



TOWN OF QUEENSBURY

COMMERCIAL REVIEW APPLICATION

The following information is important for your informal review. Please fill out the property information below to the best of your ability, and add comparable assessments and/or recent sales you feel support your case on the back of this sheet. All information provided will be considered by the reviewer and becomes the property of the Assessors' Office.

SECTION I

The following information relates to the subject property and can be obtained from the Property Inventory books or from public information available on the Internet.

Please Print

1. Section, Block & Lot Number (S.B.L.) _____
2. Property Type _____
3. Property Address _____
4. Name and Phone # of Property Owner _____

5. New Tentative Assessment _____
6. Requested Assessment _____
7. Why? _____
8. Property Description:
 - a. Property use _____ Year built _____
 - b. Actual rentable area _____
 - c. Lease Info _____
 - d. Income & Expense Info _____
 - e. Building square footage _____ (exterior dimensions)
 - f. Improvements Since Purchase _____
 - g. Pending permits ___ yes ___ no Size _____ Costs _____
 - h. Prior sales information Sale Price _____ Sale Date _____
9. Inventory corrections

If any information provided by the Assessor regarding your property appears to be incorrect, or there are needed repairs to the property, please provide support for the change. This can be achieved by providing the following information:

- Property survey
- Photographs of the property
- Copy of the sales contract or recent appraisal
- Any additional information to support your claim

COMMERCIAL REVIEW APPLICATION SECTION II

Please Print

LIST FOUR COMPARABLE PROPERTIES (recent sales or assessments)

| | | |
|---------------|----------------|---------------------|
| Sale 1 | Location | S.B.L. |
| | Sale Price | Sale Date |
| | Assessed Value | |
| | Square Footage | Style |
| | Condition | Additional Features |

Comments on Sales Comparison

| | | |
|---------------|----------------|---------------------|
| Sale 2 | Location | S.B.L. |
| | Sale Price | Sale Date |
| | Assessed Value | |
| | Square Footage | Style |
| | Condition | Additional Features |

Comments on Sales Comparison

| | | |
|---------------|----------------|---------------------|
| Sale 3 | Location | S.B.L. |
| | Sale Price | Sale Date |
| | Assessed Value | |
| | Square Footage | Style |
| | Condition | Additional Features |

Comments on Sales Comparison

| | | |
|---------------|----------------|---------------------|
| Sale 4 | Location | S.B.L. |
| | Sale Price | Sale Date |
| | Assessed Value | |
| | Square Footage | Style |
| | Condition | Additional Features |

Comments on Sales Comparison

Based on the sale of the above properties, I believe that the estimated FULL MARKET VALUE for the subject property is _____.

I certify that all statements made on this application are true and correct to the best of my knowledge and belief.

Signature of Owner

Date