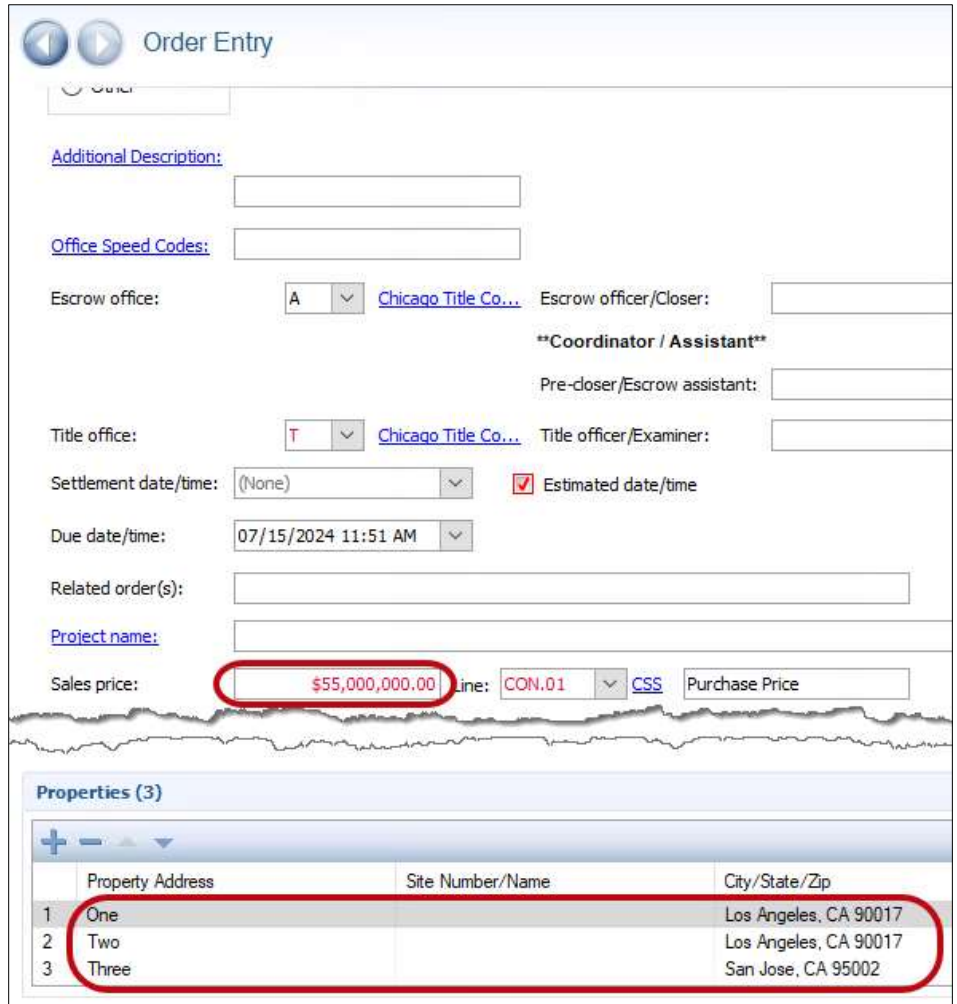


Follow these steps to use SoftPro to calculate all city and county transfer taxes.

The following data **must** be present in your order before you can proceed.

- › Sales Price
- › Property(ies)



Order Entry

Additional Description:

Office Speed Codes:

Escrow office: Escrow officer/Closer:

****Coordinator / Assistant****

Pre-closer/Escrow assistant:

Title office: Title officer/Examiner:

Settlement date/time: ☒ Estimated date/time

Due date/time:

Related order(s):

Project name:

Sales price: Line: Purchase Price

Properties (3)

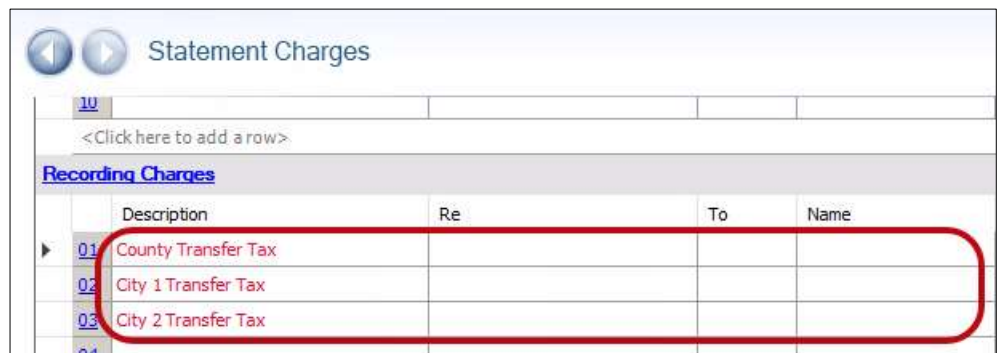
	Property Address	Site Number/Name	City/State/Zip
1	One		Los Angeles, CA 90017
2	Two		Los Angeles, CA 90017
3	Three		San Jose, CA 95002

Calculating the Taxes

1. Navigate to the **Statement Charges** screen > **Recording Charges** section

The **Recording Charges** section contains three **Transfer Tax** placeholders:

- › **County Transfer Tax**
- › **City 1 Transfer Tax**
- › **City 2 Transfer Tax – only to be used** for San Jose, CA properties



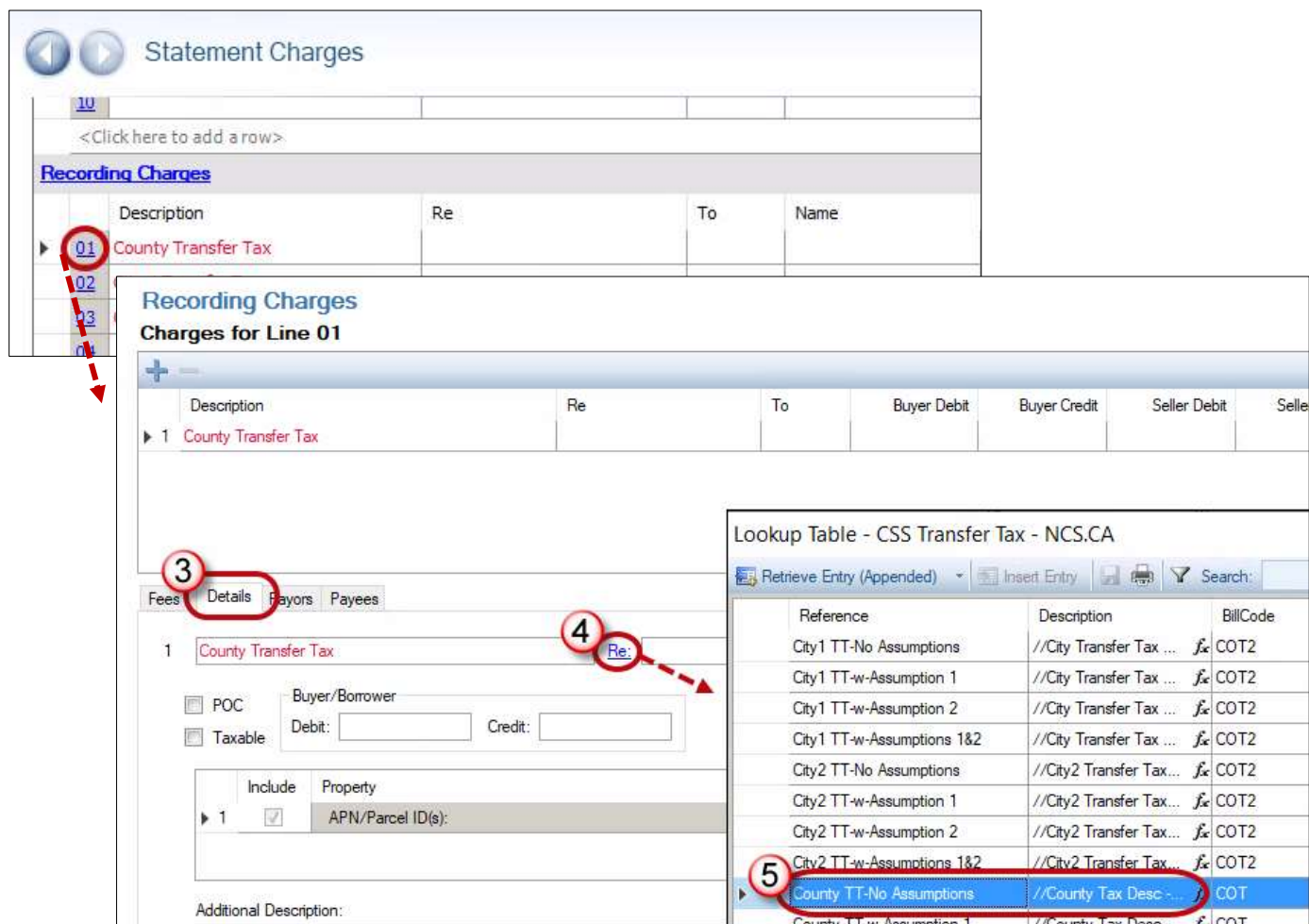
Statement Charges

<Click here to add a row>

Recording Charges

	Description	Re	To	Name
01	County Transfer Tax			
02	City 1 Transfer Tax			
03	City 2 Transfer Tax			
04				

- Click the **Line number** link of the transfer tax you wish to calculate
- Click the **Details** tab
- Click the **Re** link
- Double-click the applicable entry



Statement Charges

10

<Click here to add a row>

Recording Charges

Description	Re	To	Name
01 County Transfer Tax			

Recording Charges

Charges for Line 01

1 County Transfer Tax

Details | Fees | Payors | Payees

1 County Transfer Tax

POC: Buyer/Borrower

Taxable: Debit: Credit:

Include: Property

1 [X] APN/Parcel ID(s):

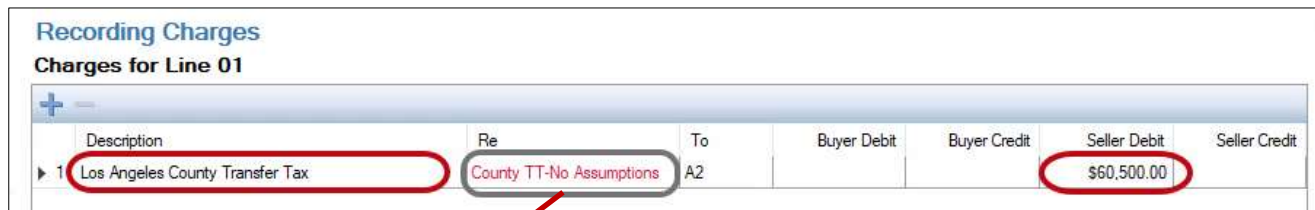
Additional Description:

Lookup Table - CSS Transfer Tax - NCS,CA

Retrieve Entry (Appended) | Insert Entry | Search:

Reference	Description	BillCode
City1 TT-No Assumptions	//City Transfer Tax ...	f. COT2
City1 TT-w-Assumption 1	//City Transfer Tax ...	f. COT2
City1 TT-w-Assumption 2	//City Transfer Tax ...	f. COT2
City1 TT-w-Assumptions 1&2	//City Transfer Tax ...	f. COT2
City2 TT-No Assumptions	//City2 Transfer Tax ...	f. COT2
City2 TT-w-Assumption 1	//City2 Transfer Tax ...	f. COT2
City2 TT-w-Assumption 2	//City2 Transfer Tax ...	f. COT2
City2 TT-w-Assumptions 1&2	//City2 Transfer Tax ...	f. COT2
County TT-No Assumptions	//County Tax Desc ...	f. COT
County TT-w-Assumption 1	//County Tax Desc ...	f. COT

The entry is updated to show the name of the tax selected (**Description** field) and the amount (**Seller Debit**).



Recording Charges

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Los Angeles County Transfer Tax	County TT-No Assumptions	A2			\$60,500.00	

NOTE: If you do not wish to show the verbiage in the **Re** field, it can be cleared by using the **Backspace** key. **Do not use the F2** key to clear as it clears the formula.

NOTE: If a selection is made where there is no tax consequence, SoftPro populates “No Addl City Xfer Tax calc for 1st Selected City/Property” notation in the **Description** field. Click the **Re** link to re-select an applicable entry.

Recording Charges
Charges for Line 02

Description	Re	T
No Addl City Xfer Tax calc for 1st Selected City/Prop...	City2 TT-No Assumptions	

- Click the **Close** button
- Repeat **steps 2-6** for each additional tax you wish to calculate

Calculating Transfer Tax for Multiple Properties

If the order contains multiple properties, when the transfer tax (formula) entry is pulled from the **Lookup Table** (step 5 above), the tax calculation uses the aggregate sales price, assumes all properties are included and equally allocates the tax to each property.

Recording Charges
Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Los Angeles County Transfer Tax	County TT-No Assumptions	A2			\$60,500.00	

Fees Details Payors Payees

1 Los Angeles County Transfer Tax **Re:** County TT-No Assumptions **To:** A2 **Name:**

☐ POC ☐ Taxable

Buyer/Borrower Debit: Credit: Seller Debit: \$60,500.00 Credit: Seller pay: 100.00 % Bill code: COT

Include	Property	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 <input checked="" type="checkbox"/>	One, Los Angeles, CA 90017			\$30,250.00	
2 <input checked="" type="checkbox"/>	Two, Los Angeles, CA 90017			\$30,250.00	

To calculate the tax for a specific property based on that property's sales price,

- Repeat **steps 2-3** above
- Once on the **Charges for Line** screen, uncheck all properties except the property you wish to calculate transfer tax on

- Click the **Re** link and double-click the applicable entry from the **Lookup Table**

Recording Charges
Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Los Angeles County Transfer Tax	County TT-No Assumptions	A2	\$0.00		\$22,000.00	

Fees **Details** **Payors** **Payees**

1 Los Angeles County Transfer Tax **Re:** County TT-No Assumptions **To:** A2 **Name:** Chicago Title Company

☐ POC ☐ Taxable

Buyer/Borrower
Debit: \$0.00 Credit:

Seller
Debit: \$22,000.00 Credit:

Seller pay: 100.00 %
Bill code: COT

Include	Property	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
<input checked="" type="checkbox"/>	One, Los Angeles, CA 90017			\$22,000.00	
<input type="checkbox"/>	Two, Los Angeles, CA 90017				

Now the transfer tax calculates only for the selected property based on the sales price entered for that property.

- Click the **Close** button to return to the **Statement Charges** screen

Calculating Transfer Tax for the Additional Properties

IMPORTANT: Prior to stepping through the calculation process for additional properties, it is important to verify the TownCity Title drop-down selection is correct for each property.

City: Los Angeles **State:** CA **Zip:**

In the: County **of:** Los Angeles

In the: City **of:** Los Angeles

To calculate the transfer tax for each additional property, from the **Statement Charges** screen,

- On the next available blank line in the **Recording Charges** section, click the **Line number** link
- Click the **Details** tab
- Uncheck all properties except the property you want to calculate the transfer tax on
- Click the **Re** link

Recording Charges

	Description	Re	To	Name
01	Los Angeles County Transfer Tax	County TT-No Assumptions	A2	Chicago Title Company
02	City 1 Transfer Tax			
03	City 2 Transfer Tax			
04				
05				

- Double-click the applicable entry from the **Lookup Table**

Recording Charges
Charges for Line 04

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit
1					

Lookup Table - CSS Transfer Tax - NCS.CA

Retrieve Entry (Appended) | Insert Entry | Search

Reference	Description	BillC
City1 TT-No Assumptions	//City Transfer Tax ...	fxc COT
City1 TT-w-Assumption 1	//City Transfer Tax ...	fxc COT
City1 TT-w-Assumption 2	//City Transfer Tax ...	fxc COT
City1 TT-w-Assumptions 1&2	//City Transfer Tax ...	fxc COT
City2 TT-No Assumptions	//City2 Transfer Tax...	fxc COT
City2 TT-w-Assumption 1	//City2 Transfer Tax...	fxc COT
City2 TT-w-Assumption 2	//City2 Transfer Tax...	fxc COT
City2 TT-w-Assumptions 1&2	//City2 Transfer Tax...	fxc COT
County TT-No Assumptions	//County Tax Desc ...	fxc COT
County TT-w-Assumption 1	//County Tax Desc ...	fxc COT

Details | Payors | Payees

1

☐ POC Buyer/Borrower

☐ Taxable Debit: Credit:

Include | Property

1	<input type="checkbox"/>	One, Los Angeles, CA 90017
2	<input checked="" type="checkbox"/>	Two, Los Angeles, CA 90017

Re:

5

The transfer tax is calculated for the property selected based on the sales price entered for that property.

Recording Charges
Charges for Line 04

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Los Angeles County Transfer Tax	County TT-No Assumptions	A2			\$38,500.00	

Details | Payors | Payees

1 Los Angeles County Transfer Tax **Re:** County TT-No Assumptions **To:** A2 **Name:** Chicago Title Company

☐ POC Buyer/Borrower

☐ Taxable Debit: Credit:

Seller

Debit: \$38,500.00 Credit:

Seller pay: 100.00 %

Bill code: COT

Include | Property

	Include	Property	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1	<input type="checkbox"/>	One, Los Angeles, CA 90017				
2	<input checked="" type="checkbox"/>	Two, Los Angeles, CA 90017			\$38,500.00	

- Click the **Close** button

Recording Charges						\$0.00	\$0.00	\$60,500.00
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit
01	Los Angeles County Transfer Tax	County TT-No Assumptions	A2	Chicago Title Company	<input type="checkbox"/>			\$22,000.00
02	City 1 Transfer Tax				<input type="checkbox"/>			
03	City 2 Transfer Tax				<input type="checkbox"/>			
04	Los Angeles County Transfer Tax	County TT-No Assumptions	A2	Chicago Title Company	<input type="checkbox"/>			\$38,500.00
05					<input type="checkbox"/>			

7. Repeat **steps 1-6** for each additional property