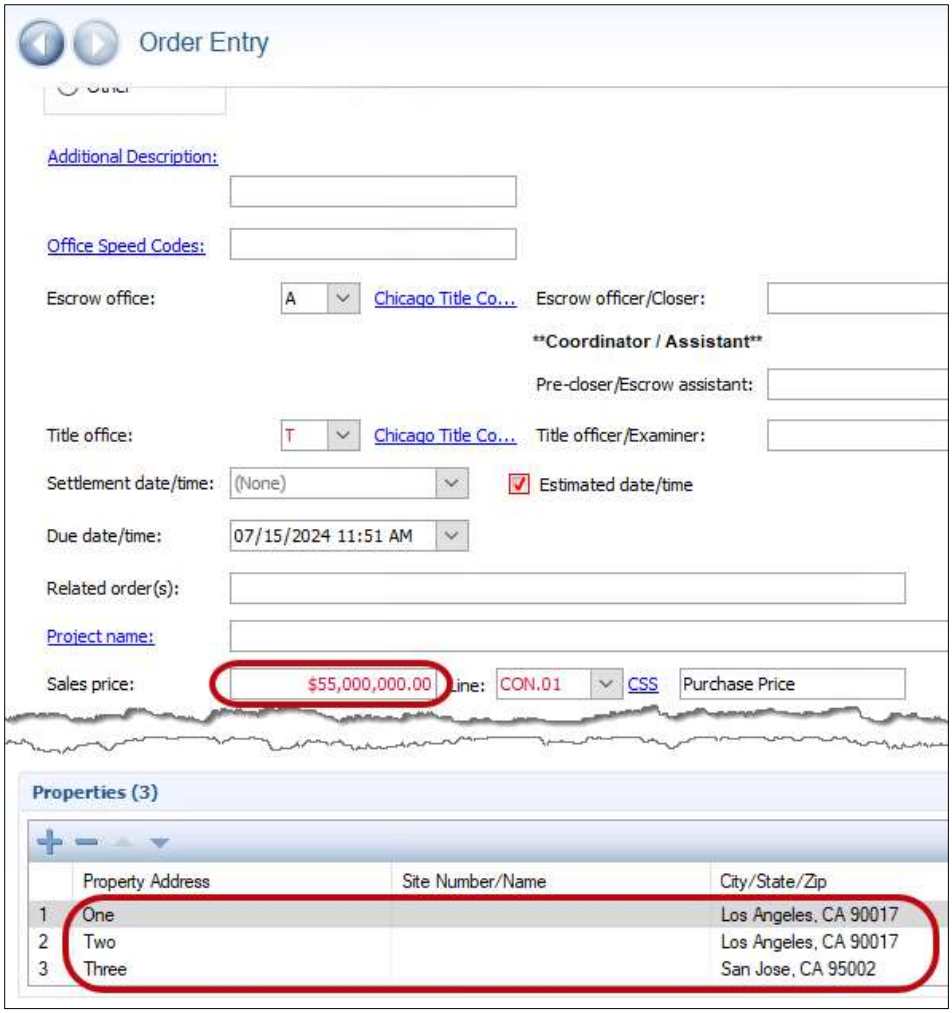
Using SoftPro to Calculate Transfer Taxes

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)**

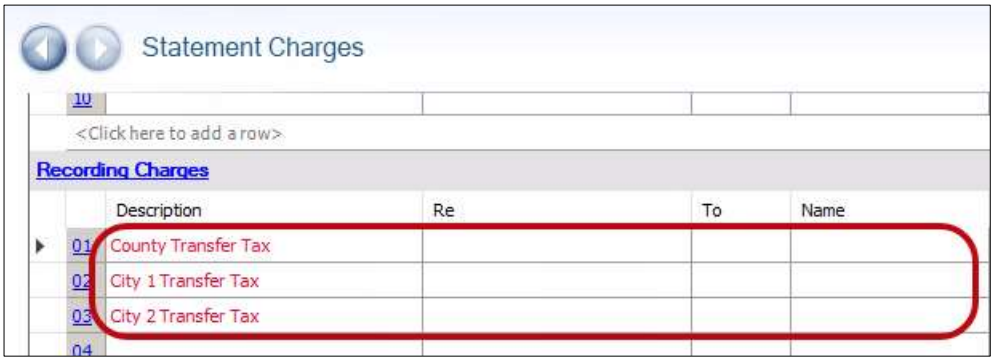


Calculating the Taxes

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



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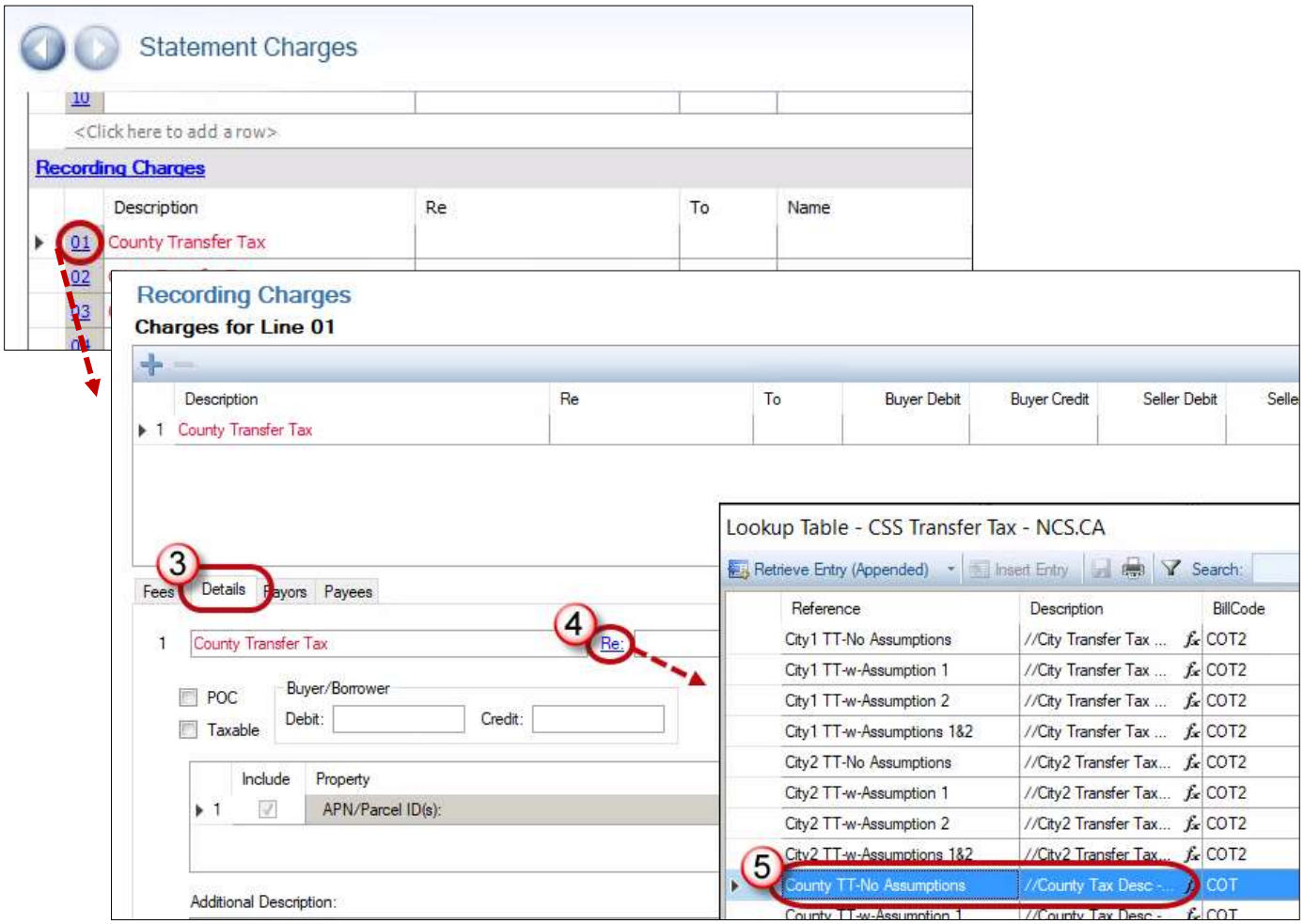
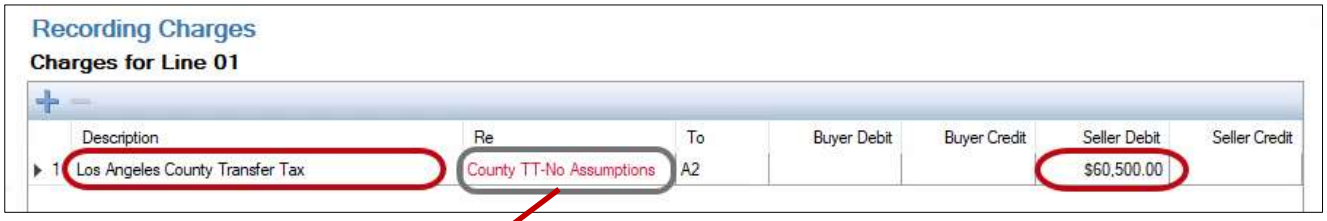
2. Click the **Line number** link of the transfer tax you wish to calculate
3. Click the **Details** tab
4. Click the **Re** link
5. Double-click the applicable entry



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



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.

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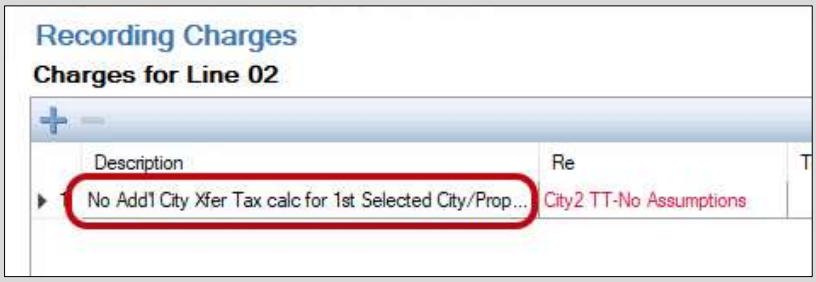
NOTE: If a selection is made where there is no tax consequence, SoftPro populates "**No Addl City Xfer Tax calc for 1st Selected City/Property**" notation in the **Description** field.

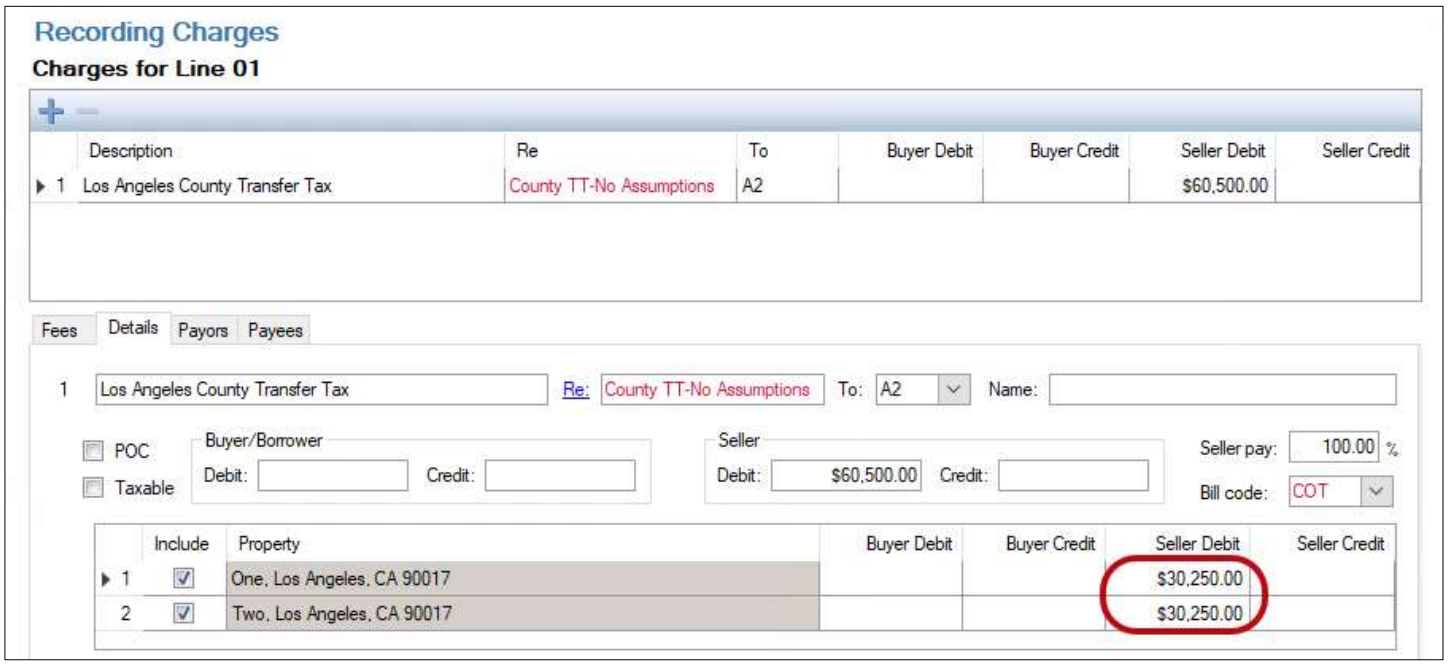
Click the **Re** link to re-select an applicable entry.



6. Click the **Close** button
7. 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.



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

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

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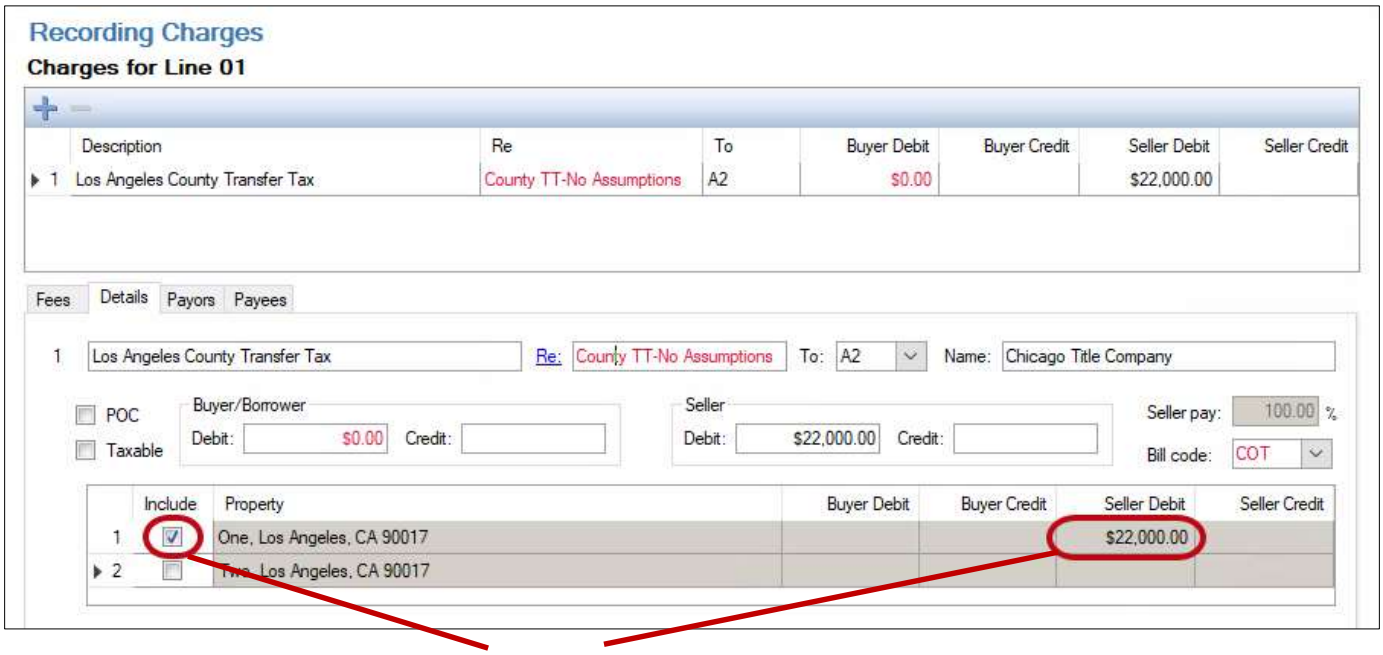
3. Click the **Re** link and double-click the applicable entry from the **Lookup Table**



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

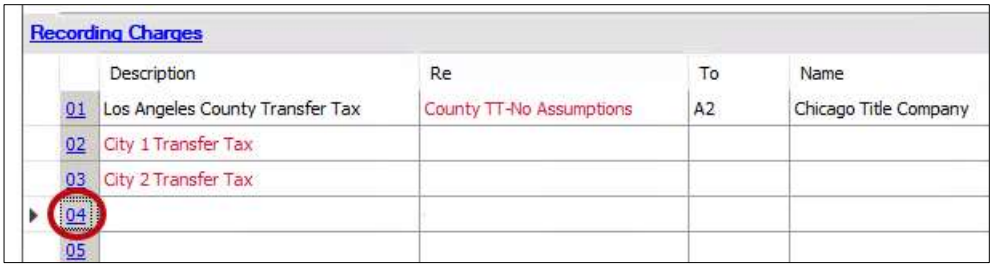
4. Click the **Close** button to return to the **Statement Charges** screen

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.

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

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



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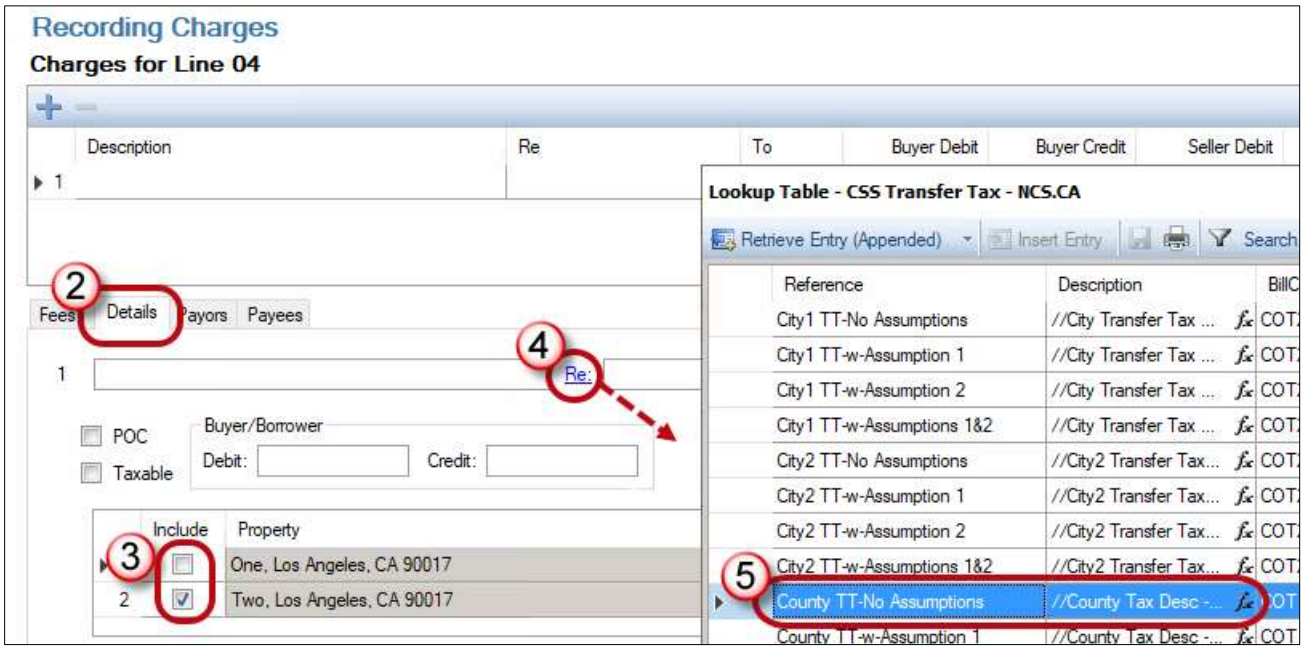
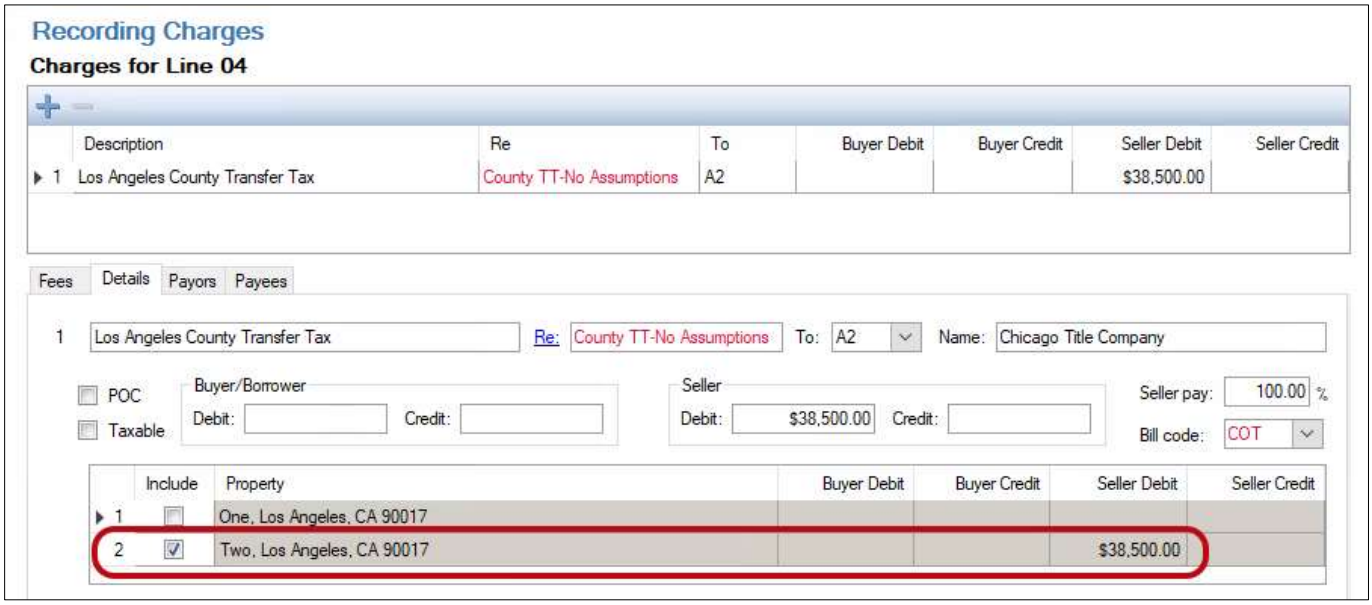
5. Double-click the applicable entry from the **Lookup Table**



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



6. Click the **Close** button

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

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