



TOWN OF STEADY BROOK

TRANSFER OF PROPERTY OWNERSHIP

Pursuant to Section 45(2) of the *Assessment Act*, the following data is requested;

An owner of a freehold or leasehold property or, where the owner is represented in the sale or transfer by a solicitor shall, in the event of a sale of it or transfer of ownership other than by way of mortgage, notify the clerk where the property is situated in a municipality in writing of the sale or transfer within 1 month after the date of it and set out in the notification particulars showing the location, description, boundaries and measurements of the property, the name and address of the purchaser and, in the case of a sale, the purchase price for the property.

TO THE TOWN CLERK:

PROPERTY LOCATION: _____ **ROLL NO.** _____

Name of Purchaser: _____

Address of Purchaser(S): _____

Phone Number of Purchaser: _____

Name & Address of Seller: _____

Date of Sale or Transfer: _____ **Purchase Price:** \$ _____

Details of Land or Property Transferred: (Copy of legal description and plan **must** be attached)

SIGNATURE OF PERSON ENGAGED IN TRANSFER: _____

LAW OFFICE: _____

SIGNATURE OF LAW OFFICE: _____

DATE: _____

For Town Use ONLY

Correction Date: _____ *Completed By:* _____