PROPERTY RECORD - RESIDENTIAL

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

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	☐ Pool	☐ Underground Sprinkler System
☐ Rural Water	☐ City Sewer	☐ Shed	☐ Tennis Court	☐ Other _____

Street/Road

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

Building Information

Story Description
- ☐ 1 Story
- ☐ 2 Story
- ☐ 3 Story
- ☐ Modular
- ☐ Bi-level
- ☐ Split Level
- ☐ Mobile
- ☐ Other _____

Occupancy Type
- ☐ Single Family
- ☐ Duplex
- ☐ Condominium
- ☐ Townhouse
- ☐ Other _____

Number of Bedrooms _____

Total Number of Rooms _____

Building Areas in Square Feet
(excl. basement)

1st Floor Area: _____
2nd Floor Area: _____
3rd Floor Area: _____
Total Building Area: _____

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

- ☐ Poured Concrete
- ☐ Concrete Block
- ☐ Brick
- ☐ Slab
- ☐ Tile
- ☐ Other _____

Year Built _____

Effective Age _____

Condition
- ☐ Poor
- ☐ Average
- ☐ Good
- ☐ Excellent

Quality of Construction
- ☐ Poor
- ☐ Average
- ☐ Good
- ☐ Excellent

Number of Bathrooms
- ☐ Full Bath   #_____
- ☐ Three-Quarter Bath   #_____
- ☐ Half Bath   #_____

Total Number of Plumbing Fixtures _____

Heating/Cooling
- ☐ Forced Air
- ☐ Hot Water
- ☐ Wall Heater
- ☐ Natural Gas
- ☐ Electric
- ☐ Oil
- ☐ Central A/C
- ☐ Wall Unit
- ☐ None
- ☐ Other _____

Fireplace
- ☐ Wood Burning
- ☐ Gas
- ☐ Electric
- ☐ 2 sided
- ☐ None
- ☐ Other _____

Porch
Total Square Feet: _____
- ☐ Open
- ☐ Enclosed

Exterior Walls
- ☐ Brick   _____%
- ☐ Aluminum   _____%
- ☐ Stucco   _____%
- ☐ Stone   _____%
- ☐ Concrete   _____%
- ☐ Shingles   _____%
- ☐ Masonite   _____%
- ☐ Wood Siding   _____%
- ☐ Steel Siding   _____%
- ☐ Vinyl Siding   _____%
- ☐ Other _____ _____%

Roof
- ☐ Gable
- ☐ Mansard
- ☐ Gambrel
- ☐ Hip
- ☐ Flat
- ☐ Shed
- ☐ Asphalt Shingle
- ☐ Wood Shingle
- ☐ Composition Roll
- ☐ Metal
- ☐ Other _____

Garage
- ☐ Attached   _____ Sq. Ft.
- ☐ Detached   _____ Sq. Ft.
- ☐ Additional Garage

Map/Sketch

Photograph

Additional Notes *(attach additional sheets as necessary)*

Instructions

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 residential property records must contain the following:

* Parcel Identification Number
* Legal Description
* Property Address
* Property Owner Name
* Property Owner Address
* Property Classification
* Application of Exemption and Type
* Residential 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 "Residential" 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.
Residential Land Value: Enter the value of the residential land on the property.
Residential Building Value: Enter the value of the residential buildings on the property.
Total Residential Value: Enter the total residential value for the property. This value is calculated by adding the residential land value to the residential building value.
Credits: Enter the true and full value of any credits that may be applied to the residential property.
Total Residential Value After Credits: Enter the residential value after credits. This value is calculated by subtracting the credits from the total residential value.
Other Property Classifications on Parcel: If the property listed on this record also contains commercial or agricultural property, a commercial or agricultural 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 residential 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 residential building is located on the property, print an additional page two of the residential property record to record the characteristics of the second structure. Combine the value of all residential structures located on the property when entering the "Residential 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 a cost approach, sales comparison approach, or an income approach was used when valuing the property.