



Petersburg Borough

Finance Department
Property Tax

Parcel ID Number:

Physical Address:

Legal Description:

Dear Property Owner,

To ensure fair and equitable valuations, it is essential that we have accurate sales information. We also ask for some property details for our records. Please complete and return this sales questionnaire. Your cooperation is appreciated. If you have any questions, please feel free to contact us at 772-4425

1. **Original Date of Contract:** _____ **Closing Date:** _____
2. **Total Sale Price:** _____
3. Did this sale involve more than one parcel? Yes No If Yes, List Parcel(s) below.
4. Please list/describe the zoning and/or use of the property. _____

5. This sale was: An ordinary transaction at market value A foreclosure A trade
 Between related parties Other: _____
6. Type of financing: Conventional Mortgage Other: _____
 Assumption Mortgage Cash Owner Finance – Terms: _____
7. What was the condition of your property at the time of sale? Good Average Fair
 Poor describe: _____
8. Was anything besides the real estate considered in the sales price? Yes No
If yes, describe: _____ Estimated Dollar Amount: _____
9. Is your property Single Family or Multi-Family (has another separate living space)?
describe: _____

Finance Department

PO Box 329 Petersburg, AK 99833 • Phone (907)772-4425 Fax (907)772-3759

www.petersburgak.gov • financeoffice@petersburgak.gov



- 10. Does the property include an income space? (separate apartment, duplex, home office, etc.) Yes No Please describe: _____
- 11. Please inform us of the number of Bedrooms _____ and Bathrooms _____
- 12. Comments about sale and/or property: _____

Finally, if you change your mailing address, please inform us as to your new mailing address. This will ensure that you receive notices in a timely manner. If your Mailing address has changed you may use the space below to update us. Thank you

Your Signature _____ Date: _____
Phones: _____ Email: _____