

EXAMPLE
County Sales Questionnaire

Tax Director/City Assessor
assessor@county.gov

Name (Buyer/Seller)
987 XYZ Street
Best City, ND 12345

Dear Name,

According to the State of North Dakota, my office is required to verify all real estate transfers that take place in THIS County. The below questions have been completed with information that this office has received. Please correct any information that is incorrect and complete the remaining questions that are applicable to this sale. Once completed, please return to this office by mail or email.

Seller: _____ Buyer: _____

Date of deed: _____ Sale Price: _____

Legal Description: _____

1. Buyer Phone Number: _____
2. Seller Phone Number: _____
3. Were there additional considerations, other than the sale price, included with the sale? If so, please describe items and estimated value (hunting rights, assumption of mortgage, mineral rights, personal property) _____

4. Was this property offered for sale on the open market? _____
5. What was the original asking price? _____
6. How long was this property on the market? _____
7. Was there any recent upgrades or damage to the property? If so, please describe: _____

8. Is there any relationship between buyer and seller? If so, please describe (i.e. family, friends, business relationship): _____
9. Did the relationship affect the sale price? If so, how much? _____
10. Were there any agreements prior to the sale? (contract for deed, 1st chance to purchase, etc.) _____

11. Do you consider the sales price to be a fair market value of the property? Please explain: _____

12. Were there tax-exempt buildings included in the sales price? If so, what is the estimated value? _____

13. How many acres were included in the sales price? _____
14. Was there an appraisal completed on the property? If so, what was the determined value? _____

Thank you for taking the time to answer these questions.

Tax Director/City Assessor
(701) 123 - 4567
123 ABC Street
Best City, ND 12345