

Requested by: (Print Name)

Signed by:

Company Name & Corp. Position:

Date of Request:

**Response times may vary depending on the size
of the request and level of customization.**

Requested Delivery Method (Check One)

Email Prepaid Courier Fax (<6 pages) Mail

Fax Number:

Office Phone Number:

Cell Phone Number:

Property Roll Number:

Property Address:

(If more than one property, attach a list containing the above information.)

I have an interest in the property as a (check as applicable)

Property owner
 Property manager
 Tenant occupying the property under a lease agreement
 Tax Agent* acting for the: Owner Tenant
 Other, Explain: _____

**An authorization form from the owner or tenant is required if
requesting confidential information*

Describe Information Requested*

(Please ensure that requests are clearly stated)

Check

1. **Property Attributes Card** (Physical Characteristics)
2. **Building Sketch** (If Available)
3. **Field Sheet** (Valuation Method)
4. **Other** _____

**Assessment & Valuation reserves the right to deny access to information deemed confidential or irrelevant to the subject property's assessment. A \$10 charge will be applied for each requested document. Custom report preparation is subject to a rate of \$150/hour.*

How does the information requested relate to the property assessment?

Office Use Only

Sent by (Print Name): _____ Via _____

Date Sent:

Authorized by (Manager):

Send completed form to

Mail: Assessment & Valuation

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