

# INSTRUCTIONS FOR VERMONT PROPERTY TRANSFER TAX RETURN, Form PT-172

## GENERAL INFORMATION

Please use blue or black ink only. Do not copy for future transfers or use photocopied forms. Please use a new blank form for each transfer.

### WHEN IS A PROPERTY TRANSFER TAX RETURN REQUIRED TO BE FILED?

The property transfer tax is a tax on the transfer by deed of title to real property in Vermont. A Property Transfer Tax Return must be filed with a town clerk whenever a deed transferring title to real property is delivered to a town clerk for recording. A town clerk cannot record a deed unless it is accompanied by a completed Property Transfer Tax Return.

### WHO IS LIABLE FOR THE TAX?

The buyer (transferee) is liable for the transfer tax.

### WHAT DOCUMENTS ARE CONSIDERED TO BE DEEDS FOR PROPERTY TRANSFER TAX PURPOSES?

The following documents are considered to be deeds and must be accompanied by a completed Property Transfer Tax Return when they are recorded: warranty deed; quitclaim deed; any agreement, instrument or memorandum evidencing an agreement or instrument in which the grantee holds equitable title and is entitled to possession at any time during the term of the agreement and in which the grantor reserves legal title to the property for a period of time or until the grantee satisfies conditions specified in the agreement or instrument, including, but not limited to, a bond for a deed, title bond, contract for sale, contract to convey, executory contract for sale, installment sale and lease for a deed.

No return is required to be filed when the following documents are delivered to a town clerk: mortgage deed; assignment of mortgage; subrogation of mortgage; release or discharge of mortgage; attachment; lien; license to sell; agreement to sell; option to buy; deed of a cemetery plot; or utility line easement purchased by a public utility or municipality for \$500 or less, disclaimers pursuant to 14 V.S.A. Chapter 83.

No return is required for transfers of property to the United States of America, the State of Vermont, or any of their instrumentalities, agencies, or subdivisions; if the transfer is of an interest in property for highway purposes and the consideration for the transfer is \$10,000.00 or less. An entity acquiring such properties shall notify the listers of a municipality of the grantors, grantees, consideration, date of execution, and location of the easement property when it files for recording a deed transferring a utility line easement that does not require a transfer tax return under this subsection.

## ATTENTION

### PREPARERS!

In order to record a deed for the transfer of title to property, you must file a Vermont Property Transfer Tax Return, even if no tax is due. There are two ways of filing your return.

1. Vermont Property Transfer Tax returns can be submitted via the internet. Go to our website at <http://tax.vermont.gov>, click "E-Services" on the left side, and then "ePTTR" and follow the on-line instructions. You may also go directly to the secure web page at <https://secure.vermont.gov/TAX/pttr>. When the process is completed, the return is filed with the town electronically, and once received, the town will then record the deed and send acknowledged transfer tax return to the Department electronically.

2. You can use the downloadable form on our website. **Complete the original and one copy of the return and deliver them to the town clerk.** The clerk will record the deed and send to the Department a paper copy of the acknowledged transfer tax return.

If a tax is due, **DO NOT SEND PAYMENT TO THE TOWN!!!**

The tax is due at the time of transfer and is paid directly to the Department. The payment can be sent from the closing using an E-check or by paper check which must be accompanied by the payment voucher, Form PT-173.

Please remember, **THE TAX IS DUE AT THE TIME OF TRANSFER and is PAID TO THE VERMONT DEPARTMENT OF TAXES.**

If you are completing the form by hand, please print legibly and stay within the outline of each box. It is imperative that as preparers, you fill in all applicable fields, such as name, address, tax ID number, and complete all appropriate boxes and choices related to the transfer.

If the transfer qualifies for an exemption, please complete Line L, with the correct exemption number. For purchases where the buyer's principal residence is funded in part with a homeland grant through the Vermont Housing and Conservation Trust Fund or for which the Vermont Housing Finance Agency or the US Department of Agriculture and Rural Development has committed to make or purchase, enter "99" on Line L. Failure to enter an exemption number may result in a bill to the buyer.

To calculate the appropriate tax rate for a primary residence, current use land, or qualified farm, Lines P, Q or R must be completed.

For all transfers where a tax is due, please complete the rate schedule on page 3 of the form following the instructions on page 5.

Please read the entire instructions to correctly complete the return. If you have any questions, please call (802) 828-5860, x31.

## TOWNS

Towns will receive two types of transfer tax returns accompanied by the deed and any filing fees required.

**1.** Electronically filed returns will be sent from the closing and placed in a specific town's computer queue. After the closing, the town will also receive a printed copy of the completed return which will alert them that a return has been placed in their queue waiting to be acknowledged. Once acknowledged, the town will electronically submit the return to the Department.

**2.** Paper returns are sent to the town as well. The town will acknowledge the return and send the paper copy to the Department.

The town is responsible for filing the property transfer tax return with the Department within 30 days of receipt.

## LINE-BY-LINE INSTRUCTIONS

All information must be completed prior to recording.

**Lines A and B** - Enter entity name (e.g. a partnership, limited liability company, trust or corporation), or individual name on corresponding lines. Seller #1 uses "Seller #1" address fields only; Seller #2, uses "Seller #2" address fields only. If you have more than one entity, please use Form PT-172-S for seller or PT-172-B for buyer (Do not use individual address section). Use Form PT-172-S for additional sellers and Form PT-172-B for additional buyers. Spell out names and addresses; **do NOT** use "same", "as above", or any other similar wording. "In care of" should be entered as "c/o" (not "%"). Please complete only the appropriate numbered lines. If one or more of the buyers has an international address, please check the International address box (This is not required for the seller). **Do not attach a list of sellers or buyers other than these forms. Please black out social security numbers and federal identification numbers on the town clerk's copy only. The Department requires social security numbers and federal identification numbers on the original returns.**

**Line C** - Enter the street address and town. If no street address exists, provide as complete a description as possible. If the property is located in two towns, please list both towns.

**Line D** - Enter the date the property was transferred. For tax due returns, ensure this date matches the date of closing on Form PT-173 for proper credit or a bill will be issued.

**Line E** - Write the number from the list that best describes the property interest being acquired. A lease is subject to tax if it is for a period of at least 50 years (including possible renewals) or if the lessee has a purchase option and the right to construct a building or structure or make major capital improvements, such as water systems, sewer systems, roads or parking facilities.

**Line F** - Enter the acreage of parcel being conveyed. (If the sale involves less than a full acre, please indicate portion. *Example:* .25 acre).

**Line G - Special Factors** - Use this section to provide important sales information describing the nature of the transfer. This information is important to both the municipality and the State in understanding the factors that could influence the sale value. Please complete as follows:

**Family Members** - If sale was between family members (blood or marriage), please enter number from list.

**Development Rights** - If development rights have been previously sold or conveyed or are being sold now, please check the box. If development rights and land are being sold together as one transfer, leave box blank.

**Financing** - Please check appropriate box for Conventional/ Bank, Owner financing or other financing (for example, cash or trade).

**Line H** - Select the type of building construction for the primary buildings on the property at the time of transfer. Check all that apply. If this is a multi-family dwelling or condominium, also enter the number of units transferred.

**Lines I and J** - Enter one number from the list that describes the primary use of the property prior to and after transfer. Enter "1" ("Primary residence") if the occupant (regardless of whether the occupant is the owner or lessee) uses the property as his or her primary residence. (**NOTE:** This does not necessarily entitle the buyer to the principal residence rate which requires that property be the buyer's principal residence - see Rate Schedule Instructions on page 5.) A multi-family dwelling with up to four units is considered a primary residence if it is occupied as the main home or domicile of the buyer. A multi-family dwelling with five or more units is commercial property. "Secondary Residence" includes vacation rental property which is purchased as an investment. If the property was rented before or after transfer, please check box. Please check the appropriate box if the property was purchased by the tenant or if the buyer holds title to adjoining property. If "commercial" or "industrial", please describe on line provided.

**Line K - (1)** If the land is now or was previously enrolled in the use value appraisal program for agricultural, forest or conservation land, it may be subject to a lien to secure payment of a land use change tax. 32 V.S.A. § 3757(a)

(2) If enrolled property is transferred to another owner, the new owner is entitled to continue enrollment of eligible property provided the new owner elects continuation of use value appraisal at the time of transfer, and within 30 days after the Property Transfer Tax Return has been received by the municipality for recording, applies to the Director of Property Valuation and Review, VT Department of Taxes, and pays the required fees. 32 V.S.A. § 5756(e)

**Line L** - If the transfer is exempt from tax, insert the number of the exemption from the list that follows. **Failure to enter an appropriate exemption number may result in a bill to the taxpayer.**

The following transfers are exempt from the payment of the property transfer tax, pursuant to 32 V.S.A. § 9603:

01. Transfers recorded prior to January 1, 1968;
02. Transfers of property to the United States of America, the State of Vermont, or any of their instrumentalities, agencies or subdivisions;
03. Transfers directly to the obligee to secure a debt or other obligation;
04. Transfers which, without additional consideration, confirm or correct a transfer previously recorded;
05. Transfers between husband and wife, parent and child or child's spouse, grandparent and grandchild or grandchild's spouse without actual consideration; and also transfers in trust or by decree of court to the extent of the benefit to the donor or one or more of the related persons above named; and transfers from such a trust conveying or releasing the property free of trust as between such persons and without actual consideration;
06. Transfers directly to the obligor of release of property which is security for a debt or other obligation when such debt or other obligation has been fully satisfied;
07. Transfers of partition;
08. Transfers made pursuant to mergers or consolidations of corporations pursuant to which transfer no gain or loss is recognized under the Internal Revenue Code, and bona fide transfers to shareholders of corporations in connection with the complete dissolution;
09. Transfers made by a subsidiary corporation to its parent corporation for no consideration other than cancellation or surrender of the subsidiary's stock;

10. Transfers made to a corporation at the time of its formation pursuant to which no gain or loss is recognized under § 351 of the Internal Revenue Code. This exemption can only be claimed if the corporation has no capital\*;
  11. Transfers to or by the Vermont Industrial Development Authority or a non-profit local development corporation (See 10 V.S.A. § 212(10));
  12. Transfers to an IRC § 501(c)(3) organization that meets the public support test of § 509(a)(2) of the Internal Revenue Code to preserve farmland or open space land or transfer to a § 501(c)(2) holding company for such organization;
  13. Transfers to a partnership or limited liability company at the time of formation, if no gain or loss is recognized under the Internal Revenue Code. This exemption can only be claimed if the entity has no capital\*;
  14. Transfers by a partnership to a partner or a limited liability company to a member in connection with a bona fide dissolution provided no gain or loss is recognized under the Internal Revenue Code;
  15. Transfers of a utility line easement to a public utility or municipality for \$500 or less;
  16. Transfers between an obligor and primary obligee in foreclosure or a conveyance in lieu of foreclosure;
  17. Court-ordered transfer to spouse in divorce;
  18. Transfers to a limited equity cooperative to provide low or moderate income housing; transfer to a § 501(c)(3) organization or its wholly-owned subsidiary to preserve housing for low income families;
  19. Transfers of leasehold or **fee interests\*** made to low income individuals by organizations qualifying under Section 501(c)(3) and having as its primary purpose the provision of housing to low income individuals, or from a wholly-owned subsidiary of such an organization, when such a transfer is made concurrently with the transfer of an improvement located on the leasehold or fee property, or is a renewal of such a lease where the purpose of the lease is to provide affordable housing, or to ensure the continued affordability of such housing, or both.
- \*fee interests for transfers after June 30, 2012.**
20. Recording of deed when the recording of an agreement, instrument, memorandum or other writing evidencing the same transfer of title to the property was previously taxed;

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\*Examples of capital include, but are not limited to, cash, real and personal property, stocks, patents and other intangibles, and borrowed funds.

21. Transfers made to § 501(c)(3) organizations or to a wholly-owned subsidiary corporation of such an organization provided one of the stated purposes of the transferee is:
- (a) To acquire property in order to preserve housing for low-income families; or
  - (b) To operate a statewide public television station; or
  - (c) To act as a food clearinghouse to reduce the incidence of hunger in Vermont and provided that the property transferred will be held by the transferee for this purpose;
22. Leases of land for less than 50 years, including extensions (however, all leases regardless of term are subject to tax if they contain a right to purchase and allow the lessee to construct a building or make major capital improvements);
23. Transfers to IRC § 501(c)(3) organization which prior to the transfer have been determined to meet the “public support” test of § 509(a)(1) of the Internal Revenue Code, shall not be exempt from tax, but the tax shall be deferred, provided one of the stated purposes of the organization is to acquire property or rights and less than fee interest in property in order to preserve farmland or open-space land and provided that the property transferred, or rights and interests in the property, will be held by the organization for this purpose. Any transferee organization for which tax is deferred under this subdivision shall pay the deferred tax upon later transfer by that organization of all or a part of the property or the development rights for that property, up to a maximum of the consideration received for such later transfers;
99. Please use this exemption number for the buyer’s principal residence funded in part with a homeland grant through the Vermont Housing and Conservation Trust Fund or for which the Vermont Housing Finance Agency (VHFA) or the U.S. Department of Agriculture and Rural Development has committed to make or purchase. No tax is due on the first \$110,000.00 in value. Value between \$110,000.00 and \$200,000.00 is taxable at 0.0125. Any excess above \$200,000.00 is taxable at 0.0145.

If exemption is claimed, please indicate the number of the exemption claimed on Line L of the return.

**Lines M, N and O** - Note: These lines must be completed even if the transfer is exempt from tax.

On Line M, enter the total consideration paid.

On Line N, enter the total consideration paid or to be paid for personal property. Please list types of personal property on line provided.

On Line O, enter the total consideration paid or to be paid for real property. (Subtract Line N from Line M)

Consideration includes the amount of any cash, checks or notes given to the transferor; the amount of any liens or encumbrances that were on the property before transfer and were not removed; the amount of any indebtedness that was forgiven; the amount of any mortgage assumed; and the fair market value of any other property given to the transferor in exchange for the property.

If the real property was transferred for less than fair market value, enter the fair market value of the real property at the time of transfer, and explain the circumstances on Line O.

**Line P** - Buyer’s principal residence. See rate schedule instructions on page 5. Please complete rate schedule on page 3 of the return.

If the purchaser obtains a mortgage funded in part with a homeland grant through the Vermont Housing and Conservation Trust Fund or which the VHFA or U.S. Department of Agriculture and Rural Development has committed to make or purchase, enter up to \$110,000.00. (Make sure to enter “99” on Line L.) **Failure to enter “99” on Line L may result in a bill to the taxpayer.**

For transfers not funded in these three ways, enter up to \$100,000.00 in value on this line. A tax of 0.005 is due on this amount.

**Line Q** - Property Transfers prior to July 1, 2011, enter fair market value (not current use value) of property enrolled in the Current Use Program. For transfers July 1, 2011 and after, leave this line blank. See rate schedule instructions on page 5.

**Line R** - Property transfers prior to July 1, 2011, enter fair market value of property. For transfers July 1, 2011 and after, leave this line blank. See rate schedule instructions on page 5.

**Line S** - Compute the tax due, using the Rate Schedule on page 3 of the return. Enter the total amount of tax due.

**Line T** - Enter the date the seller acquired the property.

**Line U** - If a Land Gains Tax Return is not being filed, enter up to three exemption numbers from the list below.

In general, anyone who sells Vermont land that was held by the seller for less than six years is required to file a Vermont Land Gains Tax Return (Form LG-2) within 30 days after the sale, even if no tax is due. The definition of land may include the sale of Timber and/or Timber Rights. The buyer of property that is held for less than six years is required to file a Vermont Land Gains Withholding Tax Return (Form LG-1).

If the transfer is described in the list that follows, the parties may claim the exemption on this return and thereby are not required to file a Land Gains Tax Return or Land Gains Withholding Tax Return.

If the transfer is not included in this list, a Land Gains Tax Return or a Land Gains Withholding Tax Return must be filed. See Form LG-1 and Form LG-2 instructions.

**NOTE:** To claim the purchaser's principal residence exemption, builder's exemption, agriculture exemption, or affordable housing exemption, the buyer must file a Vermont Land Gains Withholding Tax Return and the seller must file a Vermont Land Gains Tax Return.

The following exemptions from the land gains tax may be claimed on Line U of this return:

01. Sale of land held by the seller for six years or longer;
02. Transfer without consideration, such as a gift, devise, partition, or straw transfer by corrective deed;
03. Sale of up to ten acres of land beneath or contiguous to a dwelling that was the principal residence of the seller. If local zoning requires more than ten acres for residential property, then the minimum amount specified in the ordinance will be exempted, up to a maximum of 25 acres.  
  
A principal residence includes a multi-family dwelling of four units or less if at least one unit was used as the seller's principal residence. A dwelling may qualify as a principal residence even though the resident maintains an office or retail store in the dwelling;
04. Court-decreed transfer of land between the parties through a divorce;
05. Transfer to a mortgagee in foreclosure or voluntary conveyance in lieu of foreclosure, provided there is no gain from the transfer;
06. Sale of land to the State of Vermont from an organization qualifying under IRC § 501(c)(3); sale of land to a § 501(c)(3) organization that meets the public support test and will use the property to preserve agricultural, forestry or open-space land for at least six years; or sale of conservation or preservation rights and interests to a qualified holder (i.e., the State of Vermont, a municipality, or a § 501(c)(3) organization that will use the land to preserve historic, agricultural, forestry or open space resources or a holding company for such organization);
07. Sale of land owned by the United States, the State of Vermont, an organization qualifying under § 501(c)(3) provided that the sale is exempt from federal income taxation, or a local development corporation (see 10 V.S.A. § 212(10));

08. Leases of land for less than 50 years, including extensions (however, all leases regardless of term are subject to reporting if they are taxable under 32 V.S.A. § 10004, or if the lease contains an option to purchase and allows the lessee to construct a building or make major capital improvements);
09. Sale of mineral rights for a limited period of time; or sale of gravel, soil or similar items;
10. Sale of a perpetual easement for \$1.00 or less;
11. Sale of land that is a mobile home park which is transferred in a single purchase to a group composed of the mobile home park leaseholders or to a nonprofit organization that represents such a group;
12. Transfers of undeveloped land in a "Vermont neighborhood" as defined in 24 V.S.A. § 2791(15), which is the first transfer of that parcel following the original designation of the Vermont neighborhood.

## RATE SCHEDULE INSTRUCTIONS

A tax at the rate of 1.45% (0.0145)\* is imposed on all property other than a purchaser's principal residence. Real property that will be the purchaser's principal residence is taxed at 0.5% (0.005) of the first \$100,000 of value and 1.45% (0.0145) of the value over \$100,000. A subsequent purchase of contiguous land on which there is no dwelling and no immediate plan to construct a dwelling is subject to tax at the higher rate. **Failure to occupy the residence within one year of the date of transfer, or, if open land, two years of the date of transfer, is taxed at the general rate.**

\*Includes 0.2% Clean Water Surcharge 32 V.S.A. § 9602a.

With respect to the transfer of property to be used as a primary residence, no tax is due on the first \$110,000.00 in value. Values between \$110,000.00 and \$200,000.00 are taxable at 0.0125. Any excess above \$200,000.00 is taxable at 0.0145 if the purchaser obtains a purchase mortgage funded in part with a homeland grant through the Vermont Housing and Conservation Trust Fund or which the Vermont Housing Finance Agency or the U.S. Department of Agriculture and Rural Development has committed to make or purchase. On Line 5 replace 0.005 with 0.000. Please provide documentation from your lender of their commitment. **Failure to occupy the residence within one year of the date of transfer, or, if open land, two years of the date of transfer, is taxed at the general rate.**

Transfers of housing cooperative property, the sole purpose of which is to provide principal residences for all its members or shareholders, is taxed at (0.005) on the first \$100,000 in value and (0.0145) of the value in excess of \$100,000. If it ceases to be a housing cooperative within six years of the transfer, transferee must pay back any reduction in tax. **Failure to**

**occupy the residence within one year of the date of transfer, or, if open land, two years of the date of transfer, is taxed at the general rate.**

Property that is a working farm or property enrolled in the Current Use program with transfer dates prior to July 1, 2011 is taxed at (0.005) of its value. If land in the Current Use program is converted to a use which subjects it to the land use change tax or an obligation to repay tax benefits within three years after the transfer, or if a working farm is taken out of agricultural production within six years after the transfer, the buyer must pay the difference between the amount of tax paid and the tax calculated at the higher rate. This property transfer tax obligation is a lien running with the land.

**Line 1:** Enter either up to \$100,000.00 in value to be taxed at 0.005 or up to \$110,000.00 to be taxed at 0.000, as defined in 32 V.S.A. § 10002a. (See instructions above) A dwelling may qualify as a principal residence even though the resident maintains an office or retail store in the dwelling. A principal residence also includes a multi-family dwelling of four units or less if the buyer will occupy at least one unit as a principal residence. If a dwelling contains five or more units, enter the prorated value of only that portion of the dwelling that will actually be occupied by the buyer as a principal residence. The buyer may also include as a principal residence land on which the buyer will construct and occupy a principal residence within two years. If qualified property has a value in excess of amount entered on Line 1 (\$100,000.00 or \$110,000.00), complete the rest of the rate schedule. Line P must have appropriate value for special rate to be calculated.

**Line 2:** For transfers prior to July 1, 2011, enter the value of any portion of the transferred property that is enrolled in the current use program. A dwelling and two acres surrounding it may not be included in the current use program and should not be included in Line 2. The land and dwelling may qualify for the lower rate for a purchaser's principal residence, however. Line Q must have appropriate value for special rate to be calculated.

**Line 3:** For transfers prior to July 1, 2011, enter the value of any land (excluding buildings) that is not enrolled in the current use program, but qualifies as a working farm. A working farm is land that is actively farmed by a person who earns at least one-half of his or her annual gross income from the business of farming. Line R must have appropriate value for special rate to be calculated.

## LOCAL AND STATE PERMITS AND ACT 250 NOTICE

Local and State permit and certificate requirements and Act 250 certificate information is no longer required on the property transfer tax return. Further information about local and state permits may be found at:

**Local Permits:** Contact your town clerk or local zoning administrator.

**State Wastewater System and Potable Water Supply Permits:** <http://drinkingwater.vt.gov/poregionaloffices.htm>  
Telephone the appropriate regional office.

**Act 250 Land Use Permit:** Contact the Act 250 coordinator in the District where the property is located. For contact information: [http://www.nrb.state.vt.us/lup/commission\\_members.htm](http://www.nrb.state.vt.us/lup/commission_members.htm)

## GENERAL INFORMATION FOR INCOME TAX WITHHOLDING AND CERTIFICATION

Vermont income tax is due on the gain from the sale of Vermont real estate, whether the seller is a resident, part-year resident or nonresident. For nonresident sellers, the buyer is required to withhold 2.5% of the consideration paid for the transfer and send it to the Commissioner of Taxes with Form RW-171 within 30 days after the transfer.

A nonresident individual is one who is domiciled outside the State at the time of closing. A partnership, a limited liability company or a subchapter S corporation is deemed to be a nonresident of Vermont if the controlling interest is held by nonresidents. A corporation (other than a subchapter S corporation) that was incorporated outside Vermont is a nonresident unless it has its principal place of business in Vermont and does no business in the state of incorporation.

Exemptions from Real Estate Withholding may apply. Read the instructions for Form RW-171. If this transfer qualifies for an exemption, check the appropriate box on the Withholding Certification section of the Property Transfer Tax Return.

A Vermont Income Tax Return must be filed within the time prescribed for filing the federal income tax return. Any tax liability in excess of withholding must be paid by the seller with the return. Any excess withholding will be refunded to the seller by the Vermont Department of Taxes.

In the case of an installment sale the seller may elect for Vermont purposes, to report the entire gain in the year of sale by paying a tax of 6% of the entire gain. If this election is not made, the withholding will be retained by the Department and applied as a credit against the seller's tax liability in each year that the installments are received.

**For Town Use Only**

<b>VT Form PT-172</b>	<b>VERMONT PROPERTY TRANSFER TAX RETURN</b>
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**A. SELLER'S (TRANSFEROR'S) INFORMATION**  
**SELLER #1**

BLACK OUT ALL ID NUMBERS BELOW ON TOWN COPY ONLY

Entity SELLER #1 Name			Entity SELLER #1 Federal ID Number
Individual SELLER #1 Last Name	First Name	Initial	Individual SELLER #1 Social Security Number
SELLER #1 Mailing Address Following Transfer			TOTAL number of SELLERS
City	State	ZIP Code	<b>For Department Use Only</b>
Foreign Country (if not United States)			

**SELLER #2.** If more than two (2) SELLERS, attach Form PT-172-S.

Entity SELLER #2 Name			Entity SELLER #2 Federal ID Number
Individual SELLER #2 Last Name	First Name	Initial	Individual SELLER #2 Social Security Number
SELLER #2 Mailing Address Following Transfer			<b>For Department Use Only</b>
City	State	ZIP Code	
Foreign Country (if not United States)			

**B. BUYER'S (TRANSFEEE'S) INFORMATION**  
**BUYER #1**

Entity BUYER #1 Name			Entity BUYER #1 Federal ID Number
Individual BUYER #1 Last Name	First Name	Initial	Individual BUYER #1 Social Security Number
BUYER #1 Mailing Address Following Transfer			TOTAL number of BUYERS
City	State	ZIP Code	<b>For Department Use Only</b>
Foreign Country (if not United States)			

**BUYER #2.** If more than two (2) BUYERS, attach Form PT-172-B.

Entity BUYER #2 Name			Entity BUYER #2 Federal ID Number
Individual BUYER #2 Last Name	First Name	Initial	Individual BUYER #2 Social Security Number
BUYER #2 Mailing Address Following Transfer			<b>For Department Use Only</b>
City	State	ZIP Code	
Foreign Country (if not United States)			



Buyer #1 or Entity \_\_\_\_\_  
 SSN or FID \_\_\_\_\_  
 Property Location \_\_\_\_\_  
 Date of Closing \_\_\_\_\_



**C. PROPERTY LOCATION**

Number and Street or Road Name \_\_\_\_\_

City or Town \_\_\_\_\_ VT

**D. DATE OF CLOSING** \_\_\_\_\_  
 M M D D Y Y Y Y

**E. INTEREST IN PROPERTY - Write the number from the list**  If "4", enter % Interest here \_\_\_\_\_ %

1. Fee Simple 3. Undivided 1/2 Interest 5. Time-Share 7. Easement/Row  
 2. Life Estate 4. Undivided \_\_\_% Interest 6. Lease 8. Other \_\_\_\_\_

**F. LAND SIZE (Acres or fraction thereof)** \_\_\_\_\_ ±

**G. SPECIAL FACTORS**  If sale was between family members, enter number from list below  Check if development rights have been conveyed

1. Husband/Wife 2. Parent/Child 3. Grandparent/Grandchild 4. Other \_\_\_\_\_

**FINANCING:**  Conventional/Bank  Owner Financing  Other \_\_\_\_\_

**H. TYPE OF BUILDING CONSTRUCTION AT THE TIME OF TRANSFER (Check all that apply)**

1.  None 5.  Farm Buildings 9.  Store  
 2.  Factory 6.  Multi-Family with \_\_\_\_\_ Dwelling Units Transferred 10.  Residential New Construction  
 3.  Single Family Dwelling 7.  Mobile Home 11.  Other \_\_\_\_\_  
 4.  Seasonal Dwelling 8.  Condominium with \_\_\_\_\_ Units Transferred

**I. SELLER'S USE OF PROPERTY BEFORE TRANSFER**  (Enter number from list)

1. Primary Residence 4. Timberland 7. Commercial \_\_\_\_\_  
 2. Open Land 5. Operating Farm 8. Industrial \_\_\_\_\_  
 3. Secondary Residence 6. Government Use 9. Other \_\_\_\_\_

Check if property was rented BEFORE transfer

**J. BUYER'S USE OF PROPERTY AFTER TRANSFER**  (Enter number from list)

1. Primary Residence 4. Timberland 7. Commercial \_\_\_\_\_  
 2. Open Land 5. Operating Farm 8. Industrial \_\_\_\_\_  
 3. Secondary Residence 6. Government Use 9. Other \_\_\_\_\_

Check if property will be rented AFTER transfer  Check if buyer holds title to any adjoining property

Check if property was purchased by tenant

**K. AGRICULTURAL/MANAGED FOREST LAND USE VALUE PROGRAM, 32 V.S.A. Chapter 124**

1. Check if property being conveyed is subject to a land use change tax lien  
 2. Check if new owner elects to continue enrollment of eligible property

**L. If transfer is exempt from Property Transfer Tax, cite exemption number from instructions and complete Sections M, N, and O below.**

**M. TOTAL Price Paid** \_\_\_\_\_

**N. Price paid for Personal Property** \_\_\_\_\_

**O. Price paid for Real Property** \_\_\_\_\_

State type of Personal Property \_\_\_\_\_  
 If price paid for Real Property is less than fair market value, please explain \_\_\_\_\_

**P. Value of purchaser's principal residence included in Line O for special tax rate (See instructions)** \_\_\_\_\_

**Q. For transfers prior to July 1, 2011, fair market value of property enrolled in current use program included in Line O for special tax rate** \_\_\_\_\_

**R. For transfers prior to July 1, 2011, fair market value of qualified working farm included in Line O for special tax rate** \_\_\_\_\_

**S. PROPERTY TRANSFER TAX DUE** from rate schedule on page 3 of this form.  
 COMPLETE RATE SCHEDULE FOR ALL TRANSFERS.  
 Make checks payable to VERMONT DEPARTMENT OF TAXES

\_\_\_\_\_

**T. DATE SELLER ACQUIRED** \_\_\_\_\_  
 M M D D Y Y Y Y

**U. IF A VERMONT LAND GAINS TAX RETURN IS NOT BEING FILED, cite exemption(s) from instructions on page 4**

For Town Use Only



Buyer #1 or Entity \_\_\_\_\_  
 SSN or FID \_\_\_\_\_  
 Property Location \_\_\_\_\_  
 Date of Closing \_\_\_\_\_



**RATE SCHEDULE**

**Tax on Special Rate Property**

1. Value of purchaser's principal residence. **Also enter on Line P.**  
 (See instructions) ..... 1. \_\_\_\_\_
2. For transfers prior to July 1, 2011, value of property enrolled in  
 current use program. **Also enter on Line Q.** ..... 2. \_\_\_\_\_
3. For transfers prior to July 1, 2011, value of qualified working farm.  
**Also enter on Line R.** ..... 3. \_\_\_\_\_
4. Add Lines 1 - 3 ..... 4. \_\_\_\_\_
5. Tax rate ..... 5. **0.005**
6. Tax due (Multiply Line 4 by Line 5) ..... 6. \_\_\_\_\_
7. **VHFA Exemption 99 Only** Values in excess of \$110,000 but below \$200,000 7. \_\_\_\_\_
8. Tax Rate ..... 8. **0.0125**
9. Tax Due on VHFA (Multiply Line 7 by Line 8) ..... 9. \_\_\_\_\_
10. Total due on special rate (Add Lines 6 and 9) ..... 10. \_\_\_\_\_

**Tax on General Rate Property**

11. Enter amount from Line O on page 2 of this form ..... 11. \_\_\_\_\_
12. Enter amount from Line 4 above. .... 12. \_\_\_\_\_
13. Enter amount from Line 7 above. .... 13. \_\_\_\_\_
14. Subtract Lines 12 and 13 from Line 11 ..... 14. \_\_\_\_\_
15. Tax rate (includes 0.002 Clean Water Fund 32 V.S.A. § 9602a) ..... 15. **0.0145**
16. Tax due on General Rate Property (Multiply Line 14 by Line 15) ..... 16. \_\_\_\_\_

**TOTAL TAX DUE**

17. Add Lines 10 and 16. Enter here and on Line S on page 2 of this form. .... 17. \_\_\_\_\_

**LOCAL AND STATE PERMITS AND ACT 250 NOTICE**

The parties are hereby given notice that:

- The property being transferred may be subject to regulations governing **potable water supplies** and **wastewater systems** under 10 V.S.A. chapter 64 and **building, zoning and subdivision** regulations;
- The property being transferred may be subject to Act 250 regulations regarding land use and development under 10 V.S.A. chapter 151;
- The parties have an obligation to investigate and disclose knowledge regarding **flood regulations** affecting the property.

To determine if the property is in compliance with or exempt from these rules, contact the relevant agency. Contact information is provided in the instructions on page 6.

**WITHHOLDING CERTIFICATION**

Buyer(s) certifies that Vermont income tax has been withheld from the purchase price and will be remitted to the Commissioner of Taxes with Form RW-171 within 30 days from the transfer,

**OR that the transfer is exempt from income tax withholding for the following reason (check one):**

- 1. Under penalties of perjury, seller(s) certifies that at the time of transfer, each seller was a resident of Vermont or an estate.
- 2. Buyer(s) certifies that the parties obtained withholding certificate number \_\_\_\_\_ from the Commissioner of Taxes in advance of this sale.
- 3. Buyer(s) certifies that this is a transfer without consideration. (See instructions for Form RW-171.)
- 4. Seller(s) is a mortgagor conveying the mortgaged property to a mortgagee in a foreclosure or transfer in lieu of foreclosure, with no additional consideration.

**For Town Use Only**

Buyer #1 or Entity \_\_\_\_\_  
 SSN or FID \_\_\_\_\_  
 Property Location \_\_\_\_\_  
 Date of Closing \_\_\_\_\_



Transferor and Transferee state that the information submitted on this return is true, correct and complete to the best of their knowledge.

Prepared by (print or type) \_\_\_\_\_  
 Preparer's Address \_\_\_\_\_ Buyer's Representative \_\_\_\_\_  
 \_\_\_\_\_ Buyer's Representative Telephone \_\_\_\_\_

**Town or City: Please forward original to the VT Department of Taxes within 30 days of receipt.**

**THIS SECTION TO BE COMPLETED BY TOWN OR CITY CLERK**

Book Number \_\_\_\_\_ Page Number \_\_\_\_\_ Grand List year of \_\_\_\_\_

City or Town \_\_\_\_\_ Date of Record \_\_\_\_\_  
M M D D Y Y Y Y

Grand List Value \_\_\_\_\_ Parcel ID Number \_\_\_\_\_

Grand List Category\* \_\_\_\_\_ SPAN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**ACKNOWLEDGMENT**

**Return received.**

SIGNED \_\_\_\_\_, Clerk      DATE \_\_\_\_\_

\* Please use the following numeric two-digit grand list category codes

Residential <6 Acres . . . . .01	Seasonal >6 Acres . . . . .06	Utilities Other . . . . .11
Residential >6 Acres . . . . .02	Commercial . . . . .07	Farm . . . . .12
Mobile Home/Un . . . . .03	Commercial Apt . . . . .08	Other . . . . .13
Mobile Home/La . . . . .04	Industrial . . . . .09	Woodland . . . . .14
Seasonal <6 Acres . . . . .05	Utilities Elec . . . . .10	Miscellaneous . . . . .15

**For Town Use Only**

<b>VERMONT</b>	<i><b>Property Transfer Payment Voucher</b></i>	<b>Form PT-173</b>
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- Use Blue or Black Ink Only
- **DUE DATE: Date of closing.**

**TAX SENT TO: VERMONT DEPARTMENT OF TAXES**

Please send the payment directly to the Department of Taxes at time of closing using this payment voucher. The property transfer tax return, deed and applicable fees are to be sent to the city/town. The city/town clerk will forward a copy of the acknowledged property transfer return to the Department within 30 days of receipt.

**\*\*Please send the transfer tax payment to the VT Department of Taxes.**

**\*\*Please send the Property Transfer Tax Return to the city/town.**

- You will note that the buyer used on this voucher is identified as **“BUYER #1”**. This relates to BUYER #1 on the Property Transfer Tax Return (PT-172), and this **must be** the buyer used on this payment voucher. Please ensure the federal identification/social security number, buyer’s name and address are identical to the information for BUYER #1 on the transfer tax return. Since this voucher is sent directly to the VT Department of Taxes and the Property Transfer Tax Return is sent to the town, the information and the name on the voucher needs to match the payment with the return when the city/town files the return with the Department. **\*\*If you do not use BUYER #1 from the transfer return on this payment voucher, the Department cannot match the payment with the filed return from the city/town, the Department will issue a bill with penalty and interest.**
- If filing electronically, please ensure the access fee is included in the amount of payment.
- A voucher must accompany payment for proper tax credit. Please ensure that the date of closing below matches the date of closing on Form PT-172 or a bill will be issued.

**BUYER #1**

Entity BUYER #1 Name			Entity BUYER #1 Federal ID Number	
Individual BUYER #1 Last Name	First Name	Initial	Individual BUYER #1 Social Security Number	
BUYER #1 Mailing Address Following Transfer			Date of Closing (MM DD YYYY)	
City	State	ZIP Code	Amount of Payment	
Foreign Country (if not United States)			<b>For Department Use Only</b>	

Make checks payable to **Vermont Department of Taxes** and send with this voucher to:

Vermont Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

For assistance with this form and general property transfer tax questions, please call 802-828-5860, x31.