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| TAX PRORATION REQUEST |
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| DATE: |  |
| TIP/PARCEL NO: |  |
| WBS ELEMENT: |  |
| COUNTY: |  |
| DESCRIPTION: |  |
|  |
| CLAIM OF: |  |
|  |
| MEMORANDUM TO: | RALEIGH R/W OFFICE |
| FROM: | DIVISION RW AGENT |
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| To process this request: (1) Permanent Right of Way must be acquired and (2) If the claim was settled, the claim must be closed and all closing documents must be on the S Drive. Please check all of the following that apply: |
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 | Claim is closed and all closing documents are located in the Parcel Closing folder on the S Drive |
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 | Claim condemned |
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 | Taxes collected at closing by the closing attorney and check submitted to Raleigh for escrow |
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 | Taxes paid in full at closing by closing attorney [ ]  Taxes Prorated at closing by closing attorney |
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 | Tax Receipts attached and reviewed by Agent or Supervisor |
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| [ ]  |

 | Tax Notices attached and reviewed by Agent or Supervisor |
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 | More than one tax parcel is involved in this parcel. Receipts/notices for all tax parcels attached. |
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 | The parcel is subject to both City/Town and County taxes. Notices/Receipts for both are attached. |
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 | The Parcel is subject to County taxes only. Notices/Receipts for County taxes attached. |
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 | Entire Parcel was acquired  |
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 | Structures Acquired:  |
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| Payee(s) Name: |  |
| Payee(s) Current Mailing Address:  |  |
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 | Tax ID Form (FRM4-M) for this Payee is within the Final Report folder on the S drive |
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 | Payee has moved – new FRM4-M for this payee is located in Tax Proration folder on S Drive |
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 | Tax Notices/Receipts only cover the area shown in the appraisal, If no, explain below |
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| Deferred Taxes |
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 | This parcel affected by deferred/recapture taxes.  |
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 | Itemized Bill for current year and 3 former years attached |
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 | According to the Tax Office, the remaining parcel is no longer eligible for deferred tax status, tax office documentation attached |
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| Remarks:  |