

**Account Transfer Form**

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

Account # 532205 Map-Tax-Lot 083W12C000800 Date of Request: 10/3/2023

Section From: RURAL Prop Class: 400 RMV Class: 400

Section To: COMM Prop Class: 700 RMV Class: \_\_\_\_\_

**Sending Section**

Person Requesting Transfer: WW

Lead Review of Transfer: WW

Clerk Transferring Account: AK

Reason For Transfer: per SMcK new multi-unit housing being built, this account will need to be transferred from RUR (541/401) to COM (701): ACCOUNT HAS TAG FOR NEW CONSTRUCTION

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