property. Below is a diagram to help you complete the online form. If you prefer a step-by-step version without the diagram click here. If you are transferring ownership of a manufactured/mobile home and you have not been to the Department of Licensing to eliminate the title after being affixed to your land, you will need a Mobile Home Real Estate Excise Tax Affidavit.

Select Abstract Code

Check yes or no to any special use classifications.

Click the down arrow in Box 4, scroll to Snohomish County (in alphabetical order) and the rate will auto populate. The tax amount will be calculated and filled in for you based on the sales price.

This is only completed if any of the boxes in top portion of Box 6 are marked yes.

1. Type the name of the person releasing interest in the property (Seller).

2. Type the name and address of the person gaining interest in the property (Buyer).

3. Type the name and address of the new Taxpayer or check box above if applicable.

4. Type the fourteen digit property # (not the property address).

5. List all personal property included in the sale that are not part of the legal description (furniture, etc.).

6. Enter total sales price including any down payment and any personal property described above.

7. Enter the amount of the sale that is for the personal property items listed above.

For a sale—leave blank. For other transactions—Type the WAC No. that corresponds with the type of transfer. Then type a brief explanation of the type of transfer and/or the title of the WAC. Some transactions may require additional documentation. See Examples.

Type the name of the legal document conveying the ownership.

Type the date of the legal document named above. If it is more than 30 days old, contact the Treasurer’s office to calculate interest and penalties.

Enter total sales price including any down payment and any personal property described above.

Only enter if the document is more than 30 days old and you have gotten a correct amount from the Treasurer.
Online Real Estate Tax Affidavit Helpful Hints

Information:
Washington State Law requires that a Real Estate Excise Tax Affidavit be completed and signed prior to a deed being recorded to transfer ownership of real property. If you are transferring ownership of a manufactured/mobile home and you have not been to the Department of Licensing to eliminate the title after being affixed to your land, you will need a Mobile Home Real Estate Excise Tax Affidavit. Please contact or come in to our office to obtain one.

Directions:
- **Box 1**: Name and address of the person releasing interest in the property. For a sale, this would be the seller.
- **Box 2**: Name and address of the person gaining interest in the property. For a sale, this would be the buyer.
- **Box 3**: Name and mailing address of the new taxpayer. This should be the future mailing address where the property tax information should be sent, not the current address unless they are the same.
- **All Tax Parcel Numbers**: Type the fourteen-digit property number(s), not the property address.
- **County Treasurer Place Assessed Value**: Leave blank. This is completed by the County Treasurer.
- **Box 4**: Full legal description of the property being transferred.
- **Box 5**: Enter abstract use category (see back of last page for instructions).
- **Box 6**: Check yes or no to each question regarding the special classifications. Check the type of property and the principal use of the property. For a house that has been lived in mark land with previously used building and for the principal use, mark residential. This is completed only if in Box 5, you marked yes to one of the special use classifications.
- **Box 7**: If the sale includes any personal property such as furniture or other items not described in the legal description, include a description of these items here.
- **WAC No.**: Enter the WAC No. that corresponds to the type of transfer. For a sale, this is left blank.
- **Explanation**: Reason for the transfer or the type of exemption being claimed. For a sale this is left blank.

Below are examples of common transactions, the WAC No. that corresponds, and if applicable the additional documentation needed in order to process the transfer.

<table>
<thead>
<tr>
<th>Type of Transaction</th>
<th>WAC No.</th>
<th>Explanation</th>
<th>Additional Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorce</td>
<td>458-61A-203</td>
<td>To separate community property</td>
<td>None</td>
</tr>
<tr>
<td>Marriage</td>
<td>458-61A-203</td>
<td>To create community property</td>
<td>None</td>
</tr>
<tr>
<td>Inheritance</td>
<td>458-61A-202</td>
<td>Inheritance</td>
<td>Trust, or court order</td>
</tr>
<tr>
<td>Gift</td>
<td>458-61A-201</td>
<td>Gift for love and affection</td>
<td>Real Estate Excise Supplemental Statement</td>
</tr>
</tbody>
</table>

**Type of Document**: The name of the legal document (deed) being used to convey the ownership.

Below are examples of legal documents (deeds) that might be used to convey ownership include the following:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Statutory Warranty Deed</td>
<td>Quit Claim Deed</td>
<td>Personal Representatives Deed</td>
<td></td>
</tr>
</tbody>
</table>

**Date of Document**: The date as shown on the legal document (deed) being recorded. If the document is more than 30 days old or will be at the time it is processed, please call the Treasurer’s Office for interest and penalty amounts due.

**Gross Selling Price**: If money is being exchanged enter the sale price including any down payment.

**Personal Property Amount**: Include any amount of the sale that is for personal property items listed above.

**Taxable Selling Price**: This will automatically calculate for you. This is generally the same as the gross selling price.

**State Excise Tax**: This portion of the excise tax will automatically calculate for you.

**Local Excise Tax**: Click on the blue button, scroll to the second page and find Snohomish (they are listed in alphabetical order).
Find the Local rate that corresponds with where the property is located. Multiply that rate by the sales price and enter that amount here.

**Delinquent Interest & Penalty**: This is due if the document being recorded is more than 30 days old. Please call the Treasurer’s office for the correct amount to enter here if applicable. Otherwise, leave blank.

**The Total Due**: This will automatically calculate unless there is no money being exchanged. There will be a minimum of $10.00 due for processing. Please make checks payable to “Snohomish County Treasurer”.

**Box 8**: Both the “buyer” and “seller” are to sign.