Application for County Real Estate Transfer Tax Refund

When a principal residence is sold, County Real Estate Transfer Tax must be paid to the County Treasurer. If the Seller, or the Buyer who paid County Transfer Tax on behalf of the seller, later believes that the transfer tax payment was the result of a duplicate recording submitted in error, or otherwise qualifies for refund, a request may be made by filing this completed form with the Kalamazoo County Register of Deeds, along with the required documentation (see Part 4). Submit copies of all documentation as originals will not be returned.

THIS FORM MUST BE FULLY COMPLETED AND SIGNED BY ALL CLAIMANTS.

PART 1: IDENTIFICATION

Names of ALL Claimants (as listed on recorded deed):

_____ _____

_____ _____

Mailing Address: _____

City, State, ZIP Code

_____

Telephone Number

_____

PART 2: REFUND TYPE

☐ Duplicate Recording

☐ Other (Explain): _____

Amount of County Transfer Tax Refund Requested: _____

PART 3: RECORDED DEED

Date of Transfer of Property (MM/DD/YYYY): _____

Tax Parcel/Sidwell ID Number: _____

Taxing Entity (City, Township, Village): _____

County: _____

PART 4: REQUIRED DOCUMENTATION

Claimant(s) must submit ALL of the following:

1. Proof of County Transfer Tax paid (copy of recorded deed with tax stamp OR form 2705 with receipt).

2. Written explanation for why refund is being requested.

PART 5: CERTIFICATION OF CLAIMANT(S)

I declare that the information on this form and attachments is true and complete to the best of my knowledge. A typed name in the signature field will be accepted. Typing your name constitutes your signature.

Signature of Claimant: _____ Date: _____

Signature of Claimant: _____ Date: _____

Signature of Claimant: _____ Date: _____

Signature of Claimant: _____ Date: _____

SUBMISSION INSTRUCTIONS

Mail or email this completed application and copies of supporting documentation to:

Kalamazoo County Register of Deeds
201 W. Kalamazoo Ave.
Kalamazoo, MI 49007

Deeds@Kalcounty.gov.

Questions: 269-384-8139