



OFFICE OF THE LIEUTENANT GOVERNOR
UNITED STATES VIRGIN ISLANDS

SPECIAL ATTENTION

CONSTRUCTION LIENS:

The signed copy of the original Construction Contract between the current property owner and the Contractor must be attached to the Construction Lien Form.

The contractor or representative cannot place a Construction Lien on a property when the repairs under the contract involves the Virgin Islands Housing Finance Authority's Sheltering Temporary Essential Power (STEP) Program Emergency Home Repairs V.I.

SALES VALUATION AFFIDAVIT:

An original signed and notarized (in the presence of two witnesses) "SALES VALUATION AFFIDAVIT" must be attached to each new deed. The original "SALES VALUATION AFFIDAVIT" must provide the actual "Sales Price" for the property which is being transferred.

When the transferring of the property is not as a result of a "sale" the Grantor must state in the "SALES VALUATION AFFIDAVIT" the \$ amount of the Tax Assessor's Office current assessment of the property which is being transferred.

NEW DEED:

The new deed must have the name and current mailing address of the grantor (original owner) and the grantee (new owner). The new deed must make reference to the archives or the historical record in which the prior deed to the property is more fully described or where the original (prior) deed can be found in the public record. For example, the original Auxiliary, Book, Page, Document number.