

**Account Transfer Form**

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

Account # 543722 Map-Tax-Lot 062W17DB02600 Date of Request: 10/5/2022

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

Section To: Commercial Prop Class: \_\_\_\_\_ RMV Class: \_\_\_\_\_

**Sending Section**

Person Requesting Transfer: MLH Reason For Transfer: 

Home has been converted to financial business via permit # 21-012188

Lead Review of Transfer: WV  
Clerk Transferring Account: 

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