

PLEASE COMPLETE THE FOLLOWING: (provide copy of current floor plan)

OWNER: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____ Phone # _____

RESIDENCE/STICK BUILT HOME DESCRIPTION: (check all that apply)

STORY HEIGHT _____ YEAR BUILT _____ YEAR REMODELED _____

TOTAL ROOMS _____ TOTAL BED ROOMS _____ TOTAL BATH ROOMS _____

1. FOUNDATION: CONC. BLK. _____ CONC. SLAB _____ CONC. PIER _____ STONE _____ BRICK WALL _____

2. EXTERIOR WALLS: _____

3. ROOF: FLAT _____ GABLE _____ METAL _____ PREPARED ROLL _____ BUILT-UP ASPHALT OR T&G _____
WOOD/COMP. SHINGLE _____ SLATE/TILE _____ INSULATION _____

4. FLOORS: SOFTWOOD _____ HARDWOOD _____ CONC. _____ COMP. TILE _____ CARPETED _____
CERAMIC TILE/BATH/KITCHEN _____

5. INTERIOR FINISH: WALLBOARD _____ PLASTER _____ SHEETROCK _____ PANELING _____
UNFINISHED _____ OTHER _____

6. BUILT-INS: DISHWASHER _____ DISPOSAL _____ OVEN _____ RANGE _____ DRYER _____

7. HEATING: STOVE _____ HOT AIR _____ PIPED/GRAVITY _____ FORCED CIRCULATION _____ STEAM/HOT
WATER _____ RADIANT/CONCEALED _____ ELEC. _____ CENTRAL A/C _____

8. PLUMBING: 3 FIXTURE., (toilet ,sink, shower) _____ 2 FIXTURE., (toilet, bath/shower) _____ or
1 FIXTURE., _____

9. FIREPLACE: SINGLE FLUE _____ DOUBLE FLUE _____ NONE _____

10. TOTAL SQUARE FOOT (livable) = _____ TOTAL SQUARE FOOT (garage) = _____

DOES THE LAND HAVE ANY OF THE FOLLOWING IMPROVEMENTS (PLEASE CHECK):

GARAGE _____ BARN/STORAGE _____ WELL _____ SEPTIC TANK _____ WATER SYSTEM _____

OTHER _____ IF GARAGE, BARN/ STORAGE WHAT IS THE SIZE _____ AND WHAT IS IT
CONSTRUCTED OF:

**NOTE: Please be aware of your responsibility as a property owner in accordance with NM
Statutes, Section 7-38-8, excerpted below: NM STATUTE 7-38-8 REPORTING OF PROPERTY FOR
VALUATION; PENALTIES FOR FAILURE TO REPORT.**

A. All property subject to valuation for property taxation purposes by the department shall be reported annually to the department. The report required by this subsection shall be made by the owner of the property or such other person as may be authorized by regulations of the department. The report shall be in a form and contain the information required by regulations of the department. It shall be made not later than the last day of February in the tax year in which the property is subject to valuation. In the case of failure or refusal to file the report required under this subsection, the department shall determine the value of the property subject to valuation from the best information available.

H. Any person who fails to make a report required of him under the provisions of Subsection A or B of this section is liable for a civil penalty in an amount equal to five percent of the property taxes ultimately determined to be due on the property for the tax year or years for which he failed to make the required report.

DATE _____ / _____ / _____ SIGNATURE _____