

# COMMERICAL 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

1. Section, block & lot number \_\_\_\_\_
2. Property type (one family, two family, etc.) \_\_\_\_\_
3. Property address \_\_\_\_\_
4. Name of property owner \_\_\_\_\_
5. New preliminary Assessment \_\_\_\_\_
6. Requested Assessment \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Property Description:
  - A. Property use \_\_\_\_\_ Year Built \_\_\_\_\_
  - B. Building square footage \_\_\_\_\_ Actual Rentable area \_\_\_\_\_
  - C. Improvements since purchase \_\_\_\_\_
  - D. Pending Permits  Yes  No      Size \_\_\_\_\_ Cost \_\_\_\_\_
  - E. Prior sales information:    Sale Date \_\_\_\_\_    Sale Price \_\_\_\_\_

9. Inventory corrections:

If any information provided by the Assessor's Office 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 property
- Copy of sales contract or recent appraisal
- Any additional information to support your claim

TOWN OF POLAND

**COMMERCIAL REVIEW APPLICATION**

**SECTION II**

A. LIST FOUR COMPARABLE PROPERTIES (RECENT SALES OR ASSESSMENTS)

1. Location \_\_\_\_\_ SBL \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional features \_\_\_\_\_  
Comments on sales comparison:

2. Location \_\_\_\_\_ SBL \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional features \_\_\_\_\_  
Comments on sales comparison:

3. Location \_\_\_\_\_ SBL \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional features \_\_\_\_\_  
Comments on sales comparison:

4. Location \_\_\_\_\_ SBL \_\_\_\_\_  
Sale Price \_\_\_\_\_ Sale Date \_\_\_\_\_  
Square footage \_\_\_\_\_ Style \_\_\_\_\_  
Condition \_\_\_\_\_ Additional features \_\_\_\_\_  
Comments on sales comparison:

Based on the above properties, I believe the estimated full market value for the subject property 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