

Real Estate Transfer Statement Tips & Instructions

Tips before completing Real Estate Transfer Statement

- Grantor (Seller) is the person transferring the property; Grantee (Buyer) is the person receiving the property.
- The Grantee should file the Quitclaim Deed. This is done post-divorce unless the Judge assigned to your case requires otherwise. You can file the Deed electronically or in-person at 555 South 10th Street, Lincoln, NE 68508 (for those outside of Lancaster County look up your Register of Deeds/Assessor office):
https://orion.lancaster.ne.gov/Portals/0/Deeds%20Filing%20Instr_1.pdf
- The Grantee must file the 521- Real Estate Transfer Statement.

Step-By-Step Guide to Completing the 521- Real Estate Transfer Statement

These instructions are for the typical quitclaim transfer of a residence per a divorce. If you have unique circumstances, these instructions may not apply.

1. County Name;
2. County Number: (drop-down provides the number);
3. Date of Sale: The date the Judge signed the Decree of Dissolution, hereinafter, “Decree”; or date the Deed was signed if signed prior to the Decree;
4. Date of Deed: Date Deed was signed;
5. Grantor’s Name, Address, and Telephone Number;
6. Grantee’s Name, Address, and Telephone Number;
7. Property Classification Number
 - A. Status (check box that applies):
 - (1) Improved- has a building or other items built on it;
 - (2) Unimproved- empty lot/land; and
 - (3) IOLL – an improvement on leased land.
 - B. Property Type (check box that applies):
 - (1) Single-Family: Freestanding single residence;
 - (2) Multi-Family: Contains more than one housing unit, such as townhomes, condos, or duplex;
 - (3) Commercial;
 - (4) Industrial;
 - (5) Agricultural: principally used for agriculture, such as farm or pasture; and
 - (6) Recreational: cabin, vacation home, hunting lodge, etc.
 - C. If property is a Mobile Home: check if applicable.
8. Type of Deed: Quit Claim
9. IRC § 1031 Exchange: NO
10. Type of Transfer: Court Decree If the deed is filed *prior* to the date of the Decree, check “Other” (Explain), and note, “divorce.”
11. Was ownership transferred in full? YES
12. Was real estate purchased for same use? YES
13. Was the transfer between relatives, or if to a trustee, are the trustor and beneficiary relatives? If the deed is filed *prior to* the Decree, check Yes and Souse; if filed after the Decree, check “Other” and note “former spouse.”

14. What is the current market value of the real property? – If uncertain, you may use the Assessor’s Value.
15. Was the mortgage assumed? (if yes, state the amount and interest rate)
16. Does this conveyance divide a current parcel of land? NO
17. Was transfer through a real estate agent? NO
18. Address of Property:
19. Name and Address of Person to Whom Tax Statement Should be Sent- Grantee’s information.
20. Legal Description- The legal description is on the deed.
21. If agricultural, list total number of acres: this is contained in the legal description on the deed.
22. Total purchase price, including any liabilities, assumed: Item 14 & 15 may assist you on this question.
23. Was non-real property included in the purchase? These items not attached to property, but part of the purchase. Typically the answer is, “No.”
24. Adjusted purchase price paid for real estate (line 22 minus line 23):
25. If this transfer is exempt from the documentary stamp tax, list the exemption number:
*5- if filed before divorce; *12- if filed post-Decree; see link below listing the Documentary Stamp Tax Exemptions.
 - When the form is completed, the Grantee must sign and Date the form.
 - Items 26-30 are completed by the Register of Deed’s Office Only.

Important Links:

- Real Estate Transfer Statement:
https://revenue.nebraska.gov/sites/revenue.nebraska.gov/files/doc/pad/forms/521_Real_Estate_Transfer_Statement.pdf
- Documentary Stamp Tax Exemptions- this link will help answer #25):
https://revenue.nebraska.gov/sites/revenue.nebraska.gov/files/doc/tax-forms/doc_exmpt.pdf

Assessor/Register of Deeds Contact Information

- Contact your counties Assessor/Register of Deeds office with questions
 - Lancaster County- (402) 441-7463
 - Sarpy County- (402) 593-5773
 - Douglas County- (402) 444-7159
 - Seward County- (402) 643-3311
 - Saline County- (402) 821-2588
 - Saunders County- (402) 443-5600
 - Cass County- (402) 296-9310
 - Otoe County- (402) 873-9520
 - Nemaha County- (402) 274-3820
 - Johnson County- (402) 335-6303
 - York County- (402) 362-4926
 - Hamilton County- (402) 694-2757
 - Hall County- (308) 385-5050
 - Lincoln County- (308) 534-4350