

**Account Transfer Form**

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

Account # 520777 Map-Tax-Lot 071W010000300 Date of Request: 2/1/2024

Section From: RES Prop Class: 491 RMV Class: 491

Section To: RURAL Prop Class: 551 RMV Class: 501

**Sending Section**

Person Requesting Transfer: CWO

Reason For Transfer:

Property has been approved for farm use special assessment for 24-25

Lead Review of Transfer: SR

Clerk Transferring Account: MBH

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

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

\*\* Notify Box is Checked

**Receiving Section**

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

\*\*\* Notify Box is UnChecked

Lead Appraiser Receiving Account: WW Clerk Receiving Account: AK

**New Changing Information:**

Comments:

Send to CWO to apply special assessment after account transfer.  
Create unit with 345492, 520760 & 520777

Franchise Appraiser: M HAMILTON

MASANh: 03/06/000

Account Added to Tracker:  Yes  No

Land Use Code: REST / 005

Data Collector collects from sending section:  Apex  Plans  Permit

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

Date Completed: 2-22-24

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

Transfer Form Scanned to Laserfiche