



PROPERTY QUESTIONNAIRE FOR COMMERCIAL PROPERTY TAX APPEALS

Information for an appeal for Tax Year: _____

THIS QUESTIONNAIRE IS ESSENTIAL IN HELPING US PREPARE FOR YOUR APPEAL CASE – PLEASE COMPLETE AND RETURN

Legal Property Owner(s): _____

Corporate/Business Entity Name (if applicable): _____

Contact Person's Name: _____ Email Address: _____

Property Address: _____ City: _____ St: _____ Zip: _____

County: _____ Parcel No.: _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Office Phone: _____ Fax: _____

- Have you filed an assessment appeal within the last four years? (Y / N) When? _____
- If known, when was the last time the property was appraised by an appraiser other than the County Property Appraiser? _____
- If known, what was the appraised value: \$ _____ **Please provide copy of appraisal if available**
- Does the property produce income? (Y / N) If yes, please **provide the complete income and expense reports for the last three (3) years.**
- Is (was) the property listed for sale? (Y / N) When _____ List Price: \$ _____
- What Listing Service(s) _____ (GA MLS, FMLS, Co Star, Loop Net, etc.)
- Who occupies the property? _____
- **If multiple tenants, please provide last year's rent roll and a copy of a standard lease**
- What was the overall vacancy rate for the last three (3) years? _____ What is the number of rentable or leasable units/bays? _____ Include all rentable areas such as rooms, suites, banquet rooms – Please list the square foot for each unit

- Include all leasable areas that are under separate leases. Such as anchors, kiosks, outdoor patio areas, seating areas, etc.

- Location of Property – Describe Location: (examples: corner, busy street, proximity to other businesses, etc.) _____
- Type of Property: Retail ____ Office ____ Office Condo ____ Industrial ____ Fast Food ____ Apartment ____ Shopping Center ____ Strip Mall ____ Single Use ____ Hotel/Motel ____ Vacant Land ____ Country Club ____ Golf Course ____ Warehouse ____ Restaurant ____ Other _____ Comments _____
- For Hotel/Motel Owners Only: How many rooms? _____ ADR _____ Occupancy/Vacancy Rate _____ No. of Rooms Out of Service _____ Member of AAHOA? (Y / N) _____
Provide Star Report if available. Please provide past three (3) years P/L and/or Income Statements
- Has the owner made any improvements to the property or taken out any building permits within the last three (3) years? (Y / N) If yes, please explain: _____
- What is the approx. finished sq. footage (or number of units, office vs. warehouse space, etc.) of the property? _____
- Are there any topography of flood plain issues associated with the property? (Y / N) If yes, please specify: _____

If you have any pictures showing problems with the property, or if you can take pictures showing and/or emphasizing negatives characteristics of your property, please share them with us (via mail or email) at your earliest convenience. If you need additional Property Questionnaires, please visit our website at www.equitaxusa.com and look for the tab entitled Property Tax Questionnaires.

We will research all sales and assessment values on comparable properties to ensure uniformity of your value. You can help us by sharing any information that you feel will help us win your appeal and reduce your property taxes. Please provide us with any comments or pictures you want us to consider (i.e. deferred maintenance, topography issues, flood plain issues, traffic patterns, easements, stucco exteriors, noise levels, etc.). If you need additional space, please use as many additional sheets as you wish. Also, you are welcome to email any comments, information or pictures to us at support@equitaxusa.com. Thank you.