

COMMERCIAL REVIEW APPLICATION 20__

Return completed form: City of Hornell Assessor's Office, 82 Main St,
P.O. Box 627, Hornell, NY 14843 - Before January 1st

SECTION I

1. NAME OF PROPERTY OWNER _____
2. PROPERTY LOCATION _____
3. TELEPHONE NUMBER _____ EMAIL ADDRESS _____
4. SECTION, BLOCK & LOT NUMBER _____
5. MAILING ADDRESS _____
6. CURRENT ASSESSMENT _____
7. REQUESTED ASSESSMENT _____
8. TYPE OF PROPERTY _____

SECTION II

1. SALES INFORMATION- Purchase Price _____ Date _____
2. PROPERTY USE _____
3. SQUARE FOOTAGE OF BUILDING (Exterior Dimensions) _____
4. ACTUAL RENTABLE AREA _____
5. LIST ANY IMPROVEMENTS MADE TO YOUR PROPERTY SINCE PURCHASE: _____

6. ATTACH SKETCH OF BUILDING(S) _____
7. PENDING PERMITS: yes() no() size _____ cost _____

SECTION III

REQUIRED INFORMATION

1. A RECENT PHOTOGRAPH OF YOUR PROPERTY
2. A SURVEY OF YOUR PROPERTY (If land size is disputed)
3. A COPY OF THE BUILDING CERTIFICATE OF OCCUPANCY FOR EACH UNIT
4. A COPY OF YOUR SALES CONTRACT (If purchased in the last 5 years)
5. A COPY OF ANY APPRAISAL COMPLETED ON YOUR PROPERTY (within the last 5 years)
6. A COPY OF ALL LEASES AND A SUMMARY OF LEASE INFORMATION (which includes who pays utilities)
7. A LIST OF TENANTS AND RESPECTIVE RENTS
8. A COPY OF INCOME AND EXPENSE INFORMATION (last 3 years)
9. INCLUDE PHOTOGRAPHS OF FOUR COMPARABLE SALE PROPERTIES (see following pages)

*Retain a copy for your records

*Property assessment data on-line <http://www.steubencony.org/pages.asp?PID=86>

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SECTION IV VALUE CONCLUSION

The four comparable sale properties selected were the most recent sales and are the best indicators of the market value of the subject property. Based on the four comparable sales, I believe the estimated FULL MARKET VALUE for the subject property as of January 1, 20__ is _____.

The property which sold that is most comparable to 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.

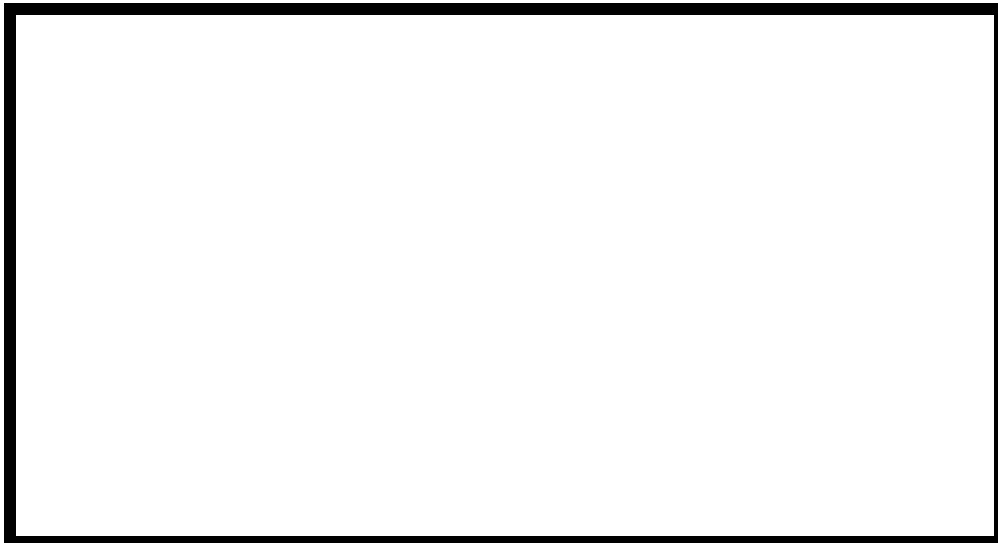
Signature of owner or representative

Date

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82 Main Street, P.O. Box 627, Hornell, NY 14843

Before January 1, 20__



Picture of Subject Property

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COMPARABLE SALE ONE

Location:_____

Section, Block & Lot Number:_____

Sale Price:_____

Sale Date:_____

Use: _____

Square Footage: _____

Condition:_____

Additional Features:_____

Comments on Sales Comparison:_____

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COMPARABLE SALE TWO



Location:_____

Section, Block & Lot Number:_____

Sale Price:_____

Sale Date:_____

Use: _____

Square Footage: _____

Condition:_____

Additional Features:_____

Comments on Sales Comparison:_____

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COMPARABLE SALE THREE

Location:_____

Section, Block & Lot Number:_____

Sale Price:_____

Sale Date:_____

Use: _____

Square Footage: _____

Condition:_____

Additional Features:_____

Comments on Sales Comparison:_____

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COMPARABLE SALE FOUR

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Location: _____

Section, Block & Lot Number: _____

Sale Price: _____

Sale Date: _____

Use: _____

Square Footage: _____

Condition: _____

Additional Features: _____

Comments on Sales Comparison: _____
