

## **HELPFUL INFORMATION TO DETERMINE A FAIR CASH VALUE**

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

#### **FOR RESIDENTIAL PROPERTIES:**

- Recent Appraisal - An appraisal done within the past 18 months by a licensed appraiser, including appraisals done for refinancing purposes
- 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
- For homes less than 10 years old, estimated cost of construction or replacement cost
- For remodels or rehabs, list of cost of improvements
- Authorization letter if you are representing the current owner
- Any additional documentation you feel would be helpful in determining the assessment of your property

#### **FOR COMMERCIAL PROPERTIES:**

- Recent Appraisal - An appraisal done within the past 18 months by a Certified Commercial Appraiser.
- 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
- For remodels or rehabs, list of 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, 859-392-1770, emailed, [info.kentonpva@kentoncounty.org](mailto:info.kentonpva@kentoncounty.org) or mailed to Kenton County PVA @ 303 Court St. Rm 210 Covington, KY 41011.