



Requestor: \_\_\_\_\_  
Email: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please complete pages 1 & 2, then submit the request.**

Please use this page to filter the population of records as desired.

The parameters selected here will narrow the results of your request to include only the records of interest.

Selecting zero filters will include every record in the database.

This form can be:

1. Downloaded
2. Completed digitally and resaved
3. Emailed to: equalization\_GIS@grandtraverse.org

Or this form can be:

1. Printed
2. Completed by hand
3. Mailed or dropped off to Equalization/GIS

By Class	
All Listed	
Agricultural	
Commercial	
Industrial	
Residential	
Exempt	
Reference / Inactive	
Other:	

By Local Unit	
All Listed	
01 Acme Twp	
02 Blair Twp	
03 East Bay Twp	
04 Fife Lake Twp	
05 Garfield Twp	
06 Grant Twp	
07 Green Lake Twp	
08 Long Lake Twp	
09 Mayfield Twp	
10 Paradise Twp	
11 Peninsula Twp	
12 Union Twp	
13 Whitewater Twp	
51 City of Traverse City	
41 Fife Lake Village	
42 Kingsley Village	

By Improvement Status	
Vacant	
Improved	
By Sale Attribute	
(e.g. Sold in last 2 years)	
Sale Date Range	
Explain:	
Sale Price Range	
Explain:	

By Approx Acre Range (e.g. at least 10 acres)	
Explain:	

By Value Range (e.g. between 100k & 150k SEV)	
Current Est. True Cash Value	
Explain:	
Current SEV	
Explain:	
Current Taxable Value	
Explain:	

By Custom Geography (e.g. North of Main St.)	
Explain:	

GIS Data*	
Map (.pdf,.jpeg, etc)	
Shapefile (.shp)	
Raster file	

Comments:  
(If needed, supplement request with additional pages.)

\*GIS data requests: Please list the layers you are requesting in the comments section.



### **Submit forms to:**

Grand Traverse Equalization  
400 Boardman Ave. Suite 103  
Traverse City, MI 49684-2577

**Or by Email to:**

equalization\_gis@grandtraverse.org

Please use this page to indicate desired data fields.

**Note:** If fields from multiple categories are selected, a separate file for each may need to be created to accommodate the request.

<b>Parcel Data</b>	
All Listed	
Parcel Number	
Owner Name	
Property Street Address	
Property City	
Property Zip	
Mailing Street Address	
Mailing City	
Mailing State	
Mailing Zip	
<b>Less Common Fields</b>	
Current Property Class	
Approximate Acres	
Approximate Land Value	
# of Residential Buildings	
# of Agricultural Buildings	
# of Commercial / Industrial Buildings	
School Operating Exemption %	
School Operating Exemption Type	
Current Assessed Value	
Current State Equalized Value	
Current Taxable Value	
Previous Year Assessed Value	
Previous Year State Equalized Value	
Previous Year Taxable Value	
Approximate True Cash Value	
Tax Description	
Other:	

<b>Sale Data</b>	
All Listed	
Parcel Number	
Sale Date	
Sale Price	
Instrument	
Terms	
Grantor	
Grantee	
Liber/Page	
Other:	

Residential Building Data	
All Listed	
Parcel Number	
Approximate Year Built	
Approximate Year Remodeled	
Effective Age	
Building Occupancy	
Building Style	
Total Floor Area	
Basement Area	
CrawlSpace Area	
# of 3 Fixture Baths	
# of 2 Fixture Baths	
Other:	

<b>Agricultural Building Data</b>	
All Listed	
Parcel Number	
Approximate Year Built	
Effective Age	
Building Occupancy	
Building Class	
Heat	
Length	
Width	
Height	
Perimeter	
Other:	

Commercial / Industrial Building Data	
All Listed	
Parcel Number	
Approximate Year Built	
Effective Age	
Building Occupancy	
Building Class	
Total Floor Area	
Stories	
Average Story Height	
Basement Area	
Basement Type	
Heat Type 1	
% Heat Type 1	
Heat Type 2	
% Heat Type 2	
Other:	

### Comments:

Note a minimum of two (2) weeks lead time is requested to complete the project request.  
Requested data is typically provided in a standard spreadsheet and transferred digitally.

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**The below fields are to be completed by Equalization/GIS.**

	<b>Type</b>	<b># of records</b>	<b>Cost per record</b>	<b>Cost to create file</b>
<b>File 01</b>				
<b>File 02</b>				
<b>File 03</b>				
<b>File 04</b>				
<b>File 05</b>				
				<b>Setup Cost:</b>
				<b>Total Cost:</b>

*Disclaimer: Grand Traverse County does not warrant, expressly or impliedly, or accept any responsibility for any errors or omissions of data requested or requester's software incompatibilities or knowledge base.*

*Data requested shall not be loaned, sold, copied, or otherwise transferred to any other individual, firm, organization, or agency, nor used for any other than the stated purpose(s) without prior written permission from Grand Traverse County.*

**This form constitutes acceptance of the above stated conditions, parameters & fees.**

Reviewed by Equalization/GIS	
Signature: _____	Date: _____

<b>Do not sign request</b> until it has been reviewed and returned to you from Equalization/GIS.	
I agree with the stipulations of this work request:	
Signature of Requestor:	Date:

**If this form appears blank or is missing information:**

Please check your email filters, security settings, or the compatibility of your PDF reader application.