

Account Transfer Form

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

Account # 534763 Map-Tax-Lot 091W130000300 Date of Request: 11/8/2023

Section From: RURAL Prop Class: 940 RMV Class: 500

Section To: COMMERCIAL Prop Class: 940 RMV Class: 200

Sending Section

Person Requesting Transfer: WW

Reason For Transfer:

Lot is part of Water Treatment Plant per BES

Lead Review of Transfer: WW

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