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## REQUEST FOR REVIEW OF PROPERTY ASSESSMENT

(For accurate review, it is essential that this questionnaire be completed fully)

Municipality: \_\_\_\_\_ Request Made By: \_\_\_\_\_

Tax Key Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Please Check: \_\_\_\_\_ Owner or \_\_\_\_\_ Other\* (\*If other please attach Owner's authorization for request)

202\_\_ Assessment: Land \$ \_\_\_\_\_ Imps \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

In your opinion, what is the fair market value of the property as of January 1<sup>st</sup> \$ \_\_\_\_\_

When and how was the property acquired? Month \_\_\_\_\_ Year \_\_\_\_\_

Please Check: \_\_\_\_\_ Purchase \_\_\_\_\_ Trade \_\_\_\_\_ Gift \_\_\_\_\_ Inheritance\* \_\_\_\_\_ Other\*

\*Describe \_\_\_\_\_

If purchased, what was the total purchase price? \$ \_\_\_\_\_ Any personal property included? \$ \_\_\_\_\_

Have you or a tenant improved, remodeled, added to or changed the property since your acquiring it?

\_\_\_\_\_ No or \_\_\_\_\_ Yes, Describe changes made: \_\_\_\_\_

When were changes made? \_\_\_\_\_ Cost of changes \$ \_\_\_\_\_

Does the above figure include the value of labor, including your own, if any? \_\_\_\_\_ No or \_\_\_\_\_ Yes

Have you listed the property for sale, within the last five years? \_\_\_\_\_ No or \_\_\_\_\_ Yes (If yes, please provide a copy of the listing contract or sheet) If listed, when and for how long? \_\_\_\_\_

Realty Company Name \_\_\_\_\_ For sale by owner \_\_\_\_\_

What was the asking price? \$ \_\_\_\_\_ Offers received? \_\_\_\_\_

Has an appraisal been made of the property within the last five years? \_\_\_\_\_ No or \_\_\_\_\_ Yes (If yes, provide a copy)

Appraised Value \$ \_\_\_\_\_ If so, when and for what purpose? \_\_\_\_\_

Are there any specific items you wish to call to the assessment staff person's attention during his/her inspection of the property? \_\_\_\_\_

Is part or all of the property currently leased or rented? \_\_\_\_\_ No or \_\_\_\_\_ Yes (If yes, please provide a copy of your current rent roll and copies of your Income & Expense Statements for the past three years)

Objection to the current year assessment is made for the following reason: \_\_\_\_\_

I request a review of the assessment for the property listed above. \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

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

After completing this form please mail or email to our office at the address above or deliver to the municipal clerk's office. A member of our staff may contact you to arrange an appointment to make an inspection of your property. This inspection enables our office to gather the necessary data to facilitate the review. Upon completion of the inspection, a review of your assessment will be conducted. You will then be notified by first class mail as to the results of your property review indicating the date for the open book and board of review.