

# Town of Cicero Reassessment Project 2011

 **GAR Associates, Inc.**  
*Real Estate Appraisers and Consultants*  
**Contractor for Town Of Cicero**

Enclosed is a data survey form. The goal of this form is to help confirm the data for your property. The type of information listed is recorded at the Assessor's Office.

This data verification is an important step in creating fair and equitable assessments for your community. We welcome any additional comments or information regarding your property or the project in general. We will be performing field verification of all property inventory through April 2010. You will receive another data mailer to confirm your data again at a later date.

The following is an explanation of the data items to help you complete the data on this form. The items listed on this form are basic inventory items.

Sources of Information for some of the referenced items below include:

- Property Survey\*
- Appraisal\* If you have recently purchased or refinanced your property, you may have one.
- Contract of Sale.
- Real Estate listing. If your property is listed for sale, your realtor will have some of the information.

**\*Please note:** We do **not** expect you to have a new survey or appraisal done of your property. If you have a survey or appraisal of your property with your household records, it would be of value to you to verify such information as building dimensions and land dimensions/acreage, etc.

**Please return your completed form by August 7, 2009 in the enclosed envelope.**

Thank you for your assistance.

## Explanation of Data Survey Form Items

- 1. Property Use** Number of living units contained in the structure (One, two, three, four family or more, or Commercial)
- 2. Sewer System** Presence or availability of type of sewage facilities to the property.
- 3. Water** Presence or availability of type of water supply to the property.
- 4. Utilities** Presence or availability of gas, electric or both to the property.
- 5. Year Built Style** Approximate year of construction, actual if known.  
Classify the residence as to its construction style –see examples on survey
- 6. Exterior Wall Material** Indicate the predominate material used for the exterior walls.

**PLEASE TURN OVER**

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**7. Number of Kitchens**

Kitchen = sink, range or oven, and refrigerator

**Number of Baths**

Full Bath = toilet, water basin, and bathtub or shower stall

Half Bath = toilet and water basin.

**Number of Bedrooms**

Rooms designed to be used primarily as a bedroom even if currently used as an office, den, etc. Typically have a closet.

**Kitchen or Bath Remodeled in last 10 years**

- 8. Fireplaces** Number of openings for functional fireplaces. Do not include woodstoves or freestanding fireplaces.
- 9. Heat type** Indicate the type of heating supplied to most or all of the living area (primary source).
- 10. Fuel type** Indicate the primary/predominate fuel source.
- 11. Central Air Conditioning** Central air conditioning supplied to most or all of the living area.
- 12. Basement Type** Indicate the type of basement and foundation upon which the house is built.

Pier/slab No basement. Built on concrete slab, piers or pilings.

Crawl An area between the ground and a joisted first floor set on foundation walls.

Partial An area 6+ ft in height beneath 75% or less of 1<sup>st</sup> floor. Remainder may be crawl, pier, slab.

Full An area 6+ ft in height beneath 75% or more of 1<sup>st</sup> floor.

Finished Basement Square footage or percentage of basement area finished for use as living area.

- 13. Garage** Vehicle capacity, dimensions, year built, attached or detached
- 14. Other Structures** Any out buildings or other structures at the residence. This **may** include decks, porches, barns, sheds, docks, boat houses, pools, etc. Size, age, type.  
**List each individual structure - size and use.**