

CITY OF PEEKSKILL  
 DEPARTMENT OF FINANCE  
 CITY HALL  
 840 Main Street  
 Peekskill, NY 10566

**REAL PROPERTY TRANSFER TAX RETURN PURSUANT TO  
 CHAPTER 521 OF THE CODE OF THE CITY OF PEEKSKILL, NY**

|   |                |              |                            |
|---|----------------|--------------|----------------------------|
|   |                |              | <b>For Office Use Only</b> |
| Grantee/Buyer                                   |                |              |                            |
| Grantor Seller                                  |                |              |                            |
| Grantee Atty.                                   |                |              |                            |
| Grantor Atty.                                   |                |              |                            |
| Name  | Address        | Zip          |                            |
| <b>LOCATION OF PROPERTY TRANSFERRED</b>         |                |              |                            |
| Address   |                |              |                            |
| <b>City Tax Map</b><br>Lot                      | <b>Section</b> | <b>Block</b> |                            |
| <b>DATE OF DELIVERY OF DEED TO GRANTEE</b>      |                | <b>20</b>    |                            |
| <b>TOTAL AMOUNT DUE (from page two of form)</b> |                |              |                            |

**MAKE CERTIFIED CHECK PAYABLE TO THE ORDER OF THE CITY OF PEEKSKILL**

Notes:

1. This return must be completed and filed with the Comptroller of the City of Peekskill.
2. The tax due thereon must be paid within thirty (30) days after delivery of the deed by the grantor to the grantee but before the recording of such deed.
3. Where the transfer is by a corporation in liquidation or to a corporation in exchange for capital stock, submit balance sheet.
4. Penalty of 8% of the tax due for the first month of delay plus interest at the rate of 1.5% of such tax for each additional month of delay must be added if payment is not made on or before the due date.

**AFFIDAVIT OF GRANTEE**

I swear (or affirm) that this return, including the accompanying schedules or statements, has been examined by me. And is, to the best of my knowledge and belief, a true and complete return, made in good faith, pursuant to Chapter 521, Section 521-52 of the Code of the City of Peekskill, NY and the regulations issued under authority thereof.

Sworn to and subscribed to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ Name of Grantee

Signature of Officer Administering Oath \_\_\_\_\_ Signature of owner, partner, officer of corporation, etc

**AFFIDAVIT OF GRANTOR**

I swear (or affirm) that this return, including the accompanying schedules or statements, has been examined by me. And is, to the best of my knowledge and belief, a true and complete return, made in good faith, pursuant to Chapter 521, Section 521-52 of the Code of the City of Peekskill, NY and the regulations issued under authority thereof.

Sworn to and subscribed to before me on \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ Name of Grantor

Signature of Officer Administering Oath \_\_\_\_\_ Signature of owner, partner, officer of corporation, etc

CITY OF PEEKSKILL

COMPUTATION OF REAL PROPERTY TRANSFER TAX

Date of Contract of Sale \_\_\_\_\_

Section I

Use only for property located wholly within the City of Peekskill, NY

- 1. Total consideration paid or required to be paid (cash and non cash) **S** \_\_\_\_\_
- 2. Tax due - 1 % of line 1..... \_\_\_\_\_
- 3. Add - Penalty and Interest Due (See note 2 & 4 on front of Form) \_\_\_\_\_
- 4. Total Tax, Penalty & Interest Due (enter here and as total amount due on page one of form) ..... \_\_\_\_\_

Section II

Use only for property located partly within and partly without of the City of Peekskill

- 1. Total consideration paid or required to be paid (cash and non cash). \_\_\_\_\_
- 3. Amount subject to Pro-Ration ..... \_\_\_\_\_
- 4. Full value of property located within the City of Peekskill. \_\_\_\_\_
- 5. Full value of property located outside the City of Peekskill \_\_\_\_\_
- 6. Total full value (line 4 & line 5) ..... \_\_\_\_\_
- 7. Percentage of total full value of property located within the City of Peekskill (line 4 divided by line 6) ..... \_\_\_\_\_
- 8. Amount subject to tax (line 7 x line 3)..... \_\_\_\_\_
- 9. Tax Due- 1% of line 8 ..... \_\_\_\_\_
- 10. Add - Penalty and interest (see note 2 & 4 on front of form).... \_\_\_\_\_
- 11. Total tax, penalty & interest due (enter here as total due) ..... \_\_\_\_\_

**CITY OF PEEKSKILL**  
**DEPARTMENT OF FINANCE**  
**REAL PROPERTY TRANSFER TAX RETURN INSTRUCTIONS**

CITY HALL  
840 Main Street  
Peekskill, NY 10550  
(914)734-4118  
FAX NO. (914) 734-4113

**Page 1 of Form**

1. Enter the name, address and zip code of the Grantee (buyer), the Grantor (seller), the Grantee's Attorney and the Grantor's Attorney in the spaces provided.
2. Enter the address of the location of the property transferred with the page number on the City tax map and section, block and lot numbers. Information as to the City tax map page and section, block and lot numbers can be obtained in the City Assessor's office, City Hall. The Assessor's phone number is 914-734-4190.
3. Enter the date of the delivery of the deed to the Grantee.
4. Enter the total tax due after calculating same on back of form.
5. Both the Grantee and Grantor must complete their respective affidavits. Where a deed has more than one Grantor or more than one grantee, the return may be signed by any one of the grantors and any one of the grantees provided, however, that those not signing shall not be relieved of any liability for the Real Property Transfer Tax imposed.

**Page 2 of Form**

1. Fill in the date of the contract of sale. This should be the date of the last signature of the parties to the contract.
2. Fill in the date of closing.
3. Complete Section I or Section N (but not both) by following the line by line instructions.

**Section I a II**

Line 1                      Enter full amount of consideration paid without deduction for mortgages, liens, or encumbrances whether paid or required to be paid by money, property or any other thing of value.

**Section II**

Lines 4 & 5                Full value may be derived by using the last assessed value in effect at date of contract of sale divided by the equalization rate corresponding to the assessed value used.

4. Call the City of Peekskill Finance Department at 914-734-4118 if you need forms or further information.