

# Informal Assessment Review Application

The following information is important for your informal assessment review. Please fill out the property information (Section 1) to the best of your ability, and add recent comparable property sales (Section 2) you feel support your case. All information provided will be considered by the reviewer.

## SECTION 1

The following information relates to the subject property and can be obtained from the owner's knowledge of the property, the Town's website or from public information on the internet.

1. Section, Block & Lot (SBL) Number: \_\_\_\_\_
2. Property Type (One, Two or Three Family, Commercial): \_\_\_\_\_
3. Property Address: \_\_\_\_\_
4. Name & Phone Number of Property Owner: \_\_\_\_\_
5. Current Preliminary Assessment: \$ \_\_\_\_\_
6. Requested Assessment: \$ \_\_\_\_\_
7. Reason (s) Requesting Reduced Assessment: \_\_\_\_\_

\_\_\_\_\_  
(attach any additional information)

8. Property Description:
  - a. Style of House: \_\_\_\_\_ (Colonial, Ranch, Split, Old Style, Apartment)
  - b. If Multi-Family, number of residential units / monthly rent : # of Units: \_\_\_\_\_ Rent: \_\_\_\_\_
  - c. Building Square Footage: \_\_\_\_\_
  - d. Year Built: \_\_\_\_\_
  - e. Prior Sales Information: Sale Price: \_\_\_\_\_ Sale Date: \_\_\_\_\_
  - f. Land Size: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Or Acres: \_\_\_\_\_
9. Inventory corrections - Is there information on your property record that differs from what actually is on your property.

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If any information provided by the assessor regarding your property appears to be incorrect, or there are condition issues with you property that impact your value, please provide support with attachments. This can include:

- Photographs of property
- If for sale, a copy of recent real estate listing on property
- Recent appraisal of the property
- Any other additional information to support your claim

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## SECTION 2

### LIST 4 COMPARABLE PROPERTIES THAT HAVE SOLD RECENTLY IN YOUR AREA / NEIGHBORHOOD

1. ADDRESS: \_\_\_\_\_ SBL #: \_\_\_\_\_  
SALE PRICE: \_\_\_\_\_ SALE DATE: \_\_\_\_\_  
YEAR BUILT: \_\_\_\_\_ STYLE: \_\_\_\_\_ SFLA: \_\_\_\_\_  
LAND SIZE: \_\_\_\_\_ PUBLIC OR PRIVATE SEWER: \_\_\_\_\_  
ANY COMMENTS ON COMPARALBE: \_\_\_\_\_

USE ADDITIONAL PAGES IF NEEDED

2. ADDRESS: \_\_\_\_\_ SBL #: \_\_\_\_\_  
SALE PRICE: \_\_\_\_\_ SALE DATE: \_\_\_\_\_  
YEAR BUILT: \_\_\_\_\_ STYLE: \_\_\_\_\_ SFLA: \_\_\_\_\_  
LAND SIZE: \_\_\_\_\_ PUBLIC OR PRIVATE SEWER: \_\_\_\_\_  
ANY COMMENTS ON COMPARALBE: \_\_\_\_\_

USE ADDITIONAL PAGES IF NEEDED

3. ADDRESS: \_\_\_\_\_ SBL #: \_\_\_\_\_  
SALE PRICE: \_\_\_\_\_ SALE DATE: \_\_\_\_\_  
YEAR BUILT: \_\_\_\_\_ STYLE: \_\_\_\_\_ SFLA: \_\_\_\_\_  
LAND SIZE: \_\_\_\_\_ PUBLIC OR PRIVATE SEWER: \_\_\_\_\_  
ANY COMMENTS ON COMPARALBE: \_\_\_\_\_

USE ADDITIONAL PAGES IF NEEDED

4. ADDRESS: \_\_\_\_\_ SBL #: \_\_\_\_\_  
SALE PRICE: \_\_\_\_\_ SALE DATE: \_\_\_\_\_  
YEAR BUILT: \_\_\_\_\_ STYLE: \_\_\_\_\_ SFLA: \_\_\_\_\_  
LAND SIZE: \_\_\_\_\_ PUBLIC OR PRIVATE SEWER: \_\_\_\_\_  
ANY COMMENTS ON COMPARALBE: \_\_\_\_\_

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Based on the sale of the above properties, I believe that the ESTIMATED FULL MARKET VALUE FOR THE SUBJECT PROPERTY as of MARCH 1ST is \$ \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_