



**Monongalia County Assessor's Office**  
**Property Record Information/Update**



Dear Taxpayer:

The Monongalia County Assessor's Office is conducting our required site visits in accordance with WV Code 11-1c-1. This ensures that all property is being valued fairly and equitably. Please keep in mind that our field representatives are not appraising your property. They are recording current updated information which is needed to determine the fair market value. We are sorry that we missed you but the field deputy left you this property record information/update form for your review.

Please take a moment to review the information identified for your property. **If any corrections need to be made, please do so in the Owner's Updates form on the far right.** Once filled out, please fold, tape, then mail the form back to us using the address on the other side, no envelope required. **If you have no updates you wish to submit, kindly disregard this form.** In absence of a reply, the interior data on file will remain as-is. We thank you for your cooperation.

If you have additional questions or concerns, do not hesitate to call our office at (304) 291-7017.

Very truly yours,

Mark A. Musick,  
Assessor of Monongalia County

If information below is not accurate, please make corrections HERE

Owner's Name: \_\_\_\_\_

Reviewing Field Deputy: \_\_\_\_\_

Date: \_\_\_\_\_

<b>District</b>	<b>Map</b>	<b>Parcel</b>	<b>Sub-parcel</b>

Property Address: \_\_\_\_\_

## Assessor's Office Information

### LIVING ACCOMMODATIONS

Bedrooms:	Full Baths:	Half Baths:
Addl. Fixtures (e.g. washers, hot water heaters, dishwashers, utility sinks, hot tubs, etc.):		

### BASEMENT (UNDER MAIN BODY, EXCL. GARAGE/ADDITIONS)

None(Slab):	Crawl:	Partial:	Full:
Total Finished	W:	L:	Sq Ft:
Basement Living Area			
Total Rec Room	W:	L:	Sq Ft:
Living Area			

### ATTIC w/ PERM. STAIRWAY

None:	Unfinished:
Partial:	Finished:

### HEATING

None:	Central:
Non-Central:	Central w/ A/C:

### FUEL TYPE

N/A:	Gas/Propane:	Electricity:	Oil:
Wood:	Coal:	Solar:	Thermal:

### SYSTEM TYPE

N/A:	Elec.(Baseboard/Rad.):
Forced Air(Duct):	Hot Water: Heat Pump:

### FIREPLACES

No. of Wood Burning Fireplaces In Working Order:	No. of Prefabricated:
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### CLASSIFICATION

Occupied by deed owner?:	Occupied by other person?:
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### MOBILE HOMES (OWNED BY LAND OWNER)

Year Built:	W:	L:	Sq Ft:
Year Built:	W:	L:	Sq Ft:

## Owner's Updates

Owner's Email: \_\_\_\_\_

### LIVING ACCOMMODATIONS

Bedrooms:	Full Baths:	Half Baths:
Addl. Fixtures (e.g., washers, hot water heaters, dishwashers, utility sinks, hot tubs, etc.):		

### BASEMENT (UNDER MAIN BODY, EXCL. GARAGE/ADDITIONS)

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Total Finished	W:	L:	Sq Ft:
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### FIREPLACES

No. of Wood Burning Fireplaces In Working Order:	No. of Prefabricated:
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### CLASSIFICATION

Occupied by deed owner?:	Occupied by other person?:
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### MOBILE HOMES (OWNED BY LAND OWNER)

Year Built:	W:	L:	Sq Ft:
Year Built:	W:	L:	Sq Ft:

Comments: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

When done tape shut, stamp, and mail back, no envelope needed



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place  
Stamp  
Here

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Monongalia County  
Assessor's Office

243 High St., Suite 335

Morgantown, WV 26505

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