

## INSPECTION PERIOD /APPEALS CHECKLIST

### Types of supporting documentation needed when requesting a conference with the PVA:

#### FOR RESIDENTIAL PROPERTIES:

- Recent Appraisal - An appraisal with a date no earlier than January 1, 2014 by a licensed appraiser, including appraisals done for refinancing purposes (**At a minimum the first 5 pages**)
- Comparable Real Estate Sales – Recent sales in close proximity to your home with similar characteristics, i.e. design, style, size, and age  
**\*Foreclosures or Lender Owned properties are not considered valid comparable sales\***
- Comparative Market Analysis (CMA) performed by a realtor
- Current realtor listings in your subdivision or immediate area
- For homes less than 10 years old, estimated cost of construction or replacement cost
- For remodels or rehabs, list of cost of improvements
- Authorization letter if you are representing the current owner
- Active Homeowners Insurance Policy
- Any additional documentation you feel would be helpful in determining the assessment of your property

#### FOR COMMERCIAL PROPERTIES:

- Recent Appraisal - An appraisal with a date no earlier than January 1, 2014 by a Certified Commercial Appraiser.  
**(The entire Appraisal)**
- Rent roll, if applicable
- Income and Expense for Income Appraisal Method
- Pro Forma Analysis Worksheet
- Comparable Real Estate Sales
- Estimated cost of construction or replacement cost
- For remodels or rehabs, list of cost of improvements
- Authorization letter (LOA) if you are representing the property owner
- Any additional documentation you feel would be helpful in determining the assessment of your property

<p>This information can be faxed, (859-334-2126) emailed to (<a href="mailto:appeals@boonecountyky.org">appeals@boonecountyky.org</a>) or delivered to the PVA Attn % Pat Valentine @ 2950 Washington St; Burlington, KY 41005.</p>
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