

Maxwell Appraisal Service  
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**To: Town of \_\_\_\_\_ Property Owners.**

The town has hired Maxwell Appraisal Services to update the current assessments.

Enclosed is a copy of the information collected on your property. Please review this information carefully. If you should find any incorrect information, **please mail, fax or E-mail a copy of the correction to the above address.**

#### **EXPLANATION OF TERMS ON PROPERTY RECORD CARDS**

**Property ID:** Swis a six-character numerical code that uniquely identifies each County, City, Town and Village within the State of New York.

**Tax Map Number:** is a twenty-character parcel identification number, which is derived from the current tax maps and consists of tax map section-block-lot.

**CD:** is the check digit for the parcel. It is used to prevent the accessing of a wrong data record due to the transposition of digits in the swis and tax map number.

**Property Location:** This is the street address on which the parcel is located.

**Parcel Size:** Refers to whether land was calculated in acres or front feet.

**Acres or Frontage:** Indicates number of acres of subject property or the effective number of front feet shown for lot. (This may vary from deed dimensions.)

**Depth in feet:** indicates the effective depth of the property. (This may vary from deed dimensions.)

**Property Class:** Refers to type involved 210-1 family, 220-2 family, etc.

**Site Number:** Land and/or buildings, which comprise a single marketable unit within a separately assessed lot. (Two houses on one lot are two sites.)

**Sale Price:** The selling price of the property excluding any personal property involved.

**Sale Date:** The date, year and month of the last sale of the property.

**Neighborhood Type:** Rural, Suburban, Urban, or Commercial.

**Zoning:** 1-family residential, commercial, etc.

**Utilities:** Refers to availability of electricity and natural gas to subject property.

**Electric:** Indicates electricity present or available to subject property.

**Gas:** Indicates natural gas is present to subject property.

**Gas & Electric:** Indicates both are available to subject property.

**None:** Indicates neither natural gas nor electricity is present or available to subject property.

**Water:** Refers to the source of water supply for the subject property.

**Private:** Indicates a domestic supply is available from spring, well, etc.

**Comm/Public:** Indicates that a municipal system is connected or available to the subject property.

**None:** Indicates that no supply, neither domestic nor municipal is available to the subject property.

**Sewer:** Refers to the type of sewage disposal that is available to the subject property.

**Private:** Indicates septic system is present.

**Comm/Public:** Indicates a municipal waste disposal system is available to subject property.

**None:** Indicates that neither type of system is available to the subject property.

**Type of Entry:** Refers to whether or not the interior of the subject property was inspected by a data collector.

**No. Of Kitchens:** Refers to rooms equipped with at minimum a sink, range or oven, and a refrigerator.

**No. Of Bedrooms:** Refers to the total number of rooms designed for bedroom use.

**Building Style:** Architectural style of the building.

**Year Built:** Approximate date of original construction.

**Exterior Walls:** Principal materials used in covering exterior wall.

**Stories:** Number of stories in building excluding basement. (Raised Ranch & Split-Levels are considered one story and basement.)

**Heat Type:** Hot water, hot air, steam, electric, no central heat.

**Fuel Type:** None, gas, oil, electric, wood, solar, coal.

**Full Baths:** Refers to the number of three-fixture bathrooms with water closet, wash basin, bathtub or shower stalls.

**Half Baths:** Refers to the number of two-fixture bathrooms with water closet and wash basin.

**Basement Type:** Refers to the type of basement or foundation.

**Pier/Slab:** Indicates a building on a concrete slab or on piers.

**Crawl:** Indicates a crawl space beneath a first floor on a foundation.

**Partial:** Indicates a basement under 74% or less of the first floor area.

**Full:** Indicates a basement under 75% or more than the first floor area.

**Sq. Ft. Living Area:** The total square footage of finished living area of the building using exterior measurements

**No. Of Fireplaces:** Number of openings for functional fireplaces.

**Central Air Conditioning:** Yes, No. (Window units are not considered.)

**Basement Garage:** Number of cars designed to hold.

**Swimming Pool:** Steel vinyl, Fiberglass, Poured concrete, Granite, above ground.

**Garage Type:** Attached, Detached.

Thank you,

Michael Maxwell

Owner/Maxwell Appraisal Service