

**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.***