

*Filer (Owner/Representative)* \_\_\_\_\_

*Parcel ID* \_\_\_\_\_

*Property Address:* \_\_\_\_\_

**Grievance Questionnaire**

**MUST BE COMPLETED AND SIGNED BY PROPERTY OWNER**

**FOR RESIDENTIAL PROPERTY**

**Please complete in full:**

1. Does the owner reside in the subject premises? \_\_\_\_\_ . If the property is rented, kindly provide copies of current leases;
2. Please attach recent photographs of the subject property both exterior and interior;
3. Style of house (circle one): *Cape Cod/Colonial/Contemporary/Mansion/Ranch Raised Ranch/ Split Level/Tudor/Mansion/Other* \_\_\_\_\_
4. Total number of rooms: \_\_\_\_\_
5. Total number of bedrooms: \_\_\_\_\_
6. Total number of bathrooms: Full \_\_\_\_\_ Half \_\_\_\_\_
7. Basement type: Full \_\_\_\_\_ Partial \_\_\_\_\_ Crawl/Slab \_\_\_\_\_ % Finished \_\_\_\_\_
8. Please provide data relating to the cost of acquisition of the subject property, if acquired within the past five years. If the property is currently in contract, copies of the executed contract;
9. Please attach any recent appraisals of the subject property;
10. Is the subject property currently for sale? \_\_\_\_\_
  - ✓ If Yes: Please attach listing agreement and current MLS listing.
  - ✓ What is the asking price: \$ \_\_\_\_\_

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**FOR RESIDENTIAL PROPERTY (CONT'D)**

11. Please list any physical or cosmetic improvements that were made within the past 5 years. Additionally, please provide proof of cost of construction of any improvements to existing construction which is less than five years old including a tabulation of final costs by affidavit, and if incomplete, a tabulation of costs incurred for work in progress;
12. Please list any unusual or outstanding feature(s) i.e. water view, pool, tennis court, out buildings, steep slopes, wetland etc.

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13. Please provide copies of the first page of all fire and property damage insurance policies covering the subject property;
14. Please attach any additional information supporting your complaint including comparable ***sales*** in the neighborhood that indicates the assessment on the subject property is incorrect;
15. Does the property owner consent to an interior inspection of the subject property **IF** requested by the BOR: \_\_\_\_\_?

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I, \_\_\_\_\_, attest that this information is true and correct to the best of my (Property Owner) knowledge.

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Signature

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Date

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**FOR COMMERCIAL PROPERTY**

**Please provide the following information:**

1. Federal Income Tax Returns covering operations of the subject property for the last two preceding years of operation;
2. Certified statement of income and expenses for the last 3 preceding years of operation;
3. Current rent rolls, with copies of all leases and / or subleases including the total square feet of each;
4. Data relating to the cost of acquisition of the subject property, and if acquired within the past three years, copies of complete contract and closing statement;
5. Copies of the first page all fire and property damage insurance policies covering the subject property;
6. Proof of cost of construction or of any improvements to existing construction which is less than five years old including a tabulation of final costs by affidavit, and if incomplete, a tabulation of final cost by affidavit, and if incomplete, a tabulation of cost incurred for work in progress;
7. Real Estate Appraisals, if any;
8. Sketch or survey of the property.

I, \_\_\_\_\_, attest that this information is true and correct to the best of my (Property Owner) knowledge.

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Signature

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Date