



Kansas Department of Revenue

Property Valuation Records

Request for Copies or Access (Please print or type)

I. Requester's Information: (Providing daytime phone number, fax number or e-mail address is optional.)

Name: _____ Company: _____
(if applicable)

Address: _____
(Street) (City) (State) (Zip)

Daytime Phone: () _____ Fax: () _____

E-Mail: _____

II. A) Requests for Simple Selectability Reports/Inventory Content Sheets (ICS):

Land Use Codes and County Numbers are provided on page 2 & 3 of this form.

Land Use Code: _____ Number of Sale Years: _____

Statewide (circle one): Yes No

If you answered "No" to Statewide, please provide the county numbers (upto 16 counties): _____,

_____, _____, _____, _____, _____, _____, _____,

_____, _____, _____, _____, _____, _____, _____.

B) Requests for Customized Reports: (Provide a description of the information requested.)

III. Out-put medium and delivery options:

In what medium do you prefer the information? (circle one): Paper Electronically

How do you wish to obtain information? (circle one): U.S. Mail Priority Mail Fax E-Mail Pick Up

IV. Signature – Before signing this document, read this section carefully.

I do hereby certify that I will not: "(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed." (K.S.A. 45-220(c)(2))

Signature: _____ Date: _____

Instructions:

1. Submit the completed request to the following address:

Kansas Department of Revenue
 Property Valuation, Room 400 North
 915 SW Harrison Str.
 Topeka, KS 66612-1585
2. A PVD associate will contact you with an estimate no later than three (3) business days after receipt of your request. Actual charges will not exceed the estimate provided.
3. Programming will begin once payment of the estimate has been received. No refunds will be issued for programming requests made in error, or requests resulting in no records found.

Fees: An additional charge may be imposed to convert a report to an alternate format.

PVD Staff Programming – produces a paper report:

Base Fees – Last 2 years	1 to 16 Counties:	Simple Selectability report or ICS	\$25.00
	Statewide:	Simple Selectability report or ICS	\$50.00
Base Fees – 3 or more years back	1 to 16 counties:	Simple Selectability report or ICS	\$50.00
	Statewide:	Simple Selectability report or ICS	\$100.00
Fee Per Record Listed (in addition to base fee)		Simple Selectability report	\$0.05
		ICS	\$0.20

Information Services (IS) Programming - produces an electronic report:

(Typical fee for this type of programming is \$500.00.)

Base Fees – Per County	All records within a county.	\$100.00
	Sampling of records within a county.	\$25.00
Fee Per Record Listed (in addition to base fee)	Each record listed.	\$0.15

Other requests – produces a paper report:

(Includes requests other than simple selectability or ICS reports and does not require IS programming.)

Reports:	Per report generated	\$5.00
Mail charge:	1 st five (5) pages	\$0.40
	Additional 5-page increments	\$0.25

County Listing: The listing includes the county number, abbreviation, and name.

001 AL Allen	019 CR Crawford	037 GW Greenwood	055 LG Logan	072 OT Ottawa	089 SN Shawnee
002 AN Anderson	020 DC Decatur	038 HM Hamilton	056 LY Lyon	073 PN Pawnee	090 SD Sheridan
003 AT Atchison	021 DK Dickinson	039 HP Harper	057 MN Marion	074 PL Phillips	091 SH Sherman
004 BA Barber	022 DP Doniphan	040 HV Harvey	058 MS Marshall	075 PT Pottawatomie	092 SM Smith
005 BT Barton	023 DG Douglas	041 HS Haskell	059 MP McPherson	076 PR Pratt	093 SF Stafford
006 BB Bourbon	024 ED Edwards	042 HG Hodgeman	060 ME Meade	077 RA Rawlins	094 ST Stanton
007 BR Brown	025 EK Elk	043 JA Jackson	061 MI Miami	078 RN Reno	095 SV Stevens
008 BU Butler	026 EL Ellis	044 JF Jefferson	062 MC Mitchell	079 RP Republic	096 SU Sumner
009 CS Chase	027 EW Ellsworth	045 JW Jewell	063 MG Montgomery	080 RC Rice	097 TH Thomas
010 CQ Chautauqua	028 FI Finney	046 JO Johnson	064 MR Morris	081 RL Riley	098 TR Trego
011 CK Cherokee	029 FO Ford	047 KE Kearny	065 MT Morton	082 RO Rooks	099 WB Wabaunsee
012 CN Cheyenne	030 FR Franklin	048 KM Kingman	066 NM Nemaha	083 RH Rush	100 WA Wallace
013 CA Clark	031 GE Geary	049 KW Kiowa	067 NO Neosho	084 RS Russell	101 WS Washington
014 CY Clay	032 GO Gove	050 LB Labette	068 NS Ness	085 SA Saline	102 WH Wichita
015 CD Cloud	033 GH Graham	051 LE Lane	069 NT Norton	086 SC Scott	103 WL Wilson
016 CF Coffey	034 GT Grant	052 LV Leavenworth	070 OS Osage	087 SG Sedgwick	104 WO Woodson
017 CM Comanche	035 GY Gray	053 LC Lincoln	071 OB Osborne	088 SW Seward	105 WY Wyandotte
018 CL Cowley	036 GL Greeley	054 LN Linn			