



# Common Area Valuation

## APPLICATION

HOA Common Area APN (only one APN per application): \_\_\_\_\_

HOA or Non-Profit Corporation Name: \_\_\_\_\_

Development/Subdivision Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOA Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

HOA Deed Recording Fee Number: \_\_\_\_\_

HOA Bylaws/CC&Rs Recording Fee Number: \_\_\_\_\_

**ALL CONDITIONS MUST BE MET BEFORE THE PARCEL MAY QUALIFY FOR COMMON AREA VALUATION.**

**Please provide fee numbers or documentation that verifies ALL of the following:** *(Examples are in italics)*

- The common area must be owned by a nonprofit homeowner's association or non-profit corporation. *Please provide an official copy of the Articles of Incorporation filed with the AZ Corporation Commission stating the HOA is a nonprofit organization.*
- The nonprofit homeowner's association or non-profit corporation is organized and operated to provide for the maintenance and management of the common area property. *Please provide the fee number of the recorded Bylaws and/or Covenants, Conditions, and Restrictions (CC&Rs).*
- The common areas must be deeded to the homeowner's association or non-profit corporation. *Please provide the fee number of the recorded deed.*
- All residential property owners in the development are required to be and must actually be members of the association or corporation or must be obligated to pay mandatory assessments to maintain and manage the common areas. *Please provide the fee number of the Bylaws and/or CC&Rs.*
- All members of the association, or residential property owners in the development, their immediate families, and guests, if provided by organizational rules, have the right to use and enjoy the common areas. This right must be appurtenant to and pass with title to each lot and parcel. *Please provide the fee number of the Bylaws and/or CC&Rs.*
- A recorded document that restricts the use to common area. *Please provide the fee number of the recorded deed, recorded plat map indicating the common areas, or the recorded CC&Rs.*

NOTE: If there is more than one APN for the HOA common areas, the County Assessor may consolidate APNs. Please request to combine common areas separately. Please use the **Request to Combine Common Area Parcel Numbers**—DOR form #82354—to provide a one-time list of common area tracts by parcel number.

Mail or deliver this application and the supporting documentation to:

Common Area Project  
Pinal County Assessor  
P.O. Box 709  
Florence, Arizona 85232

Please call (520) 866-6361 for additional assistance.