

Office Use Only Appraiser's Notes:

Owner Contacted: Yes ☐ No ☐ Date: _____

Telephone Notes: _____

Field Inspection: Date: _____ Time: _____

Inspection Notes: _____

Office Use Only Appraiser Changes:

Property Characteristic Changes to RealWare: _____

Notification Instructions: _____

Letter Type: _____

Special Notification Instructions: _____

Special Letter File path: _____

Appraiser: _____ Date: _____

Appraiser Supervisor: _____ Date: _____

Property Characteristic changes checked: Land _____ Bldg: _____

Real Estate Assessor (letter): _____ Date: _____

☐ Please Enclose Study Group Sales ☐ Please Enclose Other document/page number: _____

Administrative Use Only:**(1) RealWare Changes**

- ☐ Improvement value changed
- ☐ Land value changed

Initials: _____ Date: _____

(2) REAVCS Data Entry

Review Number _____

Tax Adjustment Number _____

Reason Code Entered _____

Initials: _____ Date: _____

(3) Notification

- ☐ Letter sent Date: _____
- ☐ Study Group Sales enclosed
- ☐ Other – specify: _____

Initials: _____ Date: _____

(4) Final Check

- ☐ Total values match in REAVCS
- ☐ Check effective date entered
- ☐ Check value in RealWare
- ☐ Check received, assigned and completed dates entered
- ☐ Check owner opinion of value entered

Initials: _____ Date: _____

**2023 REQUEST FOR REVIEW
OF REAL ESTATE ASSESSMENT**

(For ONE parcel ONLY)

For Office Use Only

Account Number: _____

Parcel Number: _____

Abstract Code: _____

Neighborhood: _____

Account Manager: _____

Appeal #: _____

Authorization Required? Yes ☐ No ☐

2022 Written authorization submitted? Yes ☐ No ☐

Revised Assessment:

Land: _____

Building 1: _____

Building 2: _____

Total Building: _____

Total Assessment: _____