



Assessor's Office

Application to Combine/Split Real Property

(Survey may be required)

See reverse side for directions and information

Owner(s) of Record: (List all with an ownership interest including land contract holders)

Petitioner Name: (if different than owner) _____

Property Address: _____

Mailing Address: _____

Telephone: Home: _____ Work: _____

Action Requested: _____ Combine _____ Split

Parcel Number(s) to be combined or split:

Is there a mortgage on this property? _____ Yes _____ No

I understand that it is the responsibility of the owner(s), not the City, to notify the entity holding the mortgage for this property of the change in parcel number and legal description. I further understand that failure to do so could cause taxes to become unpaid resulting in the possibility of foreclosure. I certify that all information contained on this application is true to the best of my knowledge.

Signature(s) of Owner(s): (including land contract holders)

Do Not Write Below This Line

Fee: \$ _____ Paid: _____ Unpaid: _____ Courtesy: _____

Application to Combine/Split Real Property

This form is used when a property owner wishes to combine parcels or split an existing parcel into smaller parcels. The form must be complete before the Assessor can act on the request.

Important Information

Land that was sold by the Land Bank during the last five years cannot, by law, be combined with any other property until the five-year period is over. The Assessor can verify if this has an impact on the petitioner.

There is a fee for this process. For each resulting parcel the fee is \$80.00 and payment is made to the Treasurer's Office with a copy of the receipt given to the Assessor.

Although the process will be completed as soon as possible after submission, the actual new parcel number won't become effective until the following tax year.

Some of the more complex requests may have to go before City Council for approval and some may require the petitioner to provide a survey at the petitioner's expense. The Assessor will let the petitioner know if this is the case.

All property taxes and water bills must be current.

When combining parcels, the tax amount for the new parcel will equal the total tax for the parcels being combined. There is no change in the total amount of the taxes when parcels are combined.

If the petitioner purchased the property on a land contract, both the petitioner and the land contract holder must sign the application.

There can be reasons why the requested action cannot be taken; e.g., the resulting parcel may not conform to the neighborhood or property taxes or water bills are unpaid.

Directions for Completion of Application

Everyone who has an ownership interest in the property, including land contract holders, must be listed and must sign the application.

If someone other than the owner, such as an attorney, initiates the application, his / her name must be noted in the "Name of Petitioner" section. If this person has the power of attorney for all owners, he/she may sign the application in lieu of the actual owners. A copy of the Power of Attorney (POA) must be provided to the Assessor's Office.

Property Address, Mailing Address and Action Requested sections are self-explanatory. Telephone number should be that of the person who has authority to make decisions – the owner or the POA.

If the petitioner doesn't have the parcel numbers for the property in question, contact the Assessor's Office.

The sections dealing with a mortgage on the property are extremely important; if that is not completed, the application cannot be accepted.