

RESIDENTIAL PROPERTY REVIEW

*Please bring this completed form with you to the appointment.*

**RESIDENTIAL PROPERTY REVIEW**

**SECTION 1**

NAME OF PROPERTY OWNER \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

TELEPHONE NUMBER (home) \_\_\_\_\_ (other) \_\_\_\_\_

TAX ACCOUNT (SBL) # \_\_\_\_\_ PROPERTY TYPE \_\_\_\_\_  
1,2,3 family or town home

MAILING ADDRESS & ZIP \_\_\_\_\_

CURRENT ASSESSMENT \_\_\_\_\_

REQUESTED ASSESSMENT \_\_\_\_\_

**SECTION II**

HOME STYLE (check one)

\_\_\_\_ ranch      \_\_\_\_ raised ranch      \_\_\_\_ tri-level      \_\_\_\_ old style  
\_\_\_\_ split      \_\_\_\_ cape      \_\_\_\_ colonial      \_\_\_\_ duplex  
\_\_\_\_ town home      \_\_\_\_ contemporary      \_\_\_\_ other

SQUARE FEET (exterior dimensions) \_\_\_\_\_ YEAR BUILT \_\_\_\_\_

IMPROVEMENTS MADE SINCE PURCHASE (check all applicable)

\_\_\_ pool \_\_\_ garage \_\_\_ fireplace \_\_\_ additions \_\_\_ baths \_\_\_ deck \_\_\_ interior updating \_\_\_ siding  
\_\_\_ finished basement \_\_\_ other (specify) \_\_\_\_\_

PROPERTY INVENTORY

\_\_\_ # of bedrooms \_\_\_ # of bathrooms \_\_\_ total # of rooms \_\_\_ air conditioning (Y or N)  
\_\_\_ fireplace Finished basement \_\_\_ Full \_\_\_ Partial

PENDING PERMITS \_\_\_ yes \_\_\_ no If yes, to be used as \_\_\_\_\_  
size \_\_\_\_\_ cost \_\_\_\_\_

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**SECTION III (RECENT SALE INFORMATION)**

- \_\_\_ A copy of your sales contract and closing statement (if purchased within the last 2 years)
- \_\_\_ A copy of any appraisal, if available.
- \_\_\_ A list of comparable sales sold within the last **2 YEARS** of like style and neighborhood code (use comparable sheets attached).

**SECTION IV - COMPARABLE SALES**

**COMPARABLE SALE ONE**

Location \_\_\_\_\_  
Sale price \_\_\_\_\_ Sale date \_\_\_\_\_  
House style \_\_\_\_\_ Square footage \_\_\_\_\_  
# bedrooms \_\_\_\_\_ #bathrooms \_\_\_\_\_ Additional features: \_\_\_\_\_

**COMPARABLE SALE TWO**

Location \_\_\_\_\_  
Sale price \_\_\_\_\_ Sale date \_\_\_\_\_  
House style \_\_\_\_\_ Square footage \_\_\_\_\_  
# bedrooms \_\_\_\_\_ #bathrooms \_\_\_\_\_ Additional features: \_\_\_\_\_

**COMPARABLE SALE THREE**

Location \_\_\_\_\_  
Sale price \_\_\_\_\_ Sale date \_\_\_\_\_  
House style \_\_\_\_\_ Square footage \_\_\_\_\_  
# bedrooms \_\_\_\_\_ #bathrooms \_\_\_\_\_ Additional features: \_\_\_\_\_

**COMPARABLE SALE FOUR**

Location \_\_\_\_\_  
Sale price \_\_\_\_\_ Sale date \_\_\_\_\_  
House style \_\_\_\_\_ Square footage \_\_\_\_\_  
# bedrooms \_\_\_\_\_ #bathrooms \_\_\_\_\_ Additional features: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of owner(s) or representative

\_\_\_\_\_  
Date

**PLEASE RETAIN A COPY OF ALL SUBMITTED MATERIALS FOR YOUR RECORDS**