

Hendricks County Assessor's Office Questionnaire					
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"/>	<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"/>	<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>		
<p>If you are a residential property owner, please proceed to page 3.</p>		
<p>If you are a commercial property owner, please proceed to page 4.</p>		

# Residential Property Owners

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

Yes – Is the upper level finished?				No
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**2. Does the dwelling have central air conditioning?**

		Yes		No
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**3. What type of foundation does the house have?**

Slab %	Crawl %	Basement %
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**If you indicated that you have a basement:**

Do you have bedrooms in basement?		Y		N	Size of basement bedrooms
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Do you have a family room in basement?		Y		N	Size of basement family room
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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
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**5. Has the dwelling had any of the following interior items updated in the last 20 years?**

Insulation		Year	Wiring		Year
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Furnace		Year	Central Air		Year
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Plumbing		Year
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**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
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Cabinets		Type
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Countertop		Type
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**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
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Please describe living quarters/finished area :

Size	# Full Baths	# Half Baths	Water Heater/ Sink
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**8. How would you rate the overall condition of the dwelling?**

	Excellent		Good		Average
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	Fair		Poor
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**9. Any additional Comments:**

<h1>Commercial/Industrial Property Owners</h1>	
<b>1. Were there any licenses or franchises included in the sale price?</b>	
If yes, what type?	Estimated Cost \$
<b>2. What is the nature of the business? (How is the property currently being used?)</b>	
<b>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</b>	
<b>4. Have any exterior items been updated in the last 20 years?</b>	
<b>5. Have any interior items been updated or changes made in the last 20 years?</b>	
<b>6. Have any new structures been added or changes made since the sale? If so what has been added/changed?</b>	
<b>7. How would you rate the overall condition of the building?</b>	
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> Fair	<input type="checkbox"/> Average
<input type="checkbox"/> Poor	
<b>8. Any additional comments:</b>	

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

Then email to  
 hcasr-sales@co.hendricks.in.us

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

Mail to: Hendricks Co Government Center  
 Assessors Office  
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