

## Sales Comparison Worksheet

Property Type: **Residential**

Use this form if the conference is based on comparable sales. Sales should be located in the same area as your property and have characteristics as similar to your property as possible. Common characteristics to consider are:

- Property Type (Bi-Level, Number of Stories)
- Exterior Construction (Brick Veneer, Frame)
- Total Square Feet (Living Area, Finished Walk-Out, Finished or Unfinished Basement)
- Garage or Not
- Year Built
- Number of Bathrooms
- Central Heat
- Central Air

\*\* Recent sales should be what is known in real estate as a "fair arm's length transaction." A valid "arm's length transaction" is a property sold at fair cash value between a willing seller and a willing buyer after being advertised on the open market. Recent sales should be within the last 2 years of the current assessment date. \*\*

	Your Property	Sale #1	Sale #2	Sale #3
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Above Grade (Finished) SF				
Total Below Grade SF				
Below Grade (Finished) SF				
Garage / Carport				
Bathrooms				
Bedrooms (Above Grade Only)				
Price per SF (Sale Price ÷ Above Grade SF)				