

# INSPECTION PERIOD /APPEALS CHECKLIST

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

## **FOR RESIDENTIAL PROPERTIES:**

- Recent Appraisal - An appraisal that was completed in the last 18 months 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 showing that it was performed within the last 18 months 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

**This information can be faxed, (859-334-2126) emailed ([appeals@boonecountyky.org](mailto:appeals@boonecountyky.org))**

**Or delivered to the**

**PROPERTY VALUATION ADMINISTRATION @ 2950 Washington St; Burlington, KY 41005.**