

SBL: _____

**CITY OF LACKAWANNA
2017 GRIEVANCE DAY APPOINTMENT**

DATE: _____ **TIME:** _____

Dear Property Owner or Property Representative:

Applications must be submitted to the Assessor's Office by January 12, 2016 for a scheduled appointment. Please file in Duplicate with the City Assessor's Office.

RESIDENTIAL PROPERTIES

In order to present a more effective application, the Board of Assessment Review suggests that you provide the following information:

- A picture of your home in the last six months
- Pictures of any comparable properties that are similar to your property, along with their sale prices and date of sale.
- Recent sales of comparable properties (include sale date, number of bedrooms, bath square footage and location)
- A survey of your property
- A copy of any appraisals within the past 3 years
- A copy of the contract of sale and certified closing statement of your property if purchased within the last five years

COMMERCIAL PROPERTIES

Please be advised that failure to provide the information requested will be considered will full neglect and will result in the dismissal of your complaint.

- Survey
- Current Rent Roll
- Copies of all leases and sublease currently in effect
- Income and Expense statements for the last three years
- Gross Sales for each of the last three years
- Construction costs including "soft cost"
- Copies of all mortgage agreements
- Amount of property insurance coverage
- Copies of appraisals of entire or any parts of subject property, done for any reason in the last three years
- Any data relied upon to arrive at your estimate of value and provide a written explanation of the method used
- List of any capital improvements done in the last three years
- Copies of any purchase agreements or listing agreement in the last three years
- Comparable sales you rely upon (please include sale date, sale price, style and size)

PLEASE NOTE THAT THIS INFORMATION, ONCE PRESENTED, BECOMES THE PROPERTY OF
THE BOARD OF ASSESSMENT REVIEW.

PLEASE RETAIN COPIES FOR YOUR RECORDS

Sincerely

Board of Assessment Review