



Advisory Appraisal Request Form

For Highly Complex Commercial and Industrial Properties

Local government requesting advisory appraisal

Town/city name		SWIS code	County name
Date of request	Requested completion date for assessment roll (enter year)		

Physical description of property and reason it is considered highly complex* _____

* *Highly complex properties* are properties where the appraisal requires either the professional use of highly specialized engineering skills or the development of highly complex earnings or economic analyses. Unique property is distinguishable from other property of the same specific type because of one or both of the following factors: there are few properties of this type within the county or municipality; or the property has unusual structural, earnings, or economic characteristics.

Chief Executive Officer or Assessor requesting advisory appraisal

Printed name		<input type="checkbox"/> Supervisor/Mayor	<input type="checkbox"/> Assessor
Address		Telephone number ()	
Signature			

Parcel identification(s) for advisory appraisal

Provide the following information from the most current assessment roll in existence at time of application.

Assessment roll year: _____ .

List below all parcels that are part of the appraisal.

Tax map number(s) (if not available, assessment roll identifications(s))					
Section	Block	Lot	Section	Block	Lot

Assessment: Land _____ Total _____

(continued on page 2)

Land description (<i>frontage, depth, and acreage</i>)	
Owner name	Property class code
Property address	

Owner or agent to be contacted to arrange for on-site inspection of property

Name	Title	
Address	Telephone number ()	

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.

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 2
3837 West Main Street Road
Batavia NY 14020

Regional Director - Southern Region
NYS Department of Taxation & Finance
Office of Real Property Tax Services
44 South Broadway
White Plains NY 10601-4425

Regional Director - Northern Region
NYS Department of Taxation & Finance
Office of Real Property Tax Services
W A Harriman Campus
Albany NY 12227-0801

Regional Director - Central Region
NYS Department of Taxation & Finance
Office of Real Property Tax Services
333 East Washington Street
Syracuse NY 13202