

Doing comparative property analysis:

1. Choose your analytic topic –and write a short summary. Include your name and phone/email as contact person, please.
2. From the www.vipropertyrevaluation.com website : Print out the property data sheet on property in question – write location of property on sheet, any identifying notes (but leave owner’s name off –you can write those “private” things on back of my sheets for easy reference), make notes and circle any inconsistencies. (If this is a multi-property/neighborhood concern – Page number each sheet in large letters or numbers – and use these in your summary cover sheet explanation. Add MLS sales description sheets as appropriate.
3. Convert to an electronic file. One easy way is to fax the analysis to a computer inbox, then .pdf it. If you can only use fax, that will work too. Email CBCC for a special fax - and we will email back the converted .pdf file.
4. Send a complete copy to contact.reval@lgo-vi.gov with a cc: to coralbaycommunitycouncil@hotmail.com . We will have a good record of the communications, should it prove useful in the future, as the revaluation continues.

9/23/07