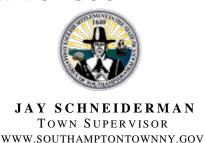
## TOWN OF SOUTHAMPTON

Department of Community Preservation 24 W. Montauk Highway Hampton Bays, NY 11946



LISA KOMBRINK, ESQ. PROGRAM MANAGER

**Phone:** (631) 287-5720 **Fax:** (631) 728-1920

## TO APPLY FOR A <u>REFUND</u> FROM THE PECONIC BAY REGION CPF TRANSFER TAX

(1st time Homebuyer's Exemption)

- 1. Submit to our office (via mail or drop off) the following documents:
  - a. The 1st Time Homebuyer's Exemption Application, notarized
  - b. Copy\* of full previous year Federal or State Income Tax return
  - c. Copy\* of the Contract of Sale, signed by both parties
  - d. Copy\* of the Peconic Bay Region Community Preservation Fund form (one of the forms filled out at closing)
- 2. Once the 1<sup>st</sup> time Homebuyer Exemption application form is approved, we will place a resolution on the Town Board agenda, which authorizes this refund. When the resolution is adopted, we will mail you the pertinent information and documents for your submittal to the County to process the refund.
- 3. Please submit these documents to the below address:

Town of Southampton Community Preservation Department 24 W. Montauk Highway Hampton Bays NY 11946 (631) 287-5720

## \*\*PERTINENT FORMS CAN BE DOWNLOADED AT:

1st Time Homebuyer's Exemption Application
Peconic Bay Region Community Preservation Fund

\*Please make sure you bring copies of these documents for our records.

We cannot make copies in our office.

Thank you.