

## **SUPPORTING DOCUMENTATION LIST**

**To meet the statutory BURDEN OF PROOF required as part of your Review Request submission, please provide any applicable/available items listed below. To be considered as part of your Review Request, documentation must be submitted along with your Review Request Form.\* Information received after a Conference Record has been sent to the Property Owner can no longer be considered.**

- Recent Appraisal - An appraisal done within the last 18 months by a licensed Appraiser.
- Comparable Real Estate Sales – Recent sales
  - must be within 2 years and prior to 1/1/24
  - in close proximity to your home
  - similar characteristics as your home
    - same structure type (e.g., ranch, 1 ½ story, 2 story, bi-level)
    - size (similar square footage/living area)
    - age
    - Foreclosures or Lender Owned sales are generally not considered valid comparable sales
- Photos of interior or exterior damages and/or necessary repairs.
- Written estimates for necessary repairs from a licensed contractor.
- For multi-family properties: number of units, number of bedrooms, number of baths, who pays what utilities, and rental income.
- For newly constructed homes or additions to existing homes: estimated cost of construction.
- For remodels: a list of the cost of improvements made and total costs.
- Authorization letter (LOA) (if you are not the owner but are representing the current owner).
- Any additional documentation you feel would help support your opinion of the fair market value of your property.

Please make sure your ADDRESS or PIDN is included on all documents submitted.  
Information cannot be returned, please retain a copy for your records.

**BY LAW: THE TAXPAYER SHALL PROVIDE FACTUAL EVIDENCE TO SUPPORT HIS/HER APPEAL. IF THE TAXPAYER FAILS TO PROVIDE REASONABLE INFORMATION PERTAINING TO THE VALUE OF THE PROPERTY REQUESTED BY THE PVA, THE DEPARTMENT, OR ANY MEMBER OF THE BOARD, HIS/HER APPEAL SHALL BE DENIED.**

**\*REVIEW REQUESTS FOR 2024 MUST BE SUBMITTED TO THE PVA OFFICE  
NO LATER THAN 4:15 P.M. ON MAY 20\***