



COMMERCIAL PROPERTY INFORMATION FORM

Client Name: _____

Property Address: _____

- 1) Have you appealed your valuation within the last three years? (Y / N)
If yes, which year(s)? _____
- 2) Has an appraisal been performed on the property within the last three years? (Y / N)
If so, value? \$ _____ Please provide a copy of the appraisal if possible.
- 3) Did you purchase the property within the past three years? (Y / N)
If so, what date? _____ Purchase price? \$ _____
If yes, please include a copy of the settlement statement.
- 4) Is the property currently for sale or will be for sale in the next year? (Y / N)
- 5) What is the current use of the property? _____
- 6) Is the property tenant or owner occupied? _____
Is it currently rented? (Y / N) Monthly rent(s)? \$ _____ If rental property, please provide income and expenses for the past three years.

Indicate the approximate square footage of:

Finished office/retail area _____

Unfinished warehouse/storage area _____

What is the exterior composition of your structure? _____

Is the land restricted by any topography or flood plain issues? (Y / N)

If yes, please specify. _____

Please indicate any improvements made the last three years.

Please provide any documents or comments that would help us familiarize ourselves with your property. Any detailed descriptions of the property such as the quality of construction, general layout of interior, deferred maintenance and needed renovations are helpful. If you have a survey or cost estimates please provide those documents to us as soon as possible. We also welcome any pictures of the property you may want to submit. Any information provided will be kept confidential and will only be disclosed to the tax authorities if the information helps in reducing your property tax valuation.