

**Account Transfer Form**

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

Account # 532211 Map-Tax-Lot 083W12B001700 Date of Request: 3/13/24

Section From: Rural Prop Class: 541 RMV Class: 401

Section To: Residential Prop Class: 491 RMV Class: 491

**Sending Section**

Person Requesting Transfer: AK

Reason For Transfer:

Owner states property is under development and will have a subdivision recorded. Disqualifying from farm use, inside city limits.

Lead Review of Transfer: WBW

Clerk Transferring Account: AK

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:  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