

## ASSESSORS DEPARTMENT QUESTIONNAIRE

**Q1. Hello. We're real estate agents with Keller Williams Realty. We're performing due diligence research for our clients so they can be informed before making a purchase. Could we please view the property file for?**

\_\_\_\_\_

**Q2. Request a copy of the Plot Plan & Building Sketch** \_\_\_\_\_

**Q3. What is the Gross Living Area?** \_\_\_\_\_ **Building Dimensions** \_\_\_\_\_

**Q4. Total number of rooms?** \_\_\_\_\_ **Bedrooms?** \_\_\_\_\_ **Full Baths** \_\_\_\_\_ **Half Baths** \_\_\_\_\_ **# Fireplaces** \_\_\_\_\_

**Q5. Obtain following: Deed Book #:** \_\_\_\_\_ **Page #:** \_\_\_\_\_ **Year Built:** \_\_\_\_\_ **Acreage:** \_\_\_\_\_

**Q6. Last Sale Date:** \_\_\_\_\_ **Last Sale Price:** \_\_\_\_\_ **Mortgage Amount: \$** \_\_\_\_\_

**Q7. What is the Assessed Value? Land: \$** \_\_\_\_\_ **Building \$:** \_\_\_\_\_ **Total \$:** \_\_\_\_\_

**Q8. What were the past Assessed Values?**

2020 Land: \$ \_\_\_\_\_ Building \$: \_\_\_\_\_ Total \$: \_\_\_\_\_

2019 Land: \$ \_\_\_\_\_ Building \$: \_\_\_\_\_ Total \$: \_\_\_\_\_

2018 Land: \$ \_\_\_\_\_ Building \$: \_\_\_\_\_ Total \$: \_\_\_\_\_

2017 Land: \$ \_\_\_\_\_ Building \$: \_\_\_\_\_ Total \$: \_\_\_\_\_

2016 Land: \$ \_\_\_\_\_ Building \$: \_\_\_\_\_ Total \$: \_\_\_\_\_

**Q9. Last Special Assessment town had?** \_\_\_\_\_ **What for?** \_\_\_\_\_ **Amount?** \_\_\_\_\_

**Any pending Special Assessments? (Y/N) What for?** \_\_\_\_\_ **Amount?** \_\_\_\_\_

**Q10. Any property Betterments?** \_\_\_\_\_

**Q11. What is the property currently zoned for?**

\_\_\_\_\_

**Q12. What uses are the permitted for the property?**

\_\_\_\_\_

\_\_\_\_\_

**Q13. When was the last property inspection by the Town Assessor?** \_\_\_\_\_

**Q14. What is the window of time where an owner can submit a request for an abatement? (Ask what period of time the comparable sales we should submit.)**

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**Q15. Anything else you think our clients would want to know about the property & or area?**

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**Q16. Do you know anyone who may be looking to buy or sell real estate in the near future?**

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