

INFORMAL RESIDENTIAL REVIEW FORM

Case # _____

The following information is important for your **informal** review. Please fill out the property information below to the best of your ability, and add comparable assessments and/or recent sales you feel support your case on the back of this sheet. All information provided will be considered by the reviewer and becomes the property of the Assessor's Office.

SECTION I

The following information relates to the subject property and can be obtained from the Property Inventory books or from public information available on the Internet.

Please Print

1. **SECTION, BLOCK & LOT NUMBER** _____
2. **PROPERTY TYPE (one family, two family, etc.)** _____
3. **PROPERTY ADDRESS** _____
4. **NAME AND PHONE # OF PROPERTY OWNER** _____
5. **CURRENT ASSESSMENT** _____
6. **OWNER ESTIMATE OF MARKET VALUE** _____
7. **PROPERTY DESCRIPTION:**
 - A. **STYLE OF HOUSE** _____ (COLONIAL, OLD STYLE, RANCH, ETC.)
 - B. **BUILDING SQUARE FOOTAGE** _____
 - C. **YEAR BUILT** _____
 - D. **SALES INFORMATION** **SALE PRICE** _____ **SALE DATE** _____
8. **INVENTORY CORRECTIONS**

If any information provided by the Assessor regarding your property appears to be incorrect, or there are needed repairs to the property, please provide support for the change. This can be achieved by providing the following information:

- Property Survey
- Photographs of the Property
- Copy of the sales contract or recent appraisal
- Any additional information to support your claim
- Inspection of subject property-interior and/or exterior

INFORMAL RESIDENTIAL REVIEW FORM: SECTION II

Case # _____

A. LIST FOUR COMPARABLE PROPERTIES:

Sale 1. Location _____ S.B.L. _____

Sale Price _____ Sale Date _____
Square Footage _____ Style _____
Condition _____ Additional Features _____
Comments on Sales Comparison _____

Sale 2. Location _____ S.B.L. _____

Sale Price _____ Sale Date _____
Square Footage _____ Style _____
Condition _____ Additional Features _____
Comments on Sales Comparison _____

Sale 3. Location _____ S.B.L. _____

Sale Price _____ Sale Date _____
Square Footage _____ Style _____
Condition _____ Additional Features _____
Comments on Sales Comparison _____

Sale 4. Location _____ S.B.L. _____

Sale Price _____ Sale Date _____
Square Footage _____ Style _____
Condition _____ Additional Features _____
Comments on Sales Comparison _____