

MICHIGAN PROPERTY TRANSFER AFFIDAVIT: PREPARATION CHECKLIST

This checklist does NOT replace Form 2766 (Rev. 03-25), Property Transfer Affidavit. File the official form from michigan.gov with the assessor of the city or township where the property is located, within 45 days of the transfer (MCL 211.27a(10)). The new owner files it. The information on the form is NOT CONFIDENTIAL.

DEADLINE

Date of transfer (or land contract signed): _____ + 45 days = file by: _____

Assessor (city or township): _____ Address / email: _____

LINES 1-9 (required)

1. Street address of property: _____
2. County: _____ 3. Date of transfer (or land contract signed): _____
4. Location: ☐ City ☐ Township ☐ Village Name: _____
5. Purchase price of real estate: \$ _____
6. Seller's (transferor's) name: _____
7. Property Identification Number (PIN, 10 to 25 digits, on the tax bill or assessment notice): _____
_____ ☐ No PIN: legal description attached
8. Buyer's (transferee's) name and mailing address: _____
9. Buyer's telephone number: _____

LINES 10-15 (optional, but may avoid further correspondence)

10. Type of transfer: ☐ Land contract ☐ Lease ☐ Deed ☐ Other: _____
11. Purchased from a financial institution? ☐ Yes ☐ No 12. Between related persons? ☐ Yes ☐ No
13. Down payment: \$ _____ 14. Market rate of interest? ☐ Yes ☐ No 15. Amount financed: \$ _____

EXEMPTION FROM UNCAPPING? (the assessor may ask for proof)

- ☐ Spouse to spouse, from a decedent to a surviving spouse, or change solely to add or remove a spouse
- ☐ Inheritance by will or intestacy to the decedent's spouse, or (residential, not used commercially) to a listed family member (MCL 211.27a(6)(f))
- ☐ Residential property to a mother, father, brother, sister, son, daughter, adopted son or daughter, grandson or granddaughter of the transferor or the transferor's spouse, not used commercially afterwards (MCL 211.27a(7)(u)). Relationship: _____. Proof must be furnished within 30 days if requested.
- ☐ Life lease or life estate ☐ Trust where the settlor or spouse is the sole beneficiary
- ☐ Joint tenancy created or ended with an original owner ☐ Court order without monetary payment
- ☐ Foreclosure / forfeiture ☐ Tax sale redemption ☐ Security interest ☐ Other (MCL 211.27a): _____
- ☐ Qualified agricultural property ☐ Qualified forest property ☐ Land with qualified conservation easement

CERTIFICATION (on the form)

Printed name, signature, date; name and title if the signer is not the owner; daytime phone; email.

IF YOU MISS THE 45 DAYS (MCL 211.27b)

Additional taxes from the date of transfer, plus interest and penalty; and a penalty of \$5 per day after the 45 days, up to \$200 for a principal residence or \$4,000 for other property that is not industrial or commercial (\$20 per day up to \$1,000 for industrial or commercial property sold for \$100 million or less; \$20,000 if sold for more). If you have since sold to a buyer who did notify, the amounts become your personal liability (211.27b(9)).

Sources: Michigan Department of Treasury Form 2766 (Rev. 03-25) and instructions; MCL 211.27a and 211.27b (legislature.mi.gov); read October 14, 2026. This template is general information, not legal advice. LegalTemplateVault.com is not a law firm.