

Inspection Period/Appeals Checklist

Types of supporting documentation needed when requesting a conference with the PVA:

FOR RESIDENTIAL AND AGRICULTURAL PROPERTIES:

- Recent Appraisal – An appraisal with a date no earlier than January 1, 2018 by a licensed appraiser, including appraisals done for refinancing purposes (At a minimum the first 5 pages).
- 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 realtor listings in your subdivision or immediate area
- Remodel or rehabs - A list of the costs of improvements.
- Authorization letter, if you are representing the current owner
- Active Homeowners Insurance Policy
- Any additional documentation you feel would be helpful in determining the assessment of your property

FOR COMMERCIAL PROPERTIES:

- Recent Appraisal – An appraisal with a date no earlier than January 1, 2018, by a certified Commercial Appraiser (**The entire Appraisal**).
- Rent Roll, if applicable
- Income and Expense for Income appraisal method
- Pro Forma Analysis Worksheet
- Comparable Real Estate Sales
- Estimated cost of construction or replacement cost
- Remodels or rehabs - A list of the cost of improvements.
- Authorization letter (LOA), if you are representing the property owner
- Any additional documentation you feel would be helpful in determining the assessment of your property

This information can be faxed, emailed or delivered to the PROPERTY VALUATION ADMINISTRATION @ 1098 Monmouth St., Room 329, Newport, Ky. 41071

FAX: 859-292-0353

EMAIL:

bwillenborg@campbellcountyky.gov – to appeal property in NEWPORT

wmerman@campbellcountyky.gov – to appeal property in BELLEVUE or DAYTON

christycampbell@campbellcountyky.gov - to appeal AGRICULTURAL property

dbraun@campbellcountyky.org or wmerman@campbellcountyky.gov or Christycampbell@campbellcountyky.gov – to appeal property located in other areas of Campbell County

**THE DEADLINE TO REQUEST A CONFERENCE FOR 2020 IS 4:00 PM EST
ON MONDAY, JULY 20, 2020.**

**ANY REQUESTS RECEIVED AFTER THIS DEADLINE WILL NOT BE
REVIEWED.**