



PROPERTY TAX PROFESSIONALS, INC.

Reducing taxes throughout Florida for over 25 years...

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PROPERTY INFORMATION REQUEST – 2020 for Commercial Properties

If you have already provided this information, please disregard this notice

Delaying this Information Request can dramatically affect the overall outcome of your appeal

1. If you lease your property to tenants other than yourself, please provide the Rent Roll as of January 1, 2020 including: the tenant name, square foot, beginning lease date, rental rate, CAM & any pass-throughs, as well as list all vacant spaces. Also, please list any tenants that have "months" of unpaid rents and the amounts owed
2. Please provide the "Year End" 2019 Income & Expense (operating) Statement
3. **Hotels Only:** Please provide the monthly ADR & Vacancy Reports for the year 2019
4. If your property was purchased within the last 2 years, please provide a copy of the Closing (Settlement) Statement
5. If your property was appraised during the last 2 years, please provide a copy of the Appraisal Report
6. If your property has had major renovations/repairs (over \$50,000) prior to January 1, 2020, please submit a detailed list and the dollar amounts for each repair along with "before" photos if available
7. If your property needed major renovations/repairs (over \$50,000) as of January 1, 2020, please list estimates for each repair and photos of each
8. If your property currently has had environmental contaminants during the last 2 years, please send the reports indicating such contaminants and any cost estimates to remediate
9. If your property is currently on the market, please indicate the listed asking price
10. Please provide any additional information that you feel may negatively impact your property valuation

Please return this form and any requested information as soon as possible to:

EMAIL: Suzy@LowPropertyTax.com

FAX: (561) 627-3108

MAIL: 3309 Northlake Blvd. Suite 105, Palm Beach Gardens, FL. 33403