

## Online Real Estate Excise 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 may need a Mobile Home Real Estate Excise Tax Affidavit. Please contact or come in to our office to obtain one.

**REAL ESTATE EXCISE TAX AFFIDAVIT**  
CHAPTER 84.33 RCW - CHAPTER 49B-41 WAC  
 FOR USE AT COUNTY TREASURER'S OFFICE  
 (Use Form No. 84-0001B for Reporting Transfers of Continuing Interest of Family Ownership to the Department of Revenue)  
**THIS AFFIDAVIT WILL NOT BE ACCEPTED UNLESS ALL AREAS 1-7 ARE FULLY COMPLETED**

This form is your receipt when stamped by cashier.

<p><b>1</b> Name: Type the name and address of the person releasing interest in the property. (Seller)                  Street: _____                  City/State/Zip: _____</p>	<p><b>2</b> Name: Type the name and address of the person gaining interest in the property. (Buyer)                  Street: _____                  City/State/Zip: _____</p>																		
<p><b>3</b> ADDRESS TO SEND ALL PROPERTY TAX RELATED CORRESPONDENCE:                  Name: Type the name and mailing address of the new taxpayer                  Street: _____                  City/State/Zip: _____</p>	<p>ALL TAX PARCEL NUMBERS:                  Type the Twelve Digit property # (not the property address)</p>																		
<p><b>4</b> LEGAL DESCRIPTION OF PROPERTY SITUATED IN <input type="checkbox"/> UNINCORPORATED _____ COUNTY <input type="checkbox"/> OR IN CITY OF _____                  Street Address (if property is improved): _____                  Type the full legal description of the property.                  If you need more space, additional sheets may be attached.</p>																			
<p><b>5</b> Is this property currently:</p> <table border="0" style="width: 100%;"> <tr> <td>Classified or designated as forest land? Chapter 84.33 RCW</td> <td>YES <input type="checkbox"/></td> <td>NO <input type="checkbox"/></td> </tr> <tr> <td>Classified as current use land (open space, farm and agricultural, or timber)? Chapter 84.34 RCW</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Exempt from property tax as a nonprofit organization? Chapter 84.36 RCW</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Seller's Exempt Reg. No. _____</td> <td></td> <td></td> </tr> <tr> <td>Receiving special valuation as historic property? Chapter 84.26 RCW</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>Property Type: <input type="checkbox"/> land only <input type="checkbox"/> land with new building  <input type="checkbox"/> land with previously used building <input type="checkbox"/> land with mobile home  <input type="checkbox"/> timber only <input type="checkbox"/> building only</p> <p>Principal Use: <input type="checkbox"/> Apt. (4+ unit) <input type="checkbox"/> residential  <input type="checkbox"/> timber <input type="checkbox"/> agricultural <input type="checkbox"/> commercial/industrial  <input type="checkbox"/> other</p>	Classified or designated as forest land? Chapter 84.33 RCW	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Classified as current use land (open space, farm and agricultural, or timber)? Chapter 84.34 RCW	<input type="checkbox"/>	<input type="checkbox"/>	Exempt from property tax as a nonprofit organization? Chapter 84.36 RCW	<input type="checkbox"/>	<input type="checkbox"/>	Seller's Exempt Reg. No. _____			Receiving special valuation as historic property? Chapter 84.26 RCW	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>6</b> Description of personal property included in gross selling price, but tangible (eg. furniture, equipment, etc.) or intangible (eg. goodwill, agreement not to compete, etc.)                  If exemption claimed, list WAC number and explanation.                  WAC No. (Sec/Sub) _____                  Explanation _____                  Type of Document _____                  Date of Document _____</p>			
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<p><b>7</b> (1) NOTICE OF CONTINUANCE (RCW 84.33 OR RCW 84.34)                  If the new owner(s) of land that is classified or designated as current use or forest land wish to continue the classification or designation of such land, the new owner(s) must sign below. If the new owner(s) do not desire to continue such classification or designation, all compensating or additional tax calculated pursuant to RCW 84.33.120 and 140 or RCW 84.34.108 shall be due and payable by the seller or transferor at the time of sale. The county assessor must determine if the land transferred qualifies to continue classification or designation and must so indicate below. Signatures do not necessarily mean the land will remain in classification or designation. If it no longer qualifies, it will be removed and the compensating taxes will be applied. All new owners must sign.                  This land <input type="checkbox"/> does <input type="checkbox"/> does not qualify for continuance.                  Date _____                  DEPUTY ASSESSOR</p> <p>(2) NOTICE OF COMPLIANCE (Chapter 84.26 RCW)                  If the new owner(s) of property with special valuation as historic property wish to continue this special valuation the new owner(s) must sign below. If the new owner(s) do not desire to continue such special valuation, all additional tax calculated pursuant to Chapter 84.26 RCW, shall be due and payable by the seller or transferor at the time of sale.                  (3) OWNER(S) SIGNATURE _____</p>																			
<table border="0" style="width: 100%;"> <tr> <td>Gross Selling Price \$</td> <td></td> </tr> <tr> <td>Personal Property (deduct) \$</td> <td></td> </tr> <tr> <td>Taxable Selling Price \$</td> <td></td> </tr> <tr> <td>Excise Tax: State \$</td> <td></td> </tr> <tr> <td>Local \$</td> <td></td> </tr> <tr> <td>Delinquent Interest: State \$</td> <td></td> </tr> <tr> <td>Local \$</td> <td></td> </tr> <tr> <td>Delinquent Penalty \$</td> <td></td> </tr> <tr> <td><b>Total Due \$</b></td> <td></td> </tr> </table> <p>A MINIMUM OF \$2.00 IS DUE AS A PROCESSING FEE AND TAX.</p> <p style="text-align: center;"><b>AFFIDAVIT</b></p> <p>I Certify Under Penalty of Perjury Under The Laws of The State of Washington That The Foregoing Is True And Correct. (See back of this form).                  Signature of Grantor/Agent _____                  Name (print) _____                  Date and Place of Signing: _____                  Signature of Grantee/Agent _____                  Name (print) _____                  Date &amp; Place of Signing: _____</p>		Gross Selling Price \$		Personal Property (deduct) \$		Taxable Selling Price \$		Excise Tax: State \$		Local \$		Delinquent Interest: State \$		Local \$		Delinquent Penalty \$		<b>Total Due \$</b>	
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Perjury: Perjury is a class C felony which is punishable by imprisonment in the state correctional institution for a maximum term of not more than five years, or by a fine in an amount fixed by the court of not more than five thousand dollars (\$5,000.00), or by both imprisonment and fine (RCW 9A.20.020 (1C)).

REV 84-0001a (3-18-99) (PD 08.01.01) FOR TREASURER'S USE ONLY COUNTY TREASURER

Check yes or no to any special use classifications.

Check the property type that best describes the property. If it is a house that has been lived in, check land with previously used building.

Check the box for the principal use. A house that is a residence would be marked residential

This is only completed if any of the boxes in top portion of Box 5 are marked yes.

Click on the blue button, scroll to the second page and find "Grays Harbor" (in alphabetical order). Using the rate in the Local column next to the City that your property is located, multiply times the Taxable Sales price, then enter that amount here.

These will automatically calculate when a sales price is entered. A minimum of \$2.00 will be due for processing.

Describe any 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 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 due.

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.

If the document is more than 30 days old, please contact the Treasurer for calculation of the interest and penalties.

Examples of frequently used WAC No.'s and if applicable the additional documentation required

Type of Transfer	WAC No.	Explanation	Additional Documentation
Divorce	458-61-340	To separate community property	None
Marriage	458-61-340	To create community property	None
Inheritance	458-61-412	Inheritance	Will, trust, or court order
Gift	458-61-410	Gift	Real Estate Excise Tax Supplemental Statement

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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# Online Real Estate Excise Tax Affidavit Helpful Hints

**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 may 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 twelve-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**- 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.

**Box 6**- 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	458-61-340	To separate community property	None
Marriage	458-61-340	To create community property	None
Inheritance	458-61-412	Inheritance	Will, trust, or court order
Gift	458-61-410	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.

**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 “Grays Harbor” (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 \$2.00 due for processing. Please make checks payable to “Grays Harbor County Treasurer”.

**Box 7**-Both the “buyer” and “seller” are to sign.

**Box 8**-This is completed only if in Box 5, you marked yes to one of the special use classifications.