

**Account Transfer Form**

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

Account # 592431 Map-Tax-Lot 083W04CA02400 Date of Request: 3/26/2024

Section From: Residential Prop Class: 491 RMV Class: 491

Section To: Rural Prop Class: 641 RMV Class: 401

**Sending Section**

Person Requesting Transfer: CWO

Reason For Transfer:

Property has been approved for DFL special assessment and will be handled by the Rural section now

Lead Review of Transfer: SR

Clerk Transferring Account: MBH

Open Workflows Finalized  No

Current Year Workflow Created\*  This was not done, but should've been

\*Operation = Account Transfer, Task Type = Review, Comment Includes Reason for Transfer, Assigned to Receiving Lead

Red Tag/Future Workflow Created  NA

Receiving Section Notified of Transfer:  Email  In person Account Note Added\*\*

\*\* Notify Box is Checked

**Receiving Section**

Red Tag/Future Workflow Prop Class Updated:  NA Account Note Updated\*\*\*

\*\*\* Notify Box is UnChecked

Lead Appraiser Receiving Account: WW Clerk Receiving Account: AK

**New Changing Information:**

Comments:

SOIL 4HD - Account to enter DFL program. Change VWFU to VWFR and URBN to entered 10k. Change inspection information to DFL L4 by CWO.

Franchise Appraiser: WILLIAMS

MASANh: 06/06/000

Account Added to Tracker:  Yes  No

Land Use Code: 005/REST

Data Collector collects from sending section:  Apex  Plans  Permit

Related Accounts Affected: NA

Date Completed: 5-29-24

Workflow:  MASANh  Fragments Updated  
 Prop Class  Last Inspection Date  
 RMV Class  Inspection Level

Transfer Form Scanned to Laserfiche