# Comparable Sales Grid for Single Family Homes & 2-4 Plexes

| | Subject Property (Yours) | Comp #1 | Comp #2 | Comp #3 |
|---|---|---|---|---|
| Street Address | | | | |
| Property ID# | | | | |
| Area of lot (Sq. ft.) | | | | |
| Construction class (1-8) | | | | |
| Year Built | | | | |
| Basement (full/partial) | | | | |
| Number of baths | | | | |
| Type of heat/AC | | | | |
| Number of fireplaces | | | | |
| Garage size (single/double) | | | | |
| Area of house (sq. ft.) | | | | |
| Distance from subject | | | | |
| Sales price | | | | |
| Sales date | | | | |

**Instructions:** Use this grid to compare your property to nearby comparable properties which sold close to the assessment date of January 1st. If you plan to present these comparisons to the Board of Property Tax Appeals as evidence to support your request for a valuation reduction, **please include a photograph of the front of each house.** Mark the photograph of your house **"Subject"** and mark the other photographs, **"Comp #1", "Comp #2", "Comp #3".**

If you don't have answers for all the spaces, complete only those you can confirm. Don't guess at answers, or make estimates. Comparable sales information can be obtained by visiting the Customer Service office at 501 SE Hawthorne Blvd, Suite 175 or may be obtained from a realtor.