	Subject (your house)	Comp #1	Comp #2	Comp #3	Comp #4
Parcel number	·				
Address					
Proximity to subject		٠.			
Location (subdivision)					
Lot Size					-
Design					
Exterior construction				f*	
Age of property					
Condition	-				
No. of bathrooms					
No. of bedrooms	· .				
Total room count				•	
Living area					
Basement/finished basement rooms				•	,
Air conditioning					·
Heating					
Fireplace					~
Garage/car port					
Other improvements					
Sale price	·				
Sale price per square foot			·		
Date of sale					
Land assessment			-		
Improvement assessment					
Total assessment					
Assessment per square foot					
(Impr. assessment ÷ square footage)	:				

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INSTRUCTIONS FOR SECTION II

PIN # - Permanent parcel index number.

Address - Address of property complaint is being filed on and address of comparables.

Proximity to subject - How far comparable is from property in blocks or miles.

Location (subdivision) - List subdivision or area where property is located.

Lot size - Dimensions of land property is located on.

Design - (example: one story, one and one half story, two story, bi-level, tri-level, etc.)

Exterior Construction - (example: wood frame, brick, stone, concrete, stucco, etc.)

Age of Property - Age of primary structure - using approximate year it was built.

Condition - (example: excellent, good, fair, average, poor, very poor, or unsound) of structure.

No. of bathrooms - Number of bathrooms in primary structure. (example: one, one and half, two, etc.)

No. of bedrooms - Number of bedrooms in primary structure.

Total room count - Total number of rooms excluding bathrooms.

Living area - Total square feet of primary structure (exclude garage, storage building, etc.)

Basement/Finished basement rooms - Slab, partial, full, half etc. - finished number of rooms.

Air Conditioning - Yes or No. If yes, central or window.

Heating - What type? Gas, electric, etc.

Fireplace - Yes or No

Garage/Carport - Yes or No. If yes, attached, detached, one car, two car, etc.

Sale Price - Price paid for your property and each comparable.

Sale price per square foot - Sale price divided by total square feet living area.

Date of Sale - Date property was purchased.

Land assessment - Assessed value of land determined by Board of Review.

Improvement assessment - Assessed value of house, garages, buildings, etc. determined by Board of Review.

Total Assessment - Sum of land and buildings.

Assessment per square foot - Improvement assessment divided by total square feet living area.