

**TOWN OF CHATHAM  
TRANSFER TAX RETURN – COMMUNITY PRESERVATION FUND**

Proceeds of this Tax Are Deposited in a Dedicated Fund Earmarked For  
The Preservation of Farmlands, Natural, Scenic, Historic and Open Space Resources Within the Town

\*\*\*See Town of Chatham Local Law #7 of 2023 before completing this form\*\*\*

**Schedule A – Information relating to conveyance**

Grantor/Transferor  <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Other	Name (if individual: last, first, initial)  <hr/> Mailing Address  City _____ State _____ Zip Code _____	Social Security Number  <hr/> Social Security Number  Federal Employer ID #
Grantee/Transferee  <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Other	Name (if individual: last, first, initial)  <hr/> Mailing Address  City _____ State _____ Zip Code _____	Social Security Number  <hr/> Social Security Number  Federal Employer ID #

Location and Description of property conveyed

Tax map designation			Address	Village	Town	County
Section	Block	Lot				

Type of property conveyed (check applicable box)

1 <input type="checkbox"/> One- to three-family house 2 <input type="checkbox"/> Residential cooperative 3 <input type="checkbox"/> Residential condominium 4 <input type="checkbox"/> Vacant land 5 <input type="checkbox"/> Commercial/Industrial	6 <input type="checkbox"/> Apartment building 7 <input type="checkbox"/> Office building 8 <input type="checkbox"/> Four-family dwelling 9 <input type="checkbox"/> Other _____	Date of Conveyance ____ / ____ / ____ Month Day Year  Percentage of real property conveyed which is residential ____%
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Condition of conveyance (check all that apply)

a. <input type="checkbox"/> Conveyance of fee interest b. <input type="checkbox"/> Acquisition of controlling interest (state percentage acquired ____%) d. <input type="checkbox"/> Conveyance of cooperative housing e. <input type="checkbox"/> Conveyance pursuant to or in lieu of partly f. <input type="checkbox"/> Conveyance which consists of a mere change of identity or form of	g. <input type="checkbox"/> Conveyance for which credit for h. <input type="checkbox"/> Conveyance of i. <input type="checkbox"/> Syndication j. <input type="checkbox"/> Conveyance of air rights k. <input type="checkbox"/> Contract assignment l. <input type="checkbox"/> Option assignment or surrender	m. <input type="checkbox"/> Leasehold assignment n. <input type="checkbox"/> Leasehold grant o. <input type="checkbox"/> Conveyance of easement p. <input type="checkbox"/> Conveyance for which q. <input type="checkbox"/> Conveyance of property r. <input type="checkbox"/> Other _____
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<i>For recording officer's use</i>	<b>Amount received</b>	<b>Date received</b>	<b>Transaction number</b>

Part I – Computation of tax due

- 1. Enter amount of consideration for the conveyance from line 1 of Schedule B, Part I, of form TP-584..... 1. \_\_\_\_\_
  - a. If you are claiming a total exemption from tax (see Part II below), check the “exemption claimed” box, and proceed to Part II  
 Exemption Claimed
  - b. If you are claiming an apportionment of consideration for property partly within the town (Local Law No. 7 of 2023, §60-14), check the “apportionment claimed” box, enter the apportioned consideration, and proceed with Part I  
 Apportionment Claimed 1 b. \_\_\_\_\_
- 2. Additional Chatham Exemption: Enter *the most recent median sales price of residential real property in Columbia County* (Local Law No. 7 of 2023, §60-6) (obtain from <https://www.tax.ny.gov/research/property/assess/sales/resmedian.htm> ) 2. \_\_\_\_\_
- 3. Taxable Consideration (subtract line 2 from line 1 or 1b)..... 3. \_\_\_\_\_  
 If a negative amount, no tax owed, sign return and file with County Clerk.  
 If a positive amount, continue with Part I.
- 4. Tax: Multiply line 3, taxable consideration, x 1.5% (.015)..... 4. \_\_\_\_\_
- 5. Enter amount of credit, if any, as follows:
  - a. Amount of credit claimed for prior tax paid (Local Law No. 7 of 2023, §60-7): If you Are claiming this credit, check the credit claimed box, enter amount, and continue with Part I  
 Credit Claimed..... 5a. \_\_\_\_\_
  - b. Cooperative Housing Corporation transfer credit (Local Law No. 7 of 2023, §60-8) If you are claiming this credit, check the credit claim box, enter amount, and Continue with Part I  
 Credit Claimed..... 5b. \_\_\_\_\_
- 6. Total Tax Due\* (subtract line 5a and/or 5b from line 4)..... 6. \_\_\_\_\_

Part II – Exemption for Certain Conveyances

The real estate transfer tax imposed by Local Law No. 7 of 2023 shall not apply to any of the following conveyances:

- 1. 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 Dominion of Canada).....a
- 2. Conveyances which are or were used to secure a debt or other obligation.....b
- 3. Conveyances which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded.....c
- 4. Conveyances of real property without consideration and otherwise than in connection with a sale, including Conveyances conveying realty as bona fide gifts.....d
- 5. Conveyances given in connection with a tax sale.....e
- 6. Conveyances to effectuate a mere change of identity or form of ownership or organization where there Is no change in beneficial ownership, other than conveyances to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.....f

Schedule B-Chatham transfer tax return (Tax Law, Article 33-B and General Municipal Law Section 6-s)

- 7. Conveyances which consist of a deed of partition.....g
- 8. Conveyances given pursuant to the federal Bankruptcy Act.....h
- 9. Conveyances of real property which consist 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.....i
- 10. Conveyances of real property or a portion or portions of real property that are the subject of one or more of the following development restrictions;
  - (a) An agricultural, conservation, scenic, or open space easement.
  - (b) Covenants or restrictions which prohibit the development where the property being conveyed has had its development rights permanently removed.
  - (c) A purchase of development rights agreement where the property being conveyed has had its development rights permanently removed.
  - (d) A transfer of development rights agreement, where the property being conveyed has had its development rights removed.
  - (e) Real property subject to any locally adopted land preservation agreement.....j
- 11. Conveyances of real property, where the property is viable agricultural land as defined in subdivision (7) of Section 301 of the Agricultural and Markets Law and the entire property to be conveyed is to be made subject to one of the development restrictions set forth in the preceding paragraph (10), provided that said development restriction precludes the conversion of the property to a non-agricultural use for at least eight years from the date of transfer, and said development restriction is evidenced by an easement, agreement, or other suitable instrument which is conveyed to the Town simultaneously with the conveyance of the real property.....k
- 12. Conveyances of real property for open space, parks, or historic preservation purposes to any not-for-Profit tax-exempt corporation operated for conservation, environmental, or historic preservation purposes.....l
- 13. Conveyances made on or after February 1, 2024 but made pursuant to binding written contract entered into prior to such date, provided that the date of execution of such contract is confirmed by independent evidence such as the recording of the contract, payment of a deposit, or other facts and circumstances as determined by the County Clerk. **WRITTEN EVIDENCE OF RECORDING OF PURCHASE AGREEMENT OR FIRST AND LAST PAGE OF SAID AGREEMENT MUST BE ATTACHED. BINDER NOT ACCEPTABLE**.....m

**Signature (both the grantor(s) and grantee(s) must sign)**

The undersigned certify that the above information contained in schedules A and B is to the best of his/her knowledge, true and complete and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the deed or other instrument effecting the conveyance. **Written documentation must be provided upon request of the Town of Chatham**

_____	_____	_____	_____
<b>Grantor Signature</b>	<b>Title</b>	<b>Grantee Signature</b>	<b>Title</b>
_____	_____	_____	_____
<b>Grantor Signature</b>	<b>Title</b>	<b>Grantee Signature</b>	<b>Title</b>

**Reminder:** Did you complete all of the required information in Schedules A and B?  
Have you made your check(s) payable to the Columbia County Clerk?