

Land Description (frontage, depth, and acreage) _____

Owner Name _____ Property Class Code _____

Property Address _____

4. Owner or Agent to be Contacted to Arrange for On-Site Inspection of Property

Name _____ Title _____

Address _____ Telephone No. () _____

5. Additional Information, if available [Copies of local property records or inventory printouts are acceptable]

- a. Sales History – Ten (10) year subject sale information.
- b. Physical Description – all structures sketched with dimensions (plot plan, if available).
- c. Comparable Sale Information – list inventory and sale information of properties similar to subject property which have sold in the last ten (10) years. List any data used for valuing land.
- d. All income, expense or rental information for last three (3) years, if available.

6. Comments/Remarks: _____

Send completed request form and any additional information to the Regional Office servicing your municipality:

Regional Director Western Region NYS Department of Taxation & Finance Office of Real Property Tax Services Genesee County Building No. 2 3837 West Main Road Batavia, NY 14020
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Regional Director Southern Region NYS Department of Taxation & Finance Office of Real Property Tax Services 263 Route 17K Suite 2001 Newburgh, NY 12550-8356
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Regional Director Northern Region NYS Department of Taxation & Finance Office of Real Property Tax Services WA Harriman State Campus Building 8, 6 th Floor Albany, NY 12227

Regional Director Central Region NYS Department of Taxation & Finance Office of Real Property Tax Services 401 So. Salina Street – 5 th Floor Syracuse, NY 13202
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