

# CITY OF PLATTSBURGH

## Residential Assessment Review Request

### Section 1

1. Name of Property Owner \_\_\_\_\_
  2. Property Address \_\_\_\_\_
  3. Phone number (home) \_\_\_\_\_ (work) \_\_\_\_\_
  4. Section, Block, Lot # \_\_\_\_\_
  5. Mailing address \_\_\_\_\_
  6. New preliminary assessment \_\_\_\_\_
  7. Requested assessment \_\_\_\_\_ Why? \_\_\_\_\_
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### Section 2

1. Home Style: ( ) ranch, ( ) raised ranch, ( ) split level, ( ) old style, ( ) cape, ( ) colonial, ( ) duplex, ( ) town home/condo, ( ) contemporary, ( ) other \_\_\_\_\_
2. Type of property: ( ) single family, ( ) two family, ( ) three family
3. Square footage of the house (exterior dimension) \_\_\_\_\_
4. Year Built \_\_\_\_\_
5. Sales Information: Purchase Price \_\_\_\_\_ Date \_\_\_\_\_
6. List any improvements made to your property since purchase:  
( ) inground pool, ( ) garage, ( ) fireplace, ( ) additions, ( ) baths, ( ) decks,  
( ) interior updating, ( ) siding, ( ) windows, ( ) roof, ( ) finished basement,  
( ) other \_\_\_\_\_
7. Property inventory: number of bedrooms \_\_\_\_\_, number of full baths (3 fixtures) \_\_\_\_\_,  
number of ½ baths (2 fixtures) \_\_\_\_\_, total # of rooms \_\_\_\_\_, fireplace (y or n).
8. Pending Building permits: yes or no. To be used as: \_\_\_\_\_  
size \_\_\_\_\_, cost \_\_\_\_\_.

### Section 3

#### Recommended Supporting Documentation

1. A recent photograph of your property. Front, rear, outbuildings, street.
2. A survey of your property (if available).
3. A copy of your sales contract if purchased within the past 3 years.
4. A copy of any appraisal done on your property within the past 3 years. If you have purchased your property in the last 2 years and have either a mortgage or you have refinanced your property then an appraisal exists on your home. Please include with this review form.
5. If your property is listed for sale, include a copy of your listing agreement.
6. Any additional data that will support your claim.

**Section 4**

List three sales of properties similar to your home. Transfer or closing date of sales cannot be later than July 1<sup>st</sup>.

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 \_\_\_\_\_  
Comment on Sales Comparison \_\_\_\_\_

Sale 3.

Location \_\_\_\_\_ S.B.L. \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

Property Owner's estimate of current market value of property; \$ \_\_\_\_\_.

I certify that all statements made on this application are true and correct to the best of my knowledge and belief.

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_.