Please print or type

**Schedule A** Information Relating to Conveyance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRANTOR** | Name (*individual, last, first, middle initial*) | | | Social Security Number |
|  |  | | |  |
| Individual | Mailing Address | | | Social Security Number |
| Corporation |  | | |  |
| Partnership | City | State | Zip Code | Federal Employer ID # |
| Other |  |  |  |  |
| **GRANTEE** | Name (*individual, last, first, middle initial*) | | | Social Security Number |
|  |  | | |  |
| Individual | Mailing Address | | | Social Security Number |
| Corporation |  | | |  |
| Partnership | City | State | Zip Code | Federal Employer ID # |
| Other |  |  |  |  |

Location and description of property conveyed

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tax Map Designation Address City/Village Town County | | | | | | | |
| Section | Block | Lot | Unit |  |  |  |  |

Type of Property Conveyed (Check *applicable* box)

Date Conveyance Dual Towns:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Improved  Vacant Land | Month | Day | Year |  |  |

Condition of conveyance *(check all that apply)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A - | Conveyance of fee interest |  | G - | Conveyance of cooperative apartment(s) *(see Reminders on reverse side)* |  | M - | Leasehold assignment or surrender |
|  | B - | Acquisition of a controlling interest *(state percentage acquired*      ) |  | H - | Conveyance for which credit for tax previously paid will be claimed |  | N - | Leasehold grant |
|  | C - | Transfer of a controlling interest *(state percentage transferred*       *)* |  | I - | Syndication |  | O - | Conveyance of an easement |
|  | D - | Conveyance to cooperative housing corporation |  | J - | Conveyance of air rights or development rights |  | P - | Conveyance for which exemption form transfer tax is claimed *(complete Schedule B,* *Part II)* |
|  | E - | Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest |  | K - | Contract assignment |  | Q - | Conveyance of property partly within and partly without the state |
|  | F - | Conveyance which consists of a mere change of identity or form of ownership or organization |  | L - | Option assignment or surrender |  | R - | Other (*describe*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Schedule B – Community Preservation Fund**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Part I -** Computation of Tax Due

1. Enter amount of consideration for the conveyance *(from line 1 TP-584 Schedule B)*
2. Allowance *(see below)*
3. Taxable consideration *(subtract line 2 from line 1)*

1. 2% Community Preservation Fund *(of line 3)* make certified check payable to **SUFFOLK COUNTY CLERK**
2. Property not subject to CPF Tax *(See Schedule C)*

Allowance:

East Hampton: $250,000 Improved $100,000 Vacant Land (Unimproved)

Shelter Island: $250,000 Improved $100,000 Vacant Land (Unimproved)

Southampton: $250,000 Improved $100,000 Vacant Land (Unimproved)

Riverhead: $150,000 Improved $75,000 Vacant Land (Unimproved)

Southold: $150,000 Improved $75,000 Vacant Land (Unimproved)

**Schedule C continued**

**Part II** - Explanation of Exemption Claimed in Part 1, line 1 *(check any boxes that apply)*

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

a. Conveyances to the United Nations, The United States of America, the State of New York, or any of their instrumentalities, agencies or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or the Dominion of Canada).

b. Conveyance is to secure a debt or other obligation

c. Conveyance is without additional consideration to confirm, correct, modify or supplement a prior conveyance

d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts.

e. Conveyance is given in connection with a tax sale.

f. Conveyances is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. *(This exemption cannot be claimed for a conveyance to a cooperative housing corporation comprising the cooperative dwelling or dwellings.)*

g. Conveyance consists of a deed of partition.

h. Conveyance is given pursuant to the federal bankruptcy act.

i. Conveyance consists of the execution of a contract to sell real property without the use or occupancy of such property or the granting of an option to purchase real property without the use or occupancy of such property.

j. Conveyance of real property which is subject to restrictions which prohibit the use of the entire property for any purposes except agriculture, recreation or conservation, pursuant to Section 1449-ee (2) or (k) of Article 31-D of the Tax Law. *(See required Town approval, below.)*

k. Conveyance of real property for open space, parks, or historic preservation purposes to any not-for-profit tax exemption corporation operated for conservation, environmental or historic preservation purposes.

l. Other list explanations in space below *(Grandfather/ Contract)*

m. Conveyance of real property as a primary residence where the grantee is a first-time homebuyer

n. Conveyance of real property to a tax exempt, not-for-profit Corporation for the purpose of providing affordable housing.

o. The conveyance is approved for an exemption from the Community Preservation Transfer Tax, under Section 1449-ee of Article 31-D of the Tax Law. *(See j in Schedule C)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Penalties and Interest**

**Penalties**

Any grantor or grantee failing to file a return or to pay any tax within the time required shall be subject to a penalty of 10% of the amount of tax due plus an interest penalty of 2% of such amount for each month of delay or fraction thereof after the expiration of the first month after such return was required to be filed or the tax became due. However, the interest penalty shall not exceed 25% in the aggregate.

**Interest**

Daily compounded interest will be charged on the amount of the tax due not paid within the time required.