

* * EXAMPLE * *

Property Record Questionnaire – City of Neenah Assessor’s Office

Property Address: 1234 MAIN ST Neenah, WI 54956	Return form to: City of Neenah Assessor’s Office 211 Walnut St Neenah WI 54956
Parcel Identification Number: 801-2345-67-89	--OR--
Property owner: John + Jane Doe	•Email: assessor@ci.neenah.wi.us •Fax: 920-886-6129 •Complete form online: neenahwi.seamlessdocs.com/f/assessorpropertyrecordquestionnaire
Mailing Address: 1234 main st Neenah WI 54956	Thank you in advance for taking the time to fill out the questionnaire. If you have any questions or need assistance in completing the form, call 920-886-6115.
Please provide current contact information in case we have questions. Daytime phone: 920-886-6115 E-mail: jjd@email.com	

Please answer the following questions to the best of your ability.

Room/feature count of entire dwelling

	Bedrooms	Full Bath	Half Bath	Other rooms	Fireplace(s)	Egress Windows
Before project	3	2	-	3 K, LR, D	1	0
After project	4	3	-	5 fam BR	1	1

Bedrooms – total number of separate rooms designed to be used as bedrooms. If a room was designed to be a bedroom but is being used for some other purpose such as an office, it must be included in the bedroom count, not the “other rooms” count.

Full Bath – total number of 3-fixture bathrooms (sink, toilet, bathing unit)

Half Bath – total number of 2-fixture bathrooms (sink and toilet only)

My project is a (check all that apply, then provide information on back of form)

- Foundation repair or egress window installation – Fill out **Section 1**
- Basement finish – Fill out **Section 2**
- Remodel (kitchen, bath, interior) – Fill out **Section 3**
- Addition – Fill out **Section 4**
- Other – Fill out **Section 5** (Brief description) fireplace reno

If project will not be complete by January 1

Fill out information based on the expected final result, and estimate the percent complete as of **January 1**.

Not started 25% 50% 75% **90%**

sunroom half done by JAN 1, will finish in Feb

Common materials used - These terms may help you in describing interior remodel and basement finish projects.

Flooring: carpet, hardwood, LVT (luxury vinyl tile), sheet vinyl, ceramic tile/stone

Cabinetry/Vanity: **Type**: custom, semi-custom, stock; **Style**: flat panel, raised panel, glass front, Euro-style

Material: wood (oak, maple, cherry, etc.), Medium Density Fiberboard (MDF), pressboard/particle board, plywood

Countertops: Laminate, solid surface/Corian, granite/stone, marble/quartz, concrete, tile

Doors: hollow core, solid core; flat panel, raised panel; French door; barn-style door

Trim: Baseboard, wainscoting, crown molding

Ceiling type: sheet rock/drywall/plaster, drop ceiling, industrial/painted joists

If possible, provide photos that clearly show the result of the entire project.

It is important that the photos show a broad view of each area, preferably from multiple angles, similar to a realtor’s photos. For examples see this link: ci.neenah.wi.us/departments/assessor/sample-photos-for-assessments/

* * Example * *

Section 1 - Foundation repair or Egress window

- Was egress window installed in a previously finished area? No Yes →→ if yes, **also** complete **Section 2** below
- What was the effect of the foundation repair/egress window?
 - No effect; finished and unfinished areas in the basement remained exactly the same as before the project
 - Completely removed all prior basement finish and did not replace any
 - Removed some basement finish, but there is still some area that is finished
 - The prior basement finish is intact, and more was added →→ **also** complete **Section 2** below
 - Updated only the existing basement finish area →→ **also** complete **Section 2** below
- Approximate size/square footage of finished and unfinished areas:
 - Finished -- Before 0 After 580 • Unfinished -- Before 1680 After 1100

Section 2 - Basement finish

- Describe changes (for example: rec room converted to bedroom, added family room and full bath, etc.) added 12x15 Bedroom, 20x20 fam room, 1 full bath w/shower only
- Egress window added? No Yes
- Indicate rooms affected – check **all** that apply

<input checked="" type="checkbox"/> Bedroom(s) -- How many? <u>1</u>	<input checked="" type="checkbox"/> Full Bath	<input type="checkbox"/> Kitchen
<input checked="" type="checkbox"/> Family Room	<input type="checkbox"/> Half bath	<input type="checkbox"/> Bar
<input type="checkbox"/> Office/Hobby Room	<input type="checkbox"/> Theater Room	<input type="checkbox"/> Other _____
- Describe finish materials used (see **Common materials used**)

Flooring <u>carpet BR vinyl plank fam + bath</u>	Cabinetry <u>maple free standing in bath</u>
Countertops <u>laminata</u>	Doors/trim <u>same as first floor</u>
Ceiling type <u>sheetrock/plaster</u>	Other information _____

Section 3 - Interior Remodel

- Indicate rooms added/changed – check **all** that apply

<input checked="" type="checkbox"/> Kitchen	<input type="checkbox"/> Full Bath	<input type="checkbox"/> Half Bath	<input type="checkbox"/> Whole house	<input type="checkbox"/> Other (describe) _____
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- Describe finish materials used (see **Common materials used**)

Flooring <u>vinyl tile</u>	Cabinetry <u>semi custom, flat panel maple, some hore</u>
Countertops <u>granite</u>	Doors/trim <u>same as before glass face</u>
Other information <u>added island</u>	_____

Section 4 - Addition

- Indicate rooms affected – check **all** that apply

<input type="checkbox"/> Bedroom(s) -- how many? _____	<input type="checkbox"/> Full Bath	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Family Room	<input type="checkbox"/> Half bath	<input type="checkbox"/> Bar
<input type="checkbox"/> Office/Hobby Room	<input checked="" type="checkbox"/> Sunroom	<input type="checkbox"/> Other _____
- Describe finish materials used (see **Common materials used**)

Flooring <u>vinyl plank</u>	Cabinetry <u>na</u>
Countertops <u>na</u>	Doors/trim <u>french door, other same as rest of house</u>
Other information <u>vaulted ceiling, patio door</u>	_____

Section 5 - Other project:

- Describe project and finishes (see **Common materials used**): converted wood burning fireplace to gas; removed brick and mantel

I hereby affirm that the information provided is true and accurate to the best of my knowledge:	
Signature: <u>Jane Doe</u>	Date: <u>2-25-21</u>
Name: (please print clearly) <u>Jane Doe</u>	*provide contact info on p. 1

Once again, thank you for taking the time to fill out the questionnaire.