

INSTRUCTIONS FOR COMPLETING PAGE 2 OF DOV FORMS

March 2016

Section A: Single Classification

Completed for sales which are not dual classed.

Section B: Dual Classification

Completed for sales that are dual classed only. *Do not include sales of multiple parcels with different statutory classifications.*

Primary Classification: Refer to the classification number as it relates to the primary parcel of the sale.

City/Township: Refer to the city or township code for the property location as provided by the Department.

Occupancy: Refer to the occupancy number of the primary parcel. **See the Occupancy Lookup Table on Pages 2 & 3 of these instructions.** If you are a Vanguard user, use your Vanguard Occupancy Code.

Primary Parcel Number: The primary parcel is described as the parcel that best describes the overall use of the property in its combined form. For example, a sale of a commercial building occurs and the building is on one parcel and the parking lot is on a second parcel. Use the parcel number for the building and the occupancy code of the commercial building. If the sale is of multiple parcels and this is not descriptive of the situation, then please explain in the notes section.

Year Built: Refer to when the primary building was constructed.

Assessed Value: Use the “Building” area for structure values that are not residential in nature. Use “Dwelling” area for structure values that are used in a residential manner.

Subtotal: Add values for land, building, and dwelling.

Total: Add Subtotal amounts from Sections A & B.

Enter amount from Line 3, Page 1: Enter the amount paid for real property only.

Ratio: Divide **Total** by **Amount from Line 3, Page 1**.

NUTC: Refer to Sales Condition Codes list on Department of Revenue website at <https://tax.iowa.gov/sites/files/idr/documents/Sales%20Condition%20Codes.pdf>.

Enter zero for sales considered arms-length. Agricultural and contract sales are coded like all other sale types. Use 50 only if a sales condition is not listed in 0-49.

Jurisdiction: Refer to county number. *Cities: Ames- ; Cedar Rapids- ; Clinton- ; Davenport- ; Dubuque- ; Iowa City- ; Mason City- ; Sioux City- .*

Comments: Refer to additional parcel numbers, additional documentation about sale (Example: Date fire damage occurred), etc.