



**Property Summary Sheet**

\_\_\_\_\_  
 Appeal Year

\_\_\_\_\_  
 Town

\_\_\_\_\_  
 Appeal Number

\_\_\_\_\_  
 Property Index Number(s)

\_\_\_\_\_  
 Owner / Taxpayer

\_\_\_\_\_  
 Property Index Number(s)

\_\_\_\_\_  
 Owner's Mailing Address

\_\_\_\_\_  
 Property Street Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

\_\_\_\_\_  
 Daytime Phone Number

\_\_\_\_\_  
 Township

\_\_\_\_\_  
 Email Address

Property Class \_\_\_\_\_

**Documentation *REQUIRED* for all Industrial / Commercial Appeals:**

- Appeal Form
- Property Summary Sheet
- Owner Lessee Verification
- Field Check Request  
*(must be requested within the 30 day filing deadline as well as)*
  - Current Year Notarized Vacancy Affidavit  
*and*
  - Current Year Rent Roll or Income

**Other Relevant Documentation**

- Appraisal  
*and*
- Appraisal Summary Sheet
- Income and Expense Statements  
*(required if not 100% owner occupied)*  
 Year \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

**Other Relevant Documentation (continued)**

- Rent Roll *(required if not 100% owner occupied)*
- Lease(s)
- Sales Questionnaire *(required if purchased in the last 5 years)*
- Closing Statement
- Real Estate Sales Contract
- Real Estate Transfer Declaration
- Recorded Deed
- Vacancy Affidavit
- Vacancy Affidavit *(required if 10 or more stories)*
- Witness Affidavit
- Demolition Affidavit
- Demolition Bill / Receipt

**Other Documents Not Listed:**



**Property Summary Sheet**

**ACTUAL INCOME**

	2025	2024	2023
Apartment Income _____			
Commercial Income _____			
<b>Total Income</b> _____			
Expenses _____			
Net Income _____			

**REPRESENTATIVE'S ANALYSIS**

Income \_\_\_\_\_ Owner Occupied? (check one)  Yes  No

Expenses \_\_\_\_\_

Net Income \_\_\_\_\_ Occupied SF \_\_\_\_\_

Cap Rate \_\_\_\_\_

Market Value \_\_\_\_\_

**Rent per Apartment**

	Number of Apartments	Number of Rooms	Low	High
Studios _____				
One Bedroom _____				
Two Bedrooms _____				
Three Bedrooms _____				
_____ Bedrooms _____				
<b>Total</b> _____				

Apartment SF \_\_\_\_\_

Commercial SF \_\_\_\_\_

Gross Building SF \_\_\_\_\_

Number of  
Commercial Units \_\_\_\_\_