

## Property Information Correction Worksheet

Use this form to correct the data found on the Lake County Auditor's website.

Please note that for mailing address corrections you need to contact the Lake County Treasurer's Office at 440-350-2516 or via e-mail through their website at:

<http://www.lakecountyohio.gov/treasurer/Home.aspx>

**You do not have to fill out the entire form – only the areas you wish to have corrected. \* are mandatory fields.**

\*Parcel # or Address \_\_\_\_\_

\*Name of Respondent \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Year Built \_\_\_\_\_ You must supply documentation of the age of the home. Zoning certificates or other documents work well.

Total Number of Rooms \_\_\_\_\_ Do not include hallways, closets, bathrooms, or utility areas

Number of Bedrooms \_\_\_\_\_ (Have a closet)

Number of Full Bathrooms \_\_\_\_\_ Full baths have at least 3 fixtures (toilet, bathtub (or shower stall) and sink.

Number of Half Baths \_\_\_\_\_ (2 fixtures)

Heat Type \_\_\_\_\_ Hot Air Furnace, Hot Water

Central Air \_\_\_\_\_ Yes or No

Basement Recreation Room \_\_\_\_\_ Defined as one large room with some type of wall covering, ceiling, and floor covering. Indicate approximate size (can be square feet, dimensions, or fraction (1/4, 1/3, 1/2, 3/4))

Basement Finish \_\_\_\_\_ Finish quality comparable to the above grade areas. Indicate approximate size (can be square feet, dimensions, or fraction (1/4, 1/3, 1/2, 3/4)).

Fireplace-Wood Burning # of chimney(s) \_\_\_\_\_ # of Openings (# of fireplaces on the chimney(s)) \_\_\_\_\_

Gas Prefab Fireplaces # \_\_\_\_\_

Other Corrections or

Information: \_\_\_\_\_

For square footage changes we recommend you call our office and speak with an appraiser to determine if a site visit is necessary. For any changes not listed above please contact our office by e-mail or phone.

**Thank you for helping us keep your records accurate! Submit this form to [appraisal@lakecountyohio.gov](mailto:appraisal@lakecountyohio.gov) We will acknowledge receipt via e-mail.**

Phone Contact: 440-350-2221 or 440-350-2461

*The changes made to your record as a result of this form may or may not affect your future taxes.*