

COUNTY OF LACKAWANNA

Dear Property Owner or Tenant:

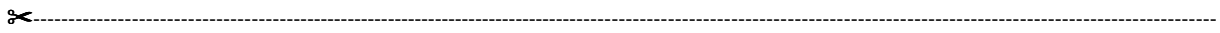
21st Century Appraisals, Inc. is under contract with Lackawanna County, and is in the process of updating physical data for all Lackawanna County properties for the purpose of establishing a new and equitable tax base to be used beginning in 2009.

We have reviewed the exterior of the buildings, and have estimated the information about the interior of the buildings. Please complete the requested information on this card and return it to our office as soon as possible. This will ensure that the information about the interior of your home is correct. If you have questions, please call the Reassessment Office at 570.983.3800.

This new tax base will ensure that taxpayers are paying only their fair share of the tax burden, nothing more and nothing less. It will not affect the total revenue paid to the taxing districts. Typically, as a result of a county-wide revaluation, about one-third of the tax bills will go down, one-third will remain about the same, and one-third will increase. The individual case depends upon whether the property is currently over-assessed or under-assessed.

Notification of new appraised values will be mailed to all real property owners on or before July 1, 2008. With the notice of new values, property owners will be given a direct access telephone number where qualified staff will provide information about the *change of assessment* notice, *Clean and Green* and *Homestead/Farmstead Exclusion* programs, appeal rules, or to schedule an informal appointment with a qualified appraiser to review property descriptions, make any data corrections, discuss valuation, and if justified, make value revisions. The owner will also be notified of his rights for a formal appeal of the new assessment.

Property owners with land 10 acres or more in size should obtain information about the *Clean and Green* preferential assessment program. If applicable, the new *Clean and Green* value will also appear on the notice. The potential tax savings to the landowner under this program are significant. Contact the Assessment Office at 570.963.6728 to request *Clean and Green* information.



DISTRICT NUMBER _____ CONTROL NUMBER _____	
PARCEL NUMBER _____	DATE _____ FIELD LISTER NO. _____
OWNER'S NAME _____	
LOCATION _____	
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YEAR BUILT _____ Estimated? Yes No	HEAT DISTRIBUTION _____ (Examples: Forced Air, Hot Water, Steam)
YEAR RENOVATED _____ (list details below)	
TOTAL NUMBER OF ROOMS _____ (List all rooms <u>except</u> hallways and bathrooms.)	HEAT SOURCE _____ (Examples: Coal, Electric, Natural Gas)
NUMBER OF BEDROOMS _____	TOTAL NO. OF FIREPLACES ____ Number Sealed ____ (Exclude stoves.)
NUMBER OF BATHROOMS _____ Full _____ Half _____ (Full bath - three or more fixtures; half bath - two fixtures.)	CENTRAL AIR CONDITIONING (✓) ____ Yes ____ No (Do not include window air conditioning units.)
BASEMENT PERCENTAGE (primary area) _____ %	MUNICIPAL SEWER CONNECTED? (✓) ____ Yes ____ No
OR check (✓) one: ____ Slab ____ Crawl Space ____ Piers	MUNICIPAL WATER CONNECTED? (✓) ____ Yes ____ No
FINISHED BASEMENT (living area) _____ S.F. (Sub-Grade)	IF BI-LEVEL - Finished Lower Level _____ S.F.
	PURCHASE PRICE (if purchased after 2000) \$ _____

LIST FACTORS THAT YOU THINK WOULD AFFECT THE POTENTIAL MARKET VALUE: _____

SIGNATURE OF PERSON COMPLETING FORM _____ Check one: ____ Owner ____ Tenant ____ Other TELEPHONE NUMBER (Daytime) _____

FROM: _____

FIRST
CLASS
POSTAGE
REQUIRED

Lackawanna County Reassessment Office
c/o 21st Century Appraisals, Inc.
Keystone Industrial Park
773 Keystone Industrial Drive
Dunmore, PA 18512