

# Transfer of Ownership

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## Possible Title Conveyance Documents

*Title conveyance documents must be recorded with the Cheyenne County Clerk and Recorder's Office to be recognized by the County Assessor's Office.*

- Deed
  - Grantor and Grantee
  - Words of conveyance
  - Legal description of the property
  - Signature of Grantor
  - A notary acknowledgement
- Manufactured Home Title
- Court Order
- Death Certificate
  - If property is held in joint tenancy with right of survivorship

In some cases, multiple documents must be filed to convey ownership of a property.

## Real Property Transfer Declaration

### Purpose

The Real Property Transfer Declaration provides essential information to the county assessor to help ensure fair and uniform assessments for all property for property tax purposes. Refer to § 39-14-102(4), Colorado Revised Statutes (C.R.S.).

### Requirements

All conveyance documents (deeds) subject to the documentary fee submitted to the county clerk and recorder for recordation must be accompanied by a Real Property Transfer Declaration. This declaration must be completed and signed by the grantor (seller) or grantee (buyer). Refer to § 39-14-102(1)(a), C.R.S.

### Penalty for Noncompliance

Whenever a Real Property Transfer Declaration does not accompany the deed, the clerk and recorder notifies the county assessor who will send a notice to the buyer requesting that the declaration be returned within thirty days after the notice is mailed. If the completed Real Property Transfer Declaration is not returned to the county assessor within the 30 days of notice, the assessor may impose a penalty of \$25.00 or .025% (.00025) of the sale price, whichever is greater. This penalty may be imposed for any subsequent year that the buyer fails to submit the declaration until the property is sold. Refer to § 39-14-102(1)(b), C.R.S.

### Confidentiality

The assessor is required to make the Real Property Transfer Declaration available for inspection to the buyer. However, it is only available to the seller if the seller filed the declaration. Information derived from the Real Property Transfer Declaration is available to any taxpayer or any agent of such taxpayer subject to confidentiality requirements as provided by law. Refer to § 39-5-121.5, C.R.S, and § 39-13-102(5)(c), C.R.S.

*If there are any questions regarding the preparation or filing of a document,  
please consult a real estate professional, attorney, or title company.*

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