

# 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. Please contact us or come in to our office to obtain one.

**REAL ESTATE EXCISE TAX AFFIDAVIT**  
 CHAPTER 82.45 RCW – CHAPTER 458-61A WAC  
 THIS AFFIDAVIT WILL NOT BE ACCEPTED UNLESS ALL AREAS ON ALL PAGES ARE FULLY COMPLETED  
 (See back of last page for instructions)

This form is your receipt when stamped by cashier.

Check box if partial sale of property. If multiple owners, list percentage of ownership next to name.

1 SELLER GRANTOR	Name _____ Type the name of the person releasing interest in the property (Seller).	2 BUYER GRANTEE	Name _____ Type the name and address of the person gaining interest in the property (Buyer).
	Mailing Address _____		Mailing Address _____
	City/State/Zip _____		City/State/Zip _____
	Phone No. (including area code) _____		Phone No. (including area code) _____
3 Send all property tax correspondence to: <input type="checkbox"/> Same as Buyer/Grantee		List all real and personal property tax parcel account numbers – check box if personal property	
Name _____ Type the name and address of the new Taxpayer or check box above if applicable.		Type the fourteen digit property # (not the property address)	
		List assessed value(s)	
		- Leave _____	
		- Blank _____	

4  
Street address of property: \_\_\_\_\_  
 This property is located in: Select Location [v] Required  
 Check box if any of the listed parcels are being segregated from a larger parcel.  
 Legal description of property (if more space is needed, you may attach a separate sheet to each page of the affidavit)

5  
Select Land Use Code(s): [v] Use Codes  
 enter any additional codes: \_\_\_\_\_  
 (See back of last page for instructions)

6  
Is this property exempt from property tax per chapter 84.36 RCW (nonprofit organization)? YES NO  
 Is this property designed to forest land per chapter 84.33 RCW? YES NO  
 Is this property classified as current use (open space, farm and agricultural, or timber) land per chapter 84.34? YES NO  
 Is this property receiving special valuation as historical property per chapter 84.26 RCW? YES NO  
 If any answers are yes, complete as instructed below.  
**(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)**  
 NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, you must sign on (3) below. The county assessor must then determine if the land transferred continues to qualify and will indicate by signing below. If the land no longer qualifies or you do not wish to continue the designation or classification, it will be removed and the compensating or additional taxes will be due and payable by the seller or transferor at the time of sale. (RCW 84.33.140 or RCW 84.34.106). Prior to signing (3) below, you may contact your local county assessor for more information.  
 This land  does  does not qualify for continuance.

7  
List all personal property (tangible and intangible) included in selling price.  
 If claiming an exemption, list WAC number and reason for exemption.  
 WAC No. (Section/Subsection) \_\_\_\_\_  
 Reason for exemption \_\_\_\_\_  
 Type of Document \_\_\_\_\_  
 Date of Document \_\_\_\_\_

Gross Selling Price \$	
*Personal Property (deduct) \$	
Exemption Claimed (deduct) \$	
Taxable Selling Price \$	0.00
Excise Tax : State \$	0.00
0.0060 Local \$	0.00
*Delinquent Interest: State \$	
Local \$	
*Delinquent Penalty \$	
Subtotal \$	0.00
*State Technology Fee \$	0.00
*Affidavit Processing Fee \$	
Total Due \$	0.00

8  
I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.  
 Signature of \_\_\_\_\_  
 Signature of \_\_\_\_\_

9  
PRINT NAME \_\_\_\_\_

Describe all items included in the sale that are not part of the legal description (furniture, etc.)

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.

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

Only enter if the document is more than 30 days old and you have gotten a correct amount from the Treasurer.

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.

These will automatically calculate when a sales price is entered. A minimum of \$10.00 be due for processing.

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**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.

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

**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:

Statutory Warranty Deed	Quit Claim Deed	Personal Representatives Deed
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**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.