



Property Record Questionnaire

This questionnaire is necessary to assist the assessor's office in determining the attributes and condition of your property for assessment purposes. Please complete this form and provide any supporting documents to help determine your property's estimated fair market value. Download this form onto your computer; enter the requested information below, save a filled copy, and return the completed form including any supporting documents to the Assessor's office by mail, email to reval@apraz.com, or fax to 920-731-4158

Property Information:

Municipality: _____

Parcel Number: _____

Property Address: _____

I. Provide the following information on your dwelling as of January 1st.

	Bedroom(s)	Full Bath(s)	Half Bath(s)	Fireplace(s)
Quantity				

DWELLING – any building or portion of a building designed or occupied in whole or in part as a place of residence.

BEDROOMS – Refers to the total number of separate rooms designed to be used as bedrooms. If a room was designed to be a bedroom but is being utilized for some other purpose, such as a den, it must be included in this count.

FULL BATHS – Refers to the number of three-fixture bathrooms which include a sink, toilet and bathtub or shower stall.

HALF BATHS – Refers to the number of two-fixture bathrooms including only a sink and toilet.

FIREPLACES & TYPES - Refers to the number of places to have a fire, if the fireplace is wood burning or gas, and if it is functional or not.

II. Check the option below that **BEST** describes the condition rating of each dwelling component.

	Excellent	Good	Average	Fair	Poor
Mechanical System (HVAC, Electrical and Plumbing)					
Kitchen					
Bathroom(s)					
Interior					
Exterior (Roof, Siding & Windows)					

EXCELLENT – Brand new or like new condition; very attractive and or highly desirable.

GOOD – Well maintained, only minor deterioration visible; slightly less attractive and desirable.

AVERAGE – Normal wear and tear is apparent; average attractiveness and desirability.

FAIR – Noticeable deterioration but still usable; rather unattractive and undesirable.

POOR – Definite deterioration is obvious; undesirable and barely usable.

(Over)

III. Check the option below that **BEST** describes the overall condition of your dwelling:

	Excellent	Good	Average	Fair	Poor
Overall Dwelling					

EXCELLENT – Brand new or like new condition; very attractive and or highly desirable.

GOOD – Well maintained, only minor deterioration visible; slightly less attractive and desirable.

AVERAGE – Normal wear and tear is apparent; average attractiveness and desirability.

FAIR – Noticeable deterioration but still usable; rather unattractive and undesirable.

POOR – Definite deterioration is obvious; undesirable and barely usable.

IV. **BASEMENT FINISH:** should have a minimum of **two** of the following items present to be considered finished: *Finished walls*, *Finished flooring*, *Finished ceiling*.

FINISHED BASEMENT AREA: check the percentage of your basement that has finished area; for example, if your basement is 1,500 sq. ft. and 750 sq. ft. are finished, your dwelling has 50% finished basement area.

0% 25% 50% 75% 90% 100% Other %

Does the finished basement area have a walkout door or egress window(s)? **YES** **NO**

Provide any other relevant information regarding your dwelling that we should take into consideration. _____

Property Owner: _____ Date: _____

Phone Number: _____ Email: _____

I hereby affirm that the information provided is true and accurate to the best of my knowledge.

Thank you in advance for taking the time to fill out the questionnaire. If you have any questions or need assistance in completing this form please call 920-749-1995.