



# Department of Assessment

128 East Buffalo Street

Valeria Coggin  
Director

Jay Franklin  
Assistant Director

## INFORMATION REQUIRED FOR APPORTIONMENTS

Memorandum of Apportionment - is prepared prior to closing to apportion taxes already paid.  
Memorandum of Apportionment fee is \$20.00 per parcel for 1 roll year  
\$25.00 per parcel for 2 roll years  
\$30.00 per parcel for 3 roll years

Certificate of Apportionment - is prepared after the deed is filed with the County Clerk's Office to apportion future taxes.  
Certificate of Apportionment is provided free of charge by the Department of Assessment.

### For Memorandums of Apportionments

### For Certificates of Apportionments

Requested by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_ Location: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_ Location: \_\_\_\_\_

Needed for: Town/County \_\_\_\_\_ roll year  
School \_\_\_\_\_ roll year  
Village \_\_\_\_\_ roll year

List all owners (present and future)	Acres	Structures
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all owners (present and future)	Acres	Structures
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Please provide a recent survey.
2. If there is no survey available, please indicate the acreage and structures for each new portion of the original parcel.
3. Please specify future owners if known for each new portion.
4. Use additional sheet if needed.

