|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Note: Remember to remove all instructions in RED before submitting first draft. Also ensure that all of the drop-down options (Choose an item) have been opened and used or deleted before submitting first draft. To eliminate this instruction: highlight text; right click and delete row. | | | | |
| **Comparable Sale No.** | | | | |
|  | | | | |
|  | | Insert the photo taken of the comparable sale at the time of its inspection. | |  |
| Photo Taken By:       Name of person taking the photo. | | | | |
| Comparable Sale Inspected on:       If the preparer was not able to personally inspect the comparable sale, they should state this here and explain why. | | | | |
|  | | | | |
| **Property Identification** | | |  | |
| Location/Address: | | |  | |
| Municipality: | | |  | |
| County: | | |  | |
| Tax Identification Number(s): | | |  | |
| **Sales Data** | | |  | |
| Conveyance Date: | | |  | |
| Days on the Market: | | |  | |
| Sales Price: | | | Price before adjusting for Special Conditions of Sale. | |
| Sales Price per Unit: | | | Unit value must be consistent with Land Area/Property Size (unit) | |
| Special Conditions of Sale: | | | The preparer should note if there were any costs that the buyer had to incur to make the site usable. | |
| Grantor: | | |  | |
| Grantee: | | |  | |
| Conveyance Document Type: | | | Choose an item. If "Other" explain Remove if not needed. | |
| Document Number: | | |  | |
| Arms-Length Transaction: | | | Yes  No        If the transaction is not arms-length explain why it is being used. | |
| Rights Conveyed: | | | Choose an item.       If rights conveyed are anything other than “fee simple” explain. Remove if not needed. | |
| Financing: | | | Unless there are special terms (the terms of a land contract are inconsistent with typical financing) this can be noted as “cash to seller”. If a land contract was used in the transaction, the terms of the contract should be verified if possible. | |
| Data Source: | | | Multiple Listings, Department of Revenue’s Real Estate Transfer Return (RETR) sight, CoStar, Industry Publication, etc. | |
| Person Conducting Verification Process: | | |  | |
| Person Sale Was Verified With: | | | Include name and relationship to sale. | |
| Verification Date: | | |  | |
| **Property Description** | | |  | |
| Land Area/Property Size: | | | Ensure that all of the land included in the transaction is accounted for here. The transaction may include multiple tax parcels. | |
| Zoning: | | |  | |
| Zoning Authority: | | |  | |
| Property Type: | | | Choose an item.       If “Other” describe property type. Add any additional information as needed. Remove if not needed. | |
| Property Use at the Time of Sale: | | |  | |
| Buyer’s Intended Use: | | |  | |
| Highest and Best Use: | | | This should be completed by the appraiser completing the appraisal report. | |
| Physical Characteristics: | | | Much of the information below will be based upon the preparer’s inspection or verification of the comparable sale. | |
|  | Topography: | | Choose an item.       If “Other” describe topography. Add additional description as needed. | |
|  | Drainage: | | Choose an item.       If “Other” describe. Expand on general drainage description as needed. | |
|  | Site Cover: | | Choose an item.       If “Other” describe site cover. Add additional description as needed. | |
|  | Site Shape: | | Choose an item.       If “Other” describe site shape. Describe whether the site shape affects its utility. | |
|  | Special Physical Characteristics: | | Choose an item.       If “Other” describe special physical characteristic. Provide additional description of special characteristic as is needed. | |
|  | Easements Encumbrances and Restrictions: | | Choose an item.       If “Other” describe. If an easement, indicate its approximate location. If an encumbrance or restriction, describe their source and nature. | |
|  | Utilities (Check all that apply): | | **Water**:  Public  Private **Sewer**:  Public  Private  Electricity  Natural Gas  Cable/Internet | |
|  | Access (Via): | | Choose an item.       If “Other” describe access. Add additional description and number of access points as needed. | |
|  | Visibility from Roadway: | | Describe the level of visibility of the comparable sale from the roadway(s) that abut the property. This information is typically used to analyze commercial property. Remove if not needed. | |
|  | Traffic Volume (AADT): | | This information is typically used to analyze commercial property. Remove if not needed. | |
|  | Site Improvements Included: | | Indicate whether the transaction included any improvements and whether the improvements contributed any value or identify cost to remove the improvements if they were considered a detriment to the property. | |
| **Legal Description:** | | | | |
| If possible, cut and paste the legal description of the comparable property here. If that is not possible insert a legible “screen clipping” of the legal description. If the legal description is too long to reasonably include it with the comparable sales sheet, so state, and indicate that the legal is retained in the project file along with a copy of the sales sheet. | | | | |
| **Comments:** | | | | |
| The preparer should include information that requires greater discussion than the space above provides. This includes:   * If the comparable sale is tillable agricultural indicate approximately what percentage is tillable and what percentage is other (example: wetlands, wooded, pasture, drainage ditches, etc.). * Is any portion of the comparable sale within a floodplain. * Any comments provided by the person verifying the transaction. * Brief description of the neighborhood. * Identify nearby crossroads to help the Readers locate the parcel. e.g. the subject parcel is located approx.1 mile south of STH 60 and 2 miles east of Looney Tunes Blvd. * Note any information obtained during the verification process that is not duplicated above. | | | | |
|  | | | | |
| **Aerial Photograph** | | | | |
| Insert a screen clipping of the aerial photograph from county mapping, with the property boundaries highlighted. If the county does not have mapping available, the preparer should identify other sources. | | | | |
|  | | | | |