

**Account Transfer Form**

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

Account # 520698 Map-Tax-Lot 071W010000601 Date of Request: 10/24/2022

Section From: Rural Prop Class: 641 RMV Class: 401

Section To: Res Prop Class: 491 RMV Class: 491

**Sending Section**

Person Requesting Transfer: Amy

Reason For Transfer:

23-24: Account disqualified from special assessment and is inside city limits, and in the process of recording a subdivision

Lead Review of Transfer: \_\_\_\_\_

Clerk Transferring Account: Amy

Open Workflows Finalized

Current Year Workflow Created\*

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

Red Tag/Future Workflow Created n/a

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

\*\* 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