

Directions for Using and Amending the “Property Card Factsheet”

Sketch (Upper Half)

The upper half of the sheet is a sketch of the improvements on your property. The main structure will be represented by various polygons that will have legend items that are defined to the right of the sketch. Any other structures will be represented as smaller (not to scale) squares or circles, also defined in the legend to the right.

If there are any additions to your main structure, please draw them onto the sketch with measurements. If there are any additional other structures, please write what they are and include an approximate size. If anything has been demolished or removed from the property, please place a large X over the entire structure or the portion that has been removed.

Improvement Information (Lower Half)

The lower portion of the sheet will show a brief overview of the main structure on your property. Please review this information carefully, and update any irregularities in the “Corrections” box to the right.

Definitions of Improvement Information

Year Built - The actual year the structure was built.

2 Fixture Bathroom- (Half Bath) A bathroom with a single sink and a toilet.

3 Fixture Bathroom- (Full Bath) A bathroom with a single sink, toilet, and a tub or shower.

Additional Fixtures (Plumbing)- If you have a fourth fixture in a bathroom, or an extra fixture in your home, note it here. This can include a tub, shower, toilet, bathroom sink, wet bar, or utility sink (please note that a kitchen sink would NOT be considered an additional fixture, but a double bathroom sink would count as two fixtures).

Basement Area (Sq/Ft)- The square footage of your entire basement.

Finished Basement Area (Sq/Ft)- The square footage of the portion of your basement that is finished or partially finished.

Basement Garage Car Capacity- Number of overhead garage doors that enter the basement.

Attic Area- Square footage of a usable attic with permanent stairs.

Finished Attic- The square footage of the portion of your attic that is finished (Drywall or paneling, with a ceiling and flooring).

Air Conditioning- Yes or no if you have central air conditioning installed.

Heating- Yes or no if you have a heating source installed.

Bedroom Count- Number of functional bedrooms, not in basement.

Wood Burning Fireplaces- Number of functional wood burning fireplaces.

Gas Fireplaces- Number of functional gas fireplaces.

Please return this Property Card Factsheet by 9/7/2016.

The information obtained by returning this factsheet will allow for a more accurate estimate of market value.

<div style="text-align: center; margin-bottom: 20px;">8</div> <p style="text-align: center; color: red; font-weight: bold; margin-top: 20px;">In this area you will see a sketch of your home and the corresponding codes to the right</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Sketch Legend</th> </tr> <tr> <th style="width:10%;">ID</th> <th style="width:60%;">Description</th> <th style="width:30%;">Sq Ft</th> </tr> </thead> <tbody> <tr> <td>DW</td> <td>Dwelling (Base Area)</td> <td align="right">1500</td> </tr> <tr> <td colspan="3" style="text-align: center;">Additions</td> </tr> <tr> <td>GR4</td> <td>Garage Basement</td> <td align="right">0</td> </tr> <tr> <td>PR1</td> <td>Porch Frame - Open</td> <td align="right">480</td> </tr> <tr> <td colspan="3" style="text-align: center;">Outbuildings</td> </tr> <tr> <td>08</td> <td>Pole Barn</td> <td align="right">1500</td> </tr> <tr> <td>09</td> <td>Canopy</td> <td align="right">540</td> </tr> </tbody> </table>	Sketch Legend			ID	Description	Sq Ft	DW	Dwelling (Base Area)	1500	Additions			GR4	Garage Basement	0	PR1	Porch Frame - Open	480	Outbuildings			08	Pole Barn	1500	09	Canopy	540
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Deeded Name: *John & Jane Doe* Parcel Number: 12-21-71-01-000

Property Address: *123 Main St, Zanesville, Ohio 43701*

PLEASE VERIFY THE INFORMATION BELOW

	Current	Corrections		Current	Corrections		Current	Corrections
Year Built	1991		Basement Area (Sq Ft)	1500	1650	Air Conditioning	Central	
Year Remodeled		2002	Finished Basement Area (Sq Ft)	0		Heating	Heat	
2 Fixture Bathrooms	0	1	Basement Garage Car Capacity	1		Bedroom Count	4	
3 Fixture Bathrooms	2		Attic Area (Sq Ft)	0		Built-in Wood Burning Fireplaces	1	
Additional Fixtures *	0		Finished Attic	None		Built-in Gas Fireplaces	0	

* Additional Fixtures Include: Tub and/or Shower, Toilet, Bathroom Sink, Wet Bar, Utility Sink.

Have any buildings been demolished or new buildings constructed on this parcel in the past 6 years? No ___ If Yes, please list what and when:

Please indicate any problems you have experienced with this property that would detract from its value.

In case we need to contact you, please provide your phone number? _____

Property Owner's Signature Date

Place an "X" over any information that is incorrect and write in the box to the right of it the correct information

Township City	Estimated Start Date
Adams - Riverview SD	9/20/2016
Adams -Tri Valley SD	9/13/2016
Blue Rock - Franklin SD	9/9/2016
Brush Creek - Franklin SD	9/15/2016
Cass - Dresden Corp	1/20/2017
Cass - Tri Valley SD	1/3/2017
Clay - Franklin SD	9/6/2016
Clay - Morgan SD	9/6/2016
Clay - Roseville Corp	9/9/2016
Falls - Tri Valley SD	11/15/2016
Falls - West Muskingum SD	1/23/2017
Falls - Zanesville SD	2/13/2017
Harrison - Franklin SD	9/29/2016
Harrison - Philo Corp	10/12/2016
Highland - East Muskingum SD	11/14/2016
Highland - New Concord Corp	11/23/2016
Hopewell - Gratiot Corp	11/22/2016
Hopewell - West Muskingum SD	10/19/2016
Jackson - Frazeyburg Corp	9/19/2016
Jackson - Tri Valley SD	9/6/2016
Jefferson - Dresden Corp	1/27/2017
Jefferson - Tri Valley SD	1/23/2017
Licking - Licking Valley SD	10/19/2016
Licking - Tri Valley SD	9/26/2016
Madison - Tri Valley SD	2/7/2017
Meigs - Franklin SD	9/6/2016
Monroe - East Muskingum SD	9/6/2016
Muskingum - Tri Valley SD	11/22/2016

Township City	Estimated Start Date
Newton - Franklin SD	10/18/2016
Newton - Fultonham Corp	12/14/2016
Newton - Maysville SD	10/25/2016
Newton - South Zanesville Corp	12/14/2016
Perry - East Muskingum SD	11/23/2016
Rich Hill - East Muskingum SD	9/21/2016
Rich Hill - Rolling Hills SD	9/28/2016
Salem - Adamsville Corp	9/28/2016
Salem - Tri Valley SD	9/20/2016
Salt Creek - Franklin SD	9/28/2016
Springfield - Maysville SD	12/16/2016
Springfield - South Zanesville Corp	1/27/2017
Springfield - Zanesville SD	2/7/2017
Union - East Muskingum SD	10/12/2016
Union - New Concord Corp	11/2/2016
Union - Norwich Corp	11/10/2016
Washington - East Muskingum SD	11/15/2016
Washington - Tri Valley SD	9/29/2016
Washington - Zanesville SD	10/18/2016
Wayne - Franklin SD	12/22/2016
Wayne - Zanesville SD	2/13/2017
Zanesville City - Agrmt - Falls - W Musk	2/15/2017
Zanesville City - Annex Falls - W Musk	9/15/2016
Zanesville City - Musk Twp - Tri Valley SD	1/3/2017
Zanesville Corp - Tri Valley SD	1/10/2017
Zanesville Corp - West Muskingum SD	1/3/2017
Zanesville Corp - Zanesville SD	9/6/2016