



THE WOODLANDS TOWNSHIP

The Woodlands, TX

EXECUTIVE SUMMARY

October 28, 2009

ISSUE: Authorization of a fee related to transfer of property ownership

FACTS:

The Community Associations of The Woodlands currently charge a fee upon the transfer of property ownership. The purpose of this transfer fee is to offset the costs of updating ownership information in the property databases utilized by the Assessments, Covenant Administration, Parks and Recreation, and Environmental Services departments. The fee is collected from the purchaser of the property at closing.

As the transition from the Community Associations to The Woodlands Township occurs, it is important to maintain current data on commercial and residential property within the Township. Although the information will no longer be used for assessment purposes, the other departments will continue to rely on the accuracy of the database systems to perform specific job duties.

The Community Associations currently charge a \$100 transfer fee. Staff recommends maintaining that same fee for the Township. A market comparison of eight other local entities reflects a range of similar transfer fees from \$75 to \$150, with \$100 being the average. The Township's 2010 revenue budget was developed assuming the continuation of a \$100 transfer fee, generating \$175,000.

RECOMMENDED BOARD ACTION:

Authorize a transfer fee in the amount of \$100.