

**Account Transfer Form**

Send Completed form to the lead in the section the account is transferring to

Account # 515126 Map-Tax-Lot 052W26BD02600 Date of Request: 12/28/2023

Section From: Farm Prop Class: 911 RMV Class: 911

Section To: Res Prop Class: 911 RMV Class: 101

**Sending Section**

Person Requesting Transfer: BES

Reason For Transfer:

Half in half out of city limits, need to establish an RMV class, bulk of the value resides within the city limits so approved by SR

Lead Review of Transfer: BES

Clerk Transferring Account: AK

Open Workflows Finalized  NA

Current Year Workflow Created\*  X

\*Operation = Account Transfer, Task Type = Account Review, Comment Includes Reason for Transfer, Assigned to Receiving Lead

Red Tag/Future Workflow Created  X

Receiving Section Notified of Transfer:  Email  In person Account Note Added\*\*  X

\*\* Notify Box is Checked

**Receiving Section**

Red Tag/Future Workflow Prop Class Updated:  Account Note Updated\*\*\*

\*\*\* Notify Box is UnChecked

Lead Appraiser Receiving Account: \_\_\_\_\_ Clerk Receiving Account: \_\_\_\_\_

**New Changing Information:**

Comments:

Franchise Appraiser: \_\_\_\_\_

MASANh: \_\_\_\_\_

Account Added to Tracker:  Yes  No

Land Use Code: \_\_\_\_\_

Data Collector collects from sending section:  Apex  Plans  Permit

Related Accounts Affected: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Workflow:  MASANh  Fragments Updated  
 Prop Class  Last Inspection Date  
 RMV Class  Inspection Level

Transfer Form Scanned to Laserfiche