

PREPARING CONVEYANCE DOCUMENTS AND EXCISE TAX AFFIDAVITS

Conveyance documents:

- Purchase blank form from office supply store.
- Fully complete and have grantor sign before a notary.
- We do not have a notary in our office.
- Only an attorney can assist in drawing up the document.

Fee:

- \$62.00 for the first page.
- \$1.00 for each additional page.

Excise tax affidavits:

- Fully completed to match deed.
- Signed by grantor and grantee or agent for each.
- Tax due within one month of sale date.

Tax and fee:

- Visit www.piercecountywa.org/excise for tax rates
- \$10.00 fee applies to non-taxable transactions.
- Recording fee and excise fee or tax must be in **separate checks**.