

<b>Hendricks County Assessor's Office Questionnaire</b>			
Parcel Number:		<b>SALES VERIFICATION</b>	
Property Location Address:		<b>REAL PROPERTY VERIFICATION</b>	
Township:			
Owner Name:			
Owner Mailing Address:			
Phone Number:			
Email Address:			
<b>What was the most current Sale Price?</b>			
<b>Please list the price per parcel if a multi-parcel sale:</b>			
<b>1. Special Circumstances: Please check those that apply</b>			
Sale between close relatives		Sale between related businesses	Auction
Forced sale, sheriff sale or foreclosure		Land contract	Other
<b>2. Use of Property: Please check all that apply</b>			
Single Family Home		Vacant Lot	Commercial/Industrial
Agricultural Land	Rental	Other – Please explain	
<b>3. Do you intend to change the use of the property?</b>			
No			Yes
<b>If yes, please include the estimated cost</b>			
Add a building			\$
Renovation			\$
Major Remodeling			\$
Replacement			\$
Other – Please explain			\$
<b>4. Was there any personal property (furniture, appliances, machinery, crops, inventory, etc.) involved in the sale?</b>			
No			Yes – Estimated Cost \$
<b>5. Have there been any physical changes to the property since the sale?</b>			
No	Yes - Please specify with estimated cost		
<b>6. Does the buyer hold title to any adjoining property?</b>			
No			Yes
<b>7. Was an appraisal completed on the property?</b>			
No		Yes	Date      Amount \$
<b>8. How was the property marketed?</b>			
List with a real estate Agent		For sale by Owner	Offered by word of mouth/Internet

<b>9. How long was the property on the market?</b>		
<b>10. What was the asking price?</b>		
<b>11. Date the sales price was agreed upon</b>		
<b>12. Was property made available to other buyers?</b>		
<input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/> Yes
<b>13. Is the property income producing?</b>		
<input type="checkbox"/> No	<input type="checkbox"/>	Yes - Please include amount of rent \$
What is included with rent (i.e. trash, water, etc.)		
<b>14. Was the sale influenced by any unusual circumstances?</b>		
<input type="checkbox"/> No	<input type="checkbox"/>	Yes - Please explain:
<b>15. In your opinion does the total sale price reflect a fair market value for the real estate on the sale date? If no, please explain</b>		
If you are a residential property owner, please proceed to page 3.		
If you are a commercial property owner, please proceed to page 4.		

# Residential Property Owners

**1. If this house has more than one level, is there a permanent stairway?**

Yes – Is the upper level finished?				No
------------------------------------	--	--	--	----

**2. Does the dwelling have central air conditioning?**

	Yes		No
--	-----	--	----

**3. What type of foundation does the house have?**

Slab %	Crawl %	Basement %
--------	---------	------------

**If you indicated that you have a basement:**

Do you have bedrooms in basement?		Y		N	Size of basement bedrooms
-----------------------------------	--	---	--	---	---------------------------

Do you have a family room in basement?		Y		N	Size of basement family room
--	--	---	--	---	------------------------------

Is Basement area open or divided with walls?

Identify the finish types in basement:

Wall covering (i.e. paneling, drywall etc.)

Floor covering (i.e. carpet, tile etc.)

Ceiling finish (i.e. drop tile, drywall etc.)

**4. Has any of the following exterior items been updated in the last 20 years?**

Windows		Year		Roof		Year		Siding		Year
---------	--	------	--	------	--	------	--	--------	--	------

**5. Has the dwelling had any of the following interior items updated in the last 20 years?**

Insulation		Year		Wiring		Year
------------	--	------	--	--------	--	------

Furnace		Year		Central Air		Year
---------	--	------	--	-------------	--	------

Plumbing		Year
----------	--	------

**6. Has the kitchen in the dwelling been updated in the last 20 years? What year?**

Please check and describe all that apply.

Flooring		Type
----------	--	------

Cabinets		Type
----------	--	------

Countertop		Type
------------	--	------

**7. If you have added a new building what is it? (detached garage, pole barn etc.)**

Does the new structure have any of the following?

	Electric		Concrete Floor		Plumbing		Living Quarters/Finished area
--	----------	--	----------------	--	----------	--	-------------------------------

Please describe living quarters/finished area :

Size	# Full Baths	# Half Baths	Water Heater/ Sink
------	--------------	--------------	--------------------

**8. How would you rate the overall condition of the dwelling?**

	Excellent		Good		Average
--	-----------	--	------	--	---------

	Fair		Poor
--	------	--	------

**9. Any additional Comments:**

# Commercial/Industrial Property Owners

**1. Were there any licenses or franchises included in the sale price?**

If yes, what type?

Estimated Cost \$

**2. What is the nature of the business? (How is the property currently being used?)**

**3. Has the nature of the business changed? (Is the property now being used for a different purpose?) If so, what was the prior use**

**4. Have any exterior items been updated in the last 20 years?**

**5. Have any interior items been updated or changes made in the last 20 years?**

**6. Have any new structures been added or changes made since the sale? If so what has been added/changed?**

**7. How would you rate the overall condition of the building?**

Excellent

Good

Average

Fair

Poor

**8. Any additional comments:**

To submit form by email :  
Fill out form, click on print and save as pdf. **OR**

Then email to:  
hcasr-reassess@co.hendricks.in.us

To submit form by mail: fill out form and print it.

Mail to: Hendricks Co Government Center  
Assessors Office  
355 S Washington St. Suite #230  
Danville, IN 46122