

COMMERCIAL/INDUSTRIAL APPEAL FORM
Bradford County Board of Assessment
Bradford County Court House
Towanda, Pennsylvania 18848

Submit 5 copies of this form and all supplemental material. Submit a separate appeal form for every tax parcel.

I. PROPERTY INFORMATION

OWNER _____ PARCEL NO. _____

STREET ADDRESS OF PARCEL _____

CURRENT ASSESSMENT: _____

WHAT DO YOU CONSIDER TO BE THE FAIR MARKET VALUE OF THE PROPERTY

HAVE THERE BEEN ANY APPRAISALS MADE OF THE PROPERTY FOR ANY PURPOSE

_____ IF SO, YOU MUST ATTACH COPIES OF ALL APPRAISAL
REPORTS TO THIS FORM.

NOTICE: All material substantiating your reasoning must accompany this form (i.e., construction costs, sales history and analysis of comparable properties, appraisal reports, income and expense data, etc.). All supporting evidence must be cited in or appended to this form if you wish the Board to consider it. In addition, if you wish to rely at the hearing on any appraisal or other document to support your claim of value, the person who prepared the document must appear at the hearing.

YEAR PROPERTY WAS PURCHASED _____ TOTAL PURCHASE PRICE \$ _____
(If property was acquired in more than one transaction, list each purchase on a separate attachment).

HOW WAS PROPERTY ACQUIRED: PRIVATE SALE _____ AUCTION _____ OPEN MARKET _____
FAMILY _____ INHERITED _____ OTHER _____

II. COST DATA

GIVE THE YEAR BUILT, COST, AND BRIEF DESCRIPTION OF ALL IMPROVEMENTS, MAJOR ADDITIONS, OR ALTERATIONS TO BUILDINGS(S) AND/OR ANY SITE IMPROVEMENTS. COSTS MUST INCLUDE LABOR, MATERIAL, ARCHITECTURAL FEES, BUILDING OVERHEAD, AND PROFIT. SITE IMPROVEMENTS REFER TO FEATURES SUCH AS SITE PREPARATION, UTILITY SERVICES, AND LANDSCAPING.
 (If additional space is needed, continue on an attached exhibit).

Cost	Year	Depreciation	Comments
Site Improvements			
Buildings			
Additions			
Paving			
Other Yard Items			
TOTAL			

REMODELING DATA

Year	Nature	Cost	Paid by Owner	Tenant

III. INCOME DATA

RENTALS FOR ALL TENANTS (You must attach a certified copy of the rent roll and certified copies of leases for all tenants).

A. OFFICES, SHOPS, ETC.

(If more space is required, attach additional information on a separate sheet of paper).

Tenant	Lease Term	Expir. Date	Overage Terms	C.P.I. Adj.	Renewal Options	C.A.M. Fees	Present Rental

3. APARTMENT DETAIL

TYPE	Number of Units		\$Per Mo.	ITEMS FURNISHED
EFFICIENCY	_____	@	_____	_____ Heating
	_____	@	_____	_____ Air Conditioning
	_____	@	_____	_____ Electric
BEDROOM	_____	@	_____	_____ Water
	_____	@	_____	_____ Range
	_____	@	_____	_____ Refrigerator
	_____	@	_____	_____ Dishwasher
BEDROOM	_____	@	_____	_____ Disposal
	_____	@	_____	_____ Carpet
	_____	@	_____	_____ Drapes
BEDROOM	_____	@	_____	_____ Furniture
	_____	@	_____	_____
	_____	@	_____	_____

. OTHER INCOME ATTRIBUTABLE TO PROPERTY (i.e., laundry room receipts, pool profits, vending commissions, etc.--Identify with specificity).

IV. EXPENSE DATA

PROVIDE ANNUAL EXPENSE DATA FOR SUBJECT PROPERTY

Payroll expenses (except management, decorating and repairs) _____

Supplies for building operation (light bulbs, etc.) _____

Electricity _____

Water _____

Gas _____

Heating Fuel (if gas or electric, include above) _____

Management _____

Administrative costs (advertising, legal, accounting, etc.) _____

Painting, decorating, maintenance, and repairs _____

Services (security, pool, exterminating, etc.) _____

Insurance (fire and liability - one year's premium only) _____

Cleaning services (wages and contract services) _____

Replacement reserves (kitchen appliances, etc.) _____

Miscellaneous operating expenses _____

Other (Identify with specificity) _____

SUBTOTAL _____

Real Estate Taxes _____

Interest on Mortgage (ATTACH TERMS) _____

Land Rent (ATTACH TERMS) _____

TOTAL _____

V. COMPARATIVE SALES DATA

Any comparable sales you intend to discuss at the hearing (up to a maximum of four) must be listed in or attached to this application. YOU WILL NOT BE PERMITTED TO TESTIFY OR INTRODUCE EVIDENCE CONCERNING COMPARABLES NOT SET FORTH IN THIS FORM.

1. Parcel No. _____ Owner _____
Address _____
Sales Price _____ Date _____
Conditions of Sale _____
Adjustments to Sale _____
2. Parcel No. _____ Owner _____
Address _____
Sales Price _____ Date _____
Conditions of Sale _____
Adjustments to Sale _____
3. Parcel No. _____ Owner _____
Address _____
Sales Price _____ Date _____
Conditions of Sale _____
Adjustments of Sale _____
4. Parcel No. _____ Owner _____
Address _____
Sales Price _____ Date _____
Conditions of Sale _____
Adjustments of Sale _____

VI. FINAL CORRELATION OF VALUE

Please summarize your reasons for concluding that the January 1, 1999 market value placed on your property by Bradford County is incorrect and for believing that your recommendation of value is valid.

VII. IDENTIFICATION OF WITNESS AND AGENTS

A. Attorney or Agent.

Please identify any attorney or agent who will represent you at the hearing on this assessment appeal:

NAME _____ FIRM OR COMPANY _____

NAME _____ FIRM OR COMPANY _____

B. Potential Witnesses.

Please identify all persons whom you expect to call as witness in your appeal hearing;

NAME _____ FIRM OR COMPANY _____

NAME _____ FIRM OR COMPANY _____

NAME

FIRM OR COMPANY

ADDRESS

TELEPHONE NUMBER

NAME

FIRM OR COMPANY

ADDRESS

TELEPHONE NUMBER

VIII. CERTIFICATION OF OWNER

THE UNDERSIGNED REPRESENTS THAT THEY ARE THE OWNER OR AUTHORIZED AGENT OF THE OWNER OF THE ABOVE-DESCRIBED PROPERTY, AFFIRMS THAT ALL STATEMENTS HEREIN ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, AND ASKS THE BOARD OF ASSESSMENT REVIEW THAT THE ASSESSMENT ON SAID PROPERTY FOR CALENDAR YEAR _____ BE REDUCED TO \$_____.

SIGNATURE OF OWNER OR AGENT _____

PRINT NAME AND TITLE _____

MAILING ADDRESS
(FOR NOTICE OF HEARING
AND DECISION) _____

TELEPHONE NO.: (DAY) _____ (EVENING) _____

DATE OF FILING: _____

ON AN ATTACHED SHEET OF PAPER, YOU MAY PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE FAIR MARKET VALUE OF YOUR PROPERTY AS OF JANUARY 1, 1991.

1. If this form is signed by an agent of the owner, the agent must attach a statement from the owner authorizing the agent to present this appeal and represent the interests of the owner herein.