PROPERTY RECORD - COMMERCIAL

County	Township/City	Property Owner Number	Parcel Identification Number

Legal Description, Address, and Owner

Legal Description		
Property Address	Property Owner(s)	Owner(s) Address

Classification, Status, and Zoning

Property Classification	Does Exemption Apply? ☐ Yes ☐ No	If Yes, Type of Exemption	Zoning Code

Assessment Information

Year	Commercial Land Value	Commercial Building Value	Total Commercial Value	Credits	Total Commercial Value After Credits	Other Property Classifications on Parcel
						☐ Agricultural ☐ Residential
						☐ Agricultural ☐ Residential
						☐ Agricultural ☐ Residential
						☐ Agricultural ☐ Residential

Sale Information

Date Amount	Date Amount	Date Amount	Date Amount

Building Permits

Permit Date	Purpose	Construction Cost	Inspection Date

Site Description

Square Feet	Width in Feet	Depth in Feet	Acres

Site Improvements

☐ City Water   ☐ Well Water   ☐ Septic System   ☐ Underground Sprinkler System
☐ Rural Water   ☐ City Sewer   ☐ Landscaping   ☐ Other _____

Street/Road

☐ Paved   ☐ Gravel   ☐ Curbs   ☐ Street Lights   ☐ Other _____

Building Information

Story Description

Number of Stories	_____
Average Story Height	_____
Finished Ceiling Height	_____

Occupancy Type

☐ Duplex	_____%
☐ Apartment	_____%
☐ Hotel	_____%
☐ Retail Store	_____%
☐ Restaurant	_____%
☐ Church	_____%
☐ School	_____%
☐ Theater	_____%
☐ Auditorium	_____%
☐ Office	_____%
☐ Medical Building	_____%
☐ Public Building	_____%
☐ Garage	_____%
☐ Warehouse	_____%
☐ Industrial	_____%
☐ Farm Building	_____%
☐ Other _____	_____%
☐ Single Tenant	
☐ Multi-tenant	
☐ Vacant	
☐ Other _____	

Building Areas (excluding basement)

Total Building Square Feet	_____
Average Square Feet Per Story	_____

Basement

Total Square Feet	_____
Finished Square Feet	_____
☐ Full	☐ Crawl Space
☐ Partial	☐ Other _____

Year Built

_____

Effective Age

_____

Condition

☐ Poor	☐ Good
☐ Average	☐ Excellent

Quality of Construction

☐ Poor	☐ Good
☐ Average	☐ Excellent

Electrical

☐ Rigid Conduit	☐ Non-Metallic
☐ Flexible Conduit	☐ Other _____

Plumbing

☐ Bathtub	# _____
☐ Toilet	# _____
☐ Shower	# _____
☐ Urinal	# _____
☐ Drinking Fountain	# _____
☐ Floor Drain	# _____
☐ Sink	# _____
☐ Other	# _____
Total Number of Fixtures	_____

Water Heaters and Softeners

☐ Water Heater	# _____
☐ Water Softener	# _____

Heating/Cooling

☐ Forced Air	_____%
☐ Hot Water	_____%
☐ Wall Heater	_____%
☐ Natural Gas	_____%
☐ Electric	_____%
☐ Oil	_____%
☐ Solar	_____%
☐ Space Heater	_____%
☐ Geothermal	_____%
☐ Central A/C	_____%
☐ Wall Unit	_____%
☐ None	_____%
☐ Other _____	_____%

Exterior Walls

☐ Brick	_____%
☐ Aluminum	_____%
☐ Stucco	_____%
☐ Stone	_____%
☐ Concrete	_____%
☐ Shingles	_____%
☐ Masonite	_____%
☐ Wood Siding	_____%
☐ Steel Siding	_____%
☐ Vinyl Siding	_____%
☐ Insulated	_____%
☐ Other _____	_____%

Foundation

☐ Poured Concrete	☐ Slab
☐ Concrete Block	☐ Wood
☐ Brick	☐ Drain Tile
☐ Waterproofing	☐ Other _____

Frame

☐ Steel	☐ Wood
☐ Concrete	☐ Other _____

Roof

☐ Concrete Beam	_____%
☐ Concrete Shell	_____%
☐ Steel Joists	_____%
☐ Steel Deck	_____%
☐ Wood Joists	_____%
☐ Asphalt Shingle	_____%
☐ Wood Shingle	_____%
☐ Composition Roll	_____%
☐ Metal	_____%
☐ Insulated	_____%
☐ Other _____	_____%

Garage

☐ Attached	☐ Detached

Parking

☐ Paved	☐ Ramp
☐ Gravel	☐ Underground
☐ Other _____	

Fire Protection

☐ Smoke Alarms
☐ Heat Alarms
☐ Sprinkler Systems
☐ Other _____

Elevators

☐ Freight Elevator
☐ Passenger Elevator
☐ Escalator
☐ Moving Walkway
☐ Other _____

Map/Sketch

Photograph

Additional Notes *(attach additional sheets as necessary)*

Introduction

All property records should contain certain information in order to provide documentation of data affecting property valuation and to provide consistency throughout a jurisdiction whether the jurisdiction is a township, city, or county.

All commercial property records must contain the following:

* Parcel Identification Number
* Legal Description
* Property Address
* Parcel Owner Name
* Property Owner Address

* Property Classification
* Application of Exemption and Type
* Commercial Land and Building Value
* Parcel Size
* Building Size

* Building Story Description
* Building Occupancy
* Building Age
* Building Sketch and Photograph

How to Complete

Enter the name of the county within which the property is located. Then enter the name of the township, if organized, or city within which the property is located. If the property is located within an unorganized township, enter "Unorganized" or "Commissioner District." If your taxation program assigns a number to identify property owners, this number may be entered in the "Property Owner Number" field. If there is a unique number that identifies the specific parcel for this property record, enter the number in the "Parcel Identification Number" field.

Legal Description, Address, and Owner

Legal Description: Enter the legal description of the property. The legal description is a formal description of the property that allows the property to be located and identified by reference to lot and block numbers, metes and bounds descriptions, the United States Public Land Survey System, or other descriptive references.
Property Address: Enter the street address as assigned by the jurisdiction in which the property is located.
Property Owner(s): Enter the name of the current owner(s) of the property.
Owner(s) Address: Enter the current or last known mailing address of the property owner(s).

Classification, Status, and Zoning

Property Classification: Enter "Commercial" for the property listed on this record.
Does Exemption Apply?: Check "yes" if the property or owner is eligible for an exemption. If no exemption applies, check "no."
If Yes, Type of Exemption: If "yes" was checked in the previous field, identify the exemption or applicable statute.
Zoning Code: If your jurisdiction uses zoning codes, enter the code in this field.

Assessment Information

Year: Enter the year of the assessment history.
Commercial Land Value: Enter the value of the commercial land on the property.
Commercial Building Value: Enter the value of the commercial buildings on the property.
Total Commercial Value: Enter the total commercial value for the property. This value is calculated by adding the commercial land value to the commercial building value.
Credits: Enter the true and full value of any credits that may be applied to the commercial property.
Total Commercial Value After Credits: Enter the commercial value after credits. This value is calculated by subtracting the credits from the total commercial value.
Other Property Classifications on Parcel: If the property listed on this record also contains agricultural or residential property, an agricultural or residential property record must be completed for those property classifications.

Sale Information

Date: Enter the date of the transfer, transaction, or purchase agreement.

Amount: Enter the sales price of the real property.

Building Permits

Permit Date: Enter the date the permit was acquired.

Purpose: Enter a description of the improvement to the property for which the permit was granted.

Construction Cost: Enter the construction costs as stated on the permit.

Inspection Date: Enter the date the permitted work was inspected by the assessment official.

Site Description

Enter the total square feet, width, depth, and acreage of the commercial property.

Site Improvements

Check the corresponding boxes for any site improvements that are located on the property. Additional site improvements that are not identified on the property record may be listed in the "Other" field.

Street/Road

Check the corresponding boxes to describe the characteristics of the street or road surrounding the property. Additional characteristics that are not identified on the property record may be listed in the "Other" field.

Building Information

Check the corresponding boxes for all items applicable to the building located on the property. If a building characteristic of the property does not match an item listed in this section, that characteristic may be entered in the "Other" fields. Any applicable numbers, percentages, or years in this section may be entered on the corresponding blank lines. If more than one commercial building is located on the property, print an additional page two of the commercial property record to record the characteristics of the second structure. Combine the value of all commercial structures located on the property when entering the "Commercial Building Value" on page one of this property record.

Map/Sketch

Include a map or sketch of the property.

Photograph

Include a photograph of the property.

Additional Notes

This space may be used to list additional information pertinent to the property or the valuation of the property that is not provided for on the property record. For instance, whether or not the building is ADA compliant could be noted in this space, or whether a cost approach, sales comparison approach, or an income approach was used when valuing the property.