



Property Summary Sheet

 Appeal Year

 Town

 Appeal Number

 Property Index Number(s)

 Owner / Taxpayer

 Property Index Number(s)

 Owner's Mailing Address

 Property Street Address

 City

 State

 Zip

 City

 State

 Zip

 Daytime Phone Number

 Township

 Email Address

Property Class _____

Documentation *REQUIRED* for all Industrial / Commercial Appeals:

- Appeal Form
- Property Summary Sheet
- Owner Lessee Verification
- Field Check Request
(must be requested within the 30 day filing deadline as well as)
 - Current Year Notarized Vacancy Affidavit
and
 - Current Year Rent Roll or Income

Other Relevant Documentation

- Appraisal
and
- Appraisal Summary Sheet
- Income and Expense Statements
(required if not 100% owner occupied)
 Year _____ , _____ , _____

Other Relevant Documentation (continued)

- Rent Roll *(required if not 100% owner occupied)*
- Lease(s)
- Sales Questionnaire *(required if purchased in the last 5 years)*
- Closing Statement
- Real Estate Sales Contract
- Real Estate Transfer Declaration
- Recorded Deed
- Vacancy Affidavit
- Vacancy Affidavit *(required if 10 or more stories)*
- Witness Affidavit
- Demolition Affidavit
- Demolition Bill / Receipt

Other Documents Not Listed:



Property Summary Sheet

ACTUAL INCOME

	2019	2018	2017
Apartment Income _____	_____	_____	_____
Commercial Income _____	_____	_____	_____
Total Income _____	_____	_____	_____
Expenses _____	_____	_____	_____
Net Income _____	_____	_____	_____

REPRESENTATIVE'S ANALYSIS

Income _____	Owner Occupied? (<i>check one</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No
Expenses _____	
Net Income _____	Occupied SF _____
Cap Rate _____	
Market Value _____	

	Number of Apartments	Number of Rooms	Rent per Apartment	
			Low	High
Studios _____	_____	_____	_____	_____
One Bedroom _____	_____	_____	_____	_____
Two Bedrooms _____	_____	_____	_____	_____
Three Bedrooms _____	_____	_____	_____	_____
____ Bedrooms _____	_____	_____	_____	_____
Total _____	_____	_____		

Apartment SF

Commercial SF

Gross Building SF

Number of
Commercial Units