



Finance Department

Alameda County Recorder's No. \_\_\_\_\_

Rev May 2007

### CITY OF BERKELEY DECLARATION OF REAL PROPERTY TRANSFER TAX

This form must be submitted to the City of Berkeley at the time of recordation

**IMPORTANT NOTICE:**

From the date of Recordation of the Transfer Document, **the applicant shall have 1-YEAR** to complete all Seismic Retrofit work and submit a **Seismic Retrofit Verification and Refund Application to the Planning Department – Building & Safety Division. If the work is not completed at the end of 1-YEAR**, that portion which has been completed may be credited to the applicant upon submission of a Seismic Retrofit Verification Application and substantiating documentation, as required by the Building & Safety Division, showing the dollar amount of the work completed up to that date. All other monies will be retained by the City of Berkeley.

Within the 1-YEAR period, an applicant may request an extension of up to 1-YEAR to complete the Seismic work. Requests for an extension must be made in writing to the Finance Department (ATTN: Seismic Refund Program, 1947 Center Street, Berkeley, CA 94704) and must clearly state why the deadline could not be met. The City Manager (or designee) may grant such an extension only for Good Cause (see BMC 7.52.060 § 6). The decision of the City Manager (or designee) shall be entirely within his/her discretion and shall be final.

Buyer will perform Seismic Retrofit within 1-year of the date of recordation: Buyer Initials ( ) Seller Initials ( )  
Seller will claim Seismic Refund for Seismic work already performed: Buyer Initials ( ) Seller Initials ( )

**Please note: This form must be filled out completely.**

Assessor's Parcel #(s) _____ - _____ - _____ - _____	
Escrow # _____	Property Address _____
Grantor _____	Mailing Address _____
Grantee _____	Mailing Address _____
Value of Consideration \$ _____	Sales price only? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF NO, please explain: _____	

I (we) hereby certify, under penalty of perjury, that the foregoing information is true and all information relevant to the value of consideration for this transfer has been accurately and completely disclosed.

_____ Signature (Seller)	_____ Date
_____ Signature (Buyer)	_____ Date
_____ Signature (Escrow Agent, if any)	_____ Date
_____ Escrow Agent Phone #	
_____ Name of Title Company	_____ Address

<b>FOR OFFICE USE ONLY</b>	
<b>Full Transfer Tax Due at Time of Recording</b>	\$ _____