

## **HELPFUL INFORMATION TO DETERMINE FAIR CASH VALUE**

### **Types of supporting documentation suggested when requesting a Review Request/conference with the PVA Office.**

#### **RESIDENTIAL PROPERTIES:**

- ✓ Recent Appraisal - An appraisal done within the past 36 months by a licensed Appraiser, including appraisals done for refinancing purposes.
- ✓ Comparable Real Estate Sales – Recent sales in close proximity to your home with similar characteristics, i.e. design, style, size, and age.  
\*Foreclosures or Lender Owned properties are not considered valid comparable sales\*
- ✓ Comparative Market Analysis (CMA) performed by a Realtor.
- ✓ Current MLS listings in your subdivision or immediate area.
- ✓ For homes less than 10 years old, estimated cost of construction or replacement cost.
- ✓ For remodels or rehabs, list of cost of improvements.
- ✓ Authorization letter (LOA) if you are representing the current owner.
- ✓ Any additional documentation you feel would be helpful in determining the fair market value of your property.

#### **COMMERICAL PROPERTIES:**

- ✓ Recent Appraisal - An appraisal done within the past 18 months by a Certified Commercial Appraiser.
- ✓ Rent roll, if applicable.
- ✓ Income and Expense for Income Approach Method.
- ✓ Pro-Forma Analysis Worksheet.
- ✓ Comparable Real Estate Sales.
- ✓ Estimated cost of construction or replacement cost.
- ✓ For remodels or rehabs, list of cost of improvements.
- ✓ Authorization letter (LOA) if you are representing the property owner.
- ✓ Any additional documentation you feel would be helpful in determining the fair market value of your property.

This information may be faxed to 859-392-1770 or emailed to [info.kentonpva@kentoncounty.org](mailto:info.kentonpva@kentoncounty.org). Please make sure your Property Identification Number (PIDN) is included on all submitted documents.