

# REQUEST FOR INFORMATION FOR LOCAL BOARD OF ASSESSMENT APPEALS



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

Property Class: \_\_\_\_\_ Taxing Districts City/School: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

**Property Owner:**

**Authorized Representative:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Pursuant to KRS 133.120(3), you are hereby requested to provide the following documentation to the office of the property valuation administrator (PVA) concerning the above-referenced property that is the subject of your appeal to the \_\_\_\_\_ County Board of Assessment Appeals:

Check below if documentation does not exist.

- 1. Characteristics of land and/or improvements .....
- 2. Insurance policies.....
- 3. Recent construction cost.....
- 4. All real estate sales listings and contracts entered into within last year .....
- 5. Loans and mortgages.....
- 6. Property appraisals within the last two years .....
- 7. Income and expense statements for nonowner occupied commercial and investment property.....
- 8. Sales of similar property .....
- 9. Other \_\_\_\_\_ .....

The foregoing information should be provided to the property valuation administrator’s office at

\_\_\_\_\_ no later than \_\_\_\_\_ .  
Address of Office Date

A copy of the documentation **must** be presented to the local board at your scheduled hearing.

**State law mandates the denial of your appeal if you fail to provide the information requested above (KRS 133.120(3)) and you will not be able to appeal the assessment to the Kentucky Board of Tax Appeals.** If documentation does not exist (example—the property is not mortgaged or has not been recently appraised) then the property owner is not required to produce that documentation. If you have any questions regarding this form, please contact the \_\_\_\_\_ County PVA Office at \_\_\_\_\_ .  
Telephone Number