

# Procedures For Filing Industrial / Commercial Appeals

## Initiate an Appeal:

Appeal Form*	Completed & Signed	Required
Owner / Lessee Verification Form*	Notorized	Required
Field Check Requested*		Required
Document Schedule		Recommended
Property Summary Sheet	Completed & Signed	

## Additional Documentation:

(someone other than owner filing)

Apt 3-13, 3-14, 3-15  
 or Apt/Com 3-18  
 or Ind/Com 5 Class

### MARKET VALUE ANALYSIS

Owner Occupied Property	Leased Property
<b>Relevant</b> Sales Comparables along with Letter of value for properties with a market value of \$500,000 or less or Sales comparables along with an appraisal (limited or full) & appraisal summary sheet (signed)	<b>Required</b> *Income and Expense Statement Affidavit (notarized) *3 yrs of Income Statements (choose from list below) *IRS Schedule E *IRS Schedule 8825 OR Lease Rent Roll (notarized) Appraisal Appraisal Summary Sheet (signed)

### SALE

(Sale price within 5 years)	<b>Required</b> *Sales Questionnaire (signed) *Closing Statement Purchase Contract Real Estate Transfer Declaration Recorded Deed	<b>Required</b> <b>Relevant</b> <b>Relevant</b> <b>Relevant</b>
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### VACANCY

(100% or partial vacancy)	<b>Required</b> *Vacancy Affidavit (notarized) *Field Check requested on appeal *Rent roll (notarized) (required for leased property) Lease(s) Certificate of Occupancy	<b>Relevant</b> <b>Relevant</b>
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### DEMOLITION

<b>Required</b> *Demolition Affidavit (notarized) <b>Relevant</b> Building Permit Demolition Paid Receipt
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\* Refers to Required Forms

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#### Certificate of Error (C/E)

\*Income and Expense Affidavit  
 \*Income Statement for each C of E year specified  
 or other relevant data listed above.  
 (I.E. Letter of Value, Appraisal)

#### Certificate of Error (C/E)

\*Closing Statement or other Relevant data listed above

#### Certificate of Error (C/E)

\* 1, Owner & 2 Witness Notorized Affidavit  
 Note: Specify pertinent facts for specific time frame: (I.E. 1/1/03 thru 12/31/05)  
 SF / Units: (# Vacant / # Total)

#### Certificate of Error (C/E)

\*Demolition Affidavit from owner  
 \*Witness Affidavit  
 Demolition paid receipt  
 Letter from city