



# PROPERTY TAX PROFESSIONALS, INC.

*Reducing taxes throughout Florida for over 25 years...*

3309 Northlake Boulevard Suite 105 Palm Beach Gardens, FL 33403  
www.LowPropertyTax.com

Palm Beach (561) 627-6551  
Broward (954) 958-9969  
Dade (305) 377-9881  
Fax (561) 627-3108

Thank you for choosing Property Tax Professionals to handle your property tax appeal and we are very much looking forward to the opportunity to work with you in seeking the lowest possible taxes for your property(ies).

Please see below and attached an **Information Request** page for your completion as well as an **FAQ page** that has important information regarding the appeal process, time periods and paying your Tax Bill.

**If you have already sent us this information, please disregard this request and there is no need to re-send this information.**

**If you are appealing multiple properties, please provide this information for all properties**

## PROPERTY INFORMATION REQUEST Part 1: Residential & Commercial Properties

1. If your property was appraised during the last 2 years, please provide a copy of the Appraisal Report **&** the Property Inspection Report if performed.
2. If your property **needed** major renovations/repairs (over \$50,000) as of **January 1, 2024**, please send the cost estimates for each repair and photos of each area that needs renovation/repaired.
3. If your property currently has or had environmental contaminants during the last 2 years, please send the reports indicating such contaminants and any cost estimates to remediate.
4. If your property is currently on the market, please indicate the listed Asking Price and Date listed.
5. Please provide any additional information that you feel may **negatively** impact your property valuation.



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## PROPERTY INFORMATION REQUEST Part 2: Commercial Properties

### Part 2 – Commercial Properties only

1. If you lease the property to tenants other than yourself, please provide the **Rent Roll as of January 1, 2024** (including: the tenant's name, square foot, beginning lease date, rental rate, CAM & any pass-throughs, as well as list all vacant spaces and spaces that may be becoming vacant in the following year).

Also, please list any tenants that are delinquent that are over 3 months behind, and the total amount owed for each tenant.

2. Please provide the **"Year End" 2023 Income & Expense Statement** if the property is leased.
3. **Hotels Only:** Please provide the monthly ADR & Vacancy Reports for the year 2023

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

**EMAIL: [Suzy@LowPropertyTax.com](mailto:Suzy@LowPropertyTax.com)**

**MAIL: 4521 PGA Blvd. Suite 220  
Palm Beach Gardens, FL. 33418**

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



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