



**POPE COUNTY**  
MINNESOTA

Michael Wacker  
**POPE COUNTY ASSESSOR**  
130 East Minnesota Avenue • Glenwood, MN 56334  
Assessor - 320-634-7715 • Auditor - 320-634-7706  
[popecountymn.gov](http://popecountymn.gov)

Stephanie Rust  
**POPE COUNTY AUDITOR**

## Ownership Change Statement for Taxes Payable

Current Owner Name and Address:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Twp/City: \_\_\_\_\_

Parcel #: \_\_\_\_\_

### Description of Property

Make: \_\_\_\_\_

Year: \_\_\_\_\_

Size: \_\_\_\_\_

Legal Description of Location:

- The above-described property is assessed as real property \_\_\_\_\_ personal property \_\_\_\_\_
- Taxes payable in \_\_\_\_\_ on the above-described property were paid as of \_\_\_\_\_
- There are no delinquent taxes due on this property as of \_\_\_\_\_

I, \_\_\_\_\_, agree that the above information is true and correct to the best of my knowledge.

(Current Owner)

\_\_\_\_\_  
Current Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pope County Auditor/Treasurer or Representative's Signature

\_\_\_\_\_  
Date

New Owner's Name & Address:

New Owner's Social Security # \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_ Staying in Pope County

Notes:

\_\_\_\_ Moving to \_\_\_\_\_ County

I, \_\_\_\_\_, agree that the above information is true and correct to  
(New Owner)  
the best of my/our knowledge and the future correspondence and financial responsibility of this  
property is mine/ours.

\_\_\_\_\_  
New Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pope County Assessor or Representative's Signature

\_\_\_\_\_  
Date



## STEPS TO TRANSFER REAL/PERSONAL PROPERTY

- **Personal property taxes** need to be paid in full on the personal property before the title can be transferred at the Department of Motor Vehicles (DMV). Personal property is valued and taxed in the current year. Personal property located on land not under the same ownership as the personal property or on leased land will remain personal property.
- **Real property taxes** need to be paid in full on the entire parcel before the title can be transferred at the Department of Motor Vehicles (DMV). Real property is valued in the current year for taxes payable in the following year.
- The Pope County Auditor/Treasurer's office needs to sign off on the Ownership Change Statement for Taxes Payable form, stating that taxes have been paid in full.
- The Pope County Assessor's office needs to sign off on the Ownership Change Statement for Taxes Payable form, when all information is filled out. A copy will be made in office.
- You must present the Ownership Change Statement for Taxes Payable to the Department of Motor Vehicles (DMV) to transfer the title.
- A copy of the receipt showing the title has been transferred must be returned to the Pope County Assessor's Office.
- If the new owner would like to apply for homestead, they will need to return a copy of the transferred title and a homestead form to:

Pope County Assessor's Office  
130 E Minnesota Ave., Suite 222  
Glenwood, MN 56334