

**OFFICE OF THE TAX COLLECTOR
CITY OF DERBY**

TRANSFER OF PROPERTY NOTIFICATION

You are concluding an important property transaction by recording the new property deed. **It is important for you, your client and the City to insure the issuance of a correct and timely tax billing to the new property owners.** Please fill in the requested information and give to the Tax Collectors Office.

Property Location: _____

List / Parcel Number: _____

New Owner's Name: _____

Mailing Address: _____
(if different than property location)

Former Owner's Name: _____

Date of Transfer: _____

**Name of New Owner's
Bank or Mortgage Co.:** _____

**Does the New Owner have an Escrow Account for Real Estate Taxes with their
Bank or Mortgage Co.? YES _____ NO _____**

Next Property Tax Due _____

**Were the Real Estate taxes for the July 1 _____ January 1 _____ (check one)
Installment paid at closing? YES _____ NO _____**

Note: Please file this information with the Tax Collector's Office on the day the DEED is recorded.

Thank you for your assistance with this information.