

## **TOWN OF LANCASTER**

### **COMMERCIAL REVIEW APPLICATION**

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** \_\_\_\_\_
3. **PROPERTY ADDRESS** \_\_\_\_\_
4. **NAME AND PHONE # OF PROPERTY OWNER** \_\_\_\_\_
5. **NEW PRELIMINARY ASSESSMENT** \_\_\_\_\_
6. **REQUESTED ASSESSMENT** \_\_\_\_\_
7. **WHY?** \_\_\_\_\_
8. **PROPERTY DESCRIPTION:**
  - A. **PROPERTY USE** \_\_\_\_\_ **YEAR BUILT** \_\_\_\_\_
  - B. **ACTUAL RENTABLE AREA** \_\_\_\_\_
  - C. **BUILDING SQUARE FOOTAGE** \_\_\_\_\_ (exterior dimensions)
  - D. **IMPROVEMENTS SINCE PURCHASE** \_\_\_\_\_
  - E. **PENDING PERMITS** \_\_\_yes\_\_\_no\_\_\_ **SIZE** \_\_\_\_\_ **COST** \_\_\_\_\_
  - F. **PRIOR SALES INFORMATION**    **SALE PRICE** \_\_\_\_\_ **SALE DATE** \_\_\_\_\_
9. **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

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## **SECTION II**

**Please Print**

### **LIST FOUR COMPARABLE PROPERTIES (recent sales or assessments)**

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 \_\_\_\_\_

**Based on the sale of the above properties, I believe that the estimated FULL MARKET VALUE for the subject property as of January 1, 20\_\_ is \_\_\_\_\_.**

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

**Signature of Owner**

**Date**