

# RESIDENTIAL REVIEW APPLICATION 2026

The following information is important for your informal review. Please fill out the property information below to the best of your ability and add comparable assessments and/or recent sales you feel support your case on the back of this sheet. All information provided will be considered by the reviewer and becomes the property of the Assessor's Office.

## SECTION I

The following information relates to the subject property and can be obtained from the Property Inventory books or from public information available on the Internet or in the Clerk's Office

**Please Print**

**1. SECTION, BLOCK & LOT  
NUMBER** \_\_\_\_\_

**2. PROPERTY TYPE (one family, two family, etc.)** \_\_\_\_\_

**3. PROPERTY ADDRESS & Town** \_\_\_\_\_

**4. NAME AND PHONE # OF PROPERTY OWNER**

\_\_\_\_\_  
**5. NEW PRELIMINARY ASSESSMENT**

\_\_\_\_\_  
**6. REQUESTED  
ASSESSMENT** \_\_\_\_\_

**7. WHY?**

\_\_\_\_\_  
**8. PROPERTY DESCRIPTION:**

**A. STYLE OF HOUSE** \_\_\_\_\_ (COLONIAL, OLD STYLE, RANCH, ETC.)

**B. NUMBER OF RESIDENTIAL UNITS** \_\_\_\_\_

**C. BUILDING SQUARE FOOTAGE** \_\_\_\_\_

**D. YEAR BUILT** \_\_\_\_\_

**E. PRIOR SALES INFORMATION SALE PRICE** \_\_\_\_\_ **SALE DATE** \_\_\_\_\_

**9. INVENTORY CORRECTIONS**

If any information provided by the Assessor regarding your property appears to be incorrect, or there are needed repairs to the property, please provide support for the change, or assessed value request. This can be achieved by providing the following information:

Market Analysis prepared by a Realtor that **must include recent interior photos of all rooms.**

**Interior** photographs of the Property

Copy of the sales contract or recent appraisal **to include interior photos.**

Any additional information to support your claim

WHEN COMPLETED PLEASE SUBMIT TO: [review2026@townofbatavia.com](mailto:review2026@townofbatavia.com)

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**SECTION II**

**Please Print**

**Property Address & Town:** \_\_\_\_\_

**Please keep in mind that you need to use the same building style, similar sq ft, year built & location, with the emphasis on recent sales. **ONLY 2026 Assessments Can Be Used****

**A. LIST FOUR COMPARABLE PROPERTIES (recent sales or 2026 NEW ASSESSMENTS)**

**Sale 1.** Location \_\_\_\_\_  
Sale Price Sale Date \_\_\_\_\_  
NEW 2026 Assessed Value \_\_\_\_\_  
Square Footage, Style \_\_\_\_\_  
Condition Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

**Sale 2.** Location \_\_\_\_\_  
Sale Price Sale Date \_\_\_\_\_  
NEW 2026 Assessed Value \_\_\_\_\_  
Square Footage Style Condition Additional Features Comments on Sales Comparison \_\_\_\_\_

**Sale 3.** Location \_\_\_\_\_  
Sale Price Sale Date \_\_\_\_\_  
NEW 2026 Assessed Value \_\_\_\_\_  
Square Footage, Style \_\_\_\_\_  
Condition Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

**Sale 4.** Location \_\_\_\_\_  
Sale Price Sale Date \_\_\_\_\_  
NEW 2026 Assessed Value \_\_\_\_\_  
Square Footage, Style \_\_\_\_\_  
Condition Additional Features \_\_\_\_\_  
Comments on Sales Comparison \_\_\_\_\_

**Based on the sale of the above properties, I believe that the estimated FULL MARKET VALUE for the subject property is \_\_\_\_\_**

**I certify that all statements made on this application are true and correct to the best of my knowledge and belief.**

**Signature of Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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