

**City of Manassas Park, Virginia**

Office of the City Assessor

**Sale Verification Form**

To be completed by former or current property owner or informed party to transaction.

**CONFIDENTIAL**

Grantor (Seller)

Property Location Address

Grantee (Buyer)

Sale Date

Sale Price

1. Did the seller assist in the financing? If yes, explain.

2. Any personal property included in the price paid? If yes, how much did the personal property contribute to the price paid?

3. Was the seller a relative or business partner?

4. Was the property offered for sale on the open market for anyone wishing to make an offer?

5. How long was the property offered for sale?

6. Was either party under undue pressure to buy or sell?

7. Was an appraisal made as part of the purchase or sale? If yes, can a copy be provided? Alternatively, what was the estimated value by the appraiser and effective date of the appraisal?

8. Were there any contingencies related to the transaction?

9. Was the property leased at the time of sale?

10. What was the purpose of the purchase? (Generally applies to non-residential property)

11. Did you consider the sale price to be the market value of the real estate on the date of the sale?

**Additional Questions Related to Foreclosure Transactions**

1. Was a market value appraisal obtained before listing the subject property for sale?

2. Did the seller have the right to refuse all offers?

3. Has the condition of the subject property substantially changed since the last assessment? An on-site inspection may be necessary.

4. Were sale conditions affected by the financial institutions requirement to dispose of the foreclosed property within one year to avoid the uncapping of taxable value or because of banking regulation conditions requiring special treatment of property owned by financial institutions?

Additional comments:

See other side of this form for additional information

**City of Manassas Park, Virginia**

Office of the City Assessor

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The person completing this form should provide the following information in the event that the Office of the City Assessor has questions or needs clarification about your responses:

Name:

Daytime telephone number:

E-mail address:

Completed Verification Forms can be attached to the appropriate Request for Review of Assessment form or Appeal of Real Estate Assessment form, or e-mailed, faxed or mailed to:

**City Assessor**

**1 Park Center Court**

**Manassas Park, Virginia 20111**

**E-mail: [cityassessor@manassasparkva.gov](mailto:cityassessor@manassasparkva.gov)**

**Fax: 703-335-0053**

**Telephone: 703-335-8811**

If you have questions about this form please contact the City Assessor using any of the above methods.

**For Use by Office of the City Assessor Only**

<b>Assessment in Year of Sale</b>	<b>Ratio</b>	<b>Tax Map No.</b>	
		<b>Nghd Code</b>	<b>Class</b>
	<b>Instrument No.</b>	<b>Date Recorded</b>	<b>Deed Type</b>

<b>Appraiser assigned:</b>	<b>Date:</b>	<b>Added to CAAS:</b>
<b>Person contacted:</b>	<b>Date:</b>	
<b>Telephone number:</b>	<b>Date:</b>	
<b>Inspection:</b>	<b>Date:</b>	

Gross Bldg Area (GBA):		SP/GBA	
Net Leasable Area (NLA):		SP/NLA	
Land Area (SF):		SP/SF	
Number of Units:		SP/UNIT	
Zoning at time of sale:			

Form OCA 041411

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