

INFORMATION NEEDED FOR ALL 2009 PETITIONS

TAX REDUCTION

Any and all information to be submitted to the VAB for consideration at the hearing must be filed no later than ten (10) days in advance of the hearing date.

1. A complete (certified public) accountant's statement (if available) for the fiscal year of 2008 and the 2008 Federal Income Tax Return information reflecting the subject property's gross income (from all sources) together with an itemized list of fixed and operating expenses incurred during the same time period.

2. Acquisition information (if purchased after January 1, 2007) including;

- A. Date of purchase;
- B. Purchase price; and
- C. Copy of closing statement of purchase.

3. All documents relating to the zoning of the subject property including, but not limited to, variances, covenants, moratoriums, PUD agreements, etc.

4. All surveys and/or site development plans reflecting parcel size(s) and improvement locations existing on January 1, 2009.

5. Copy of all appraisals made on the subject property during a time period from January 1, 2007 to the date of the VAB hearing for 2009 assessments.

6. As to those properties operated as multi-family rentals, a complete rent roll as of January 1, 2009.

7. For those properties operated as commercial warehouses, offices, rental and wholesale stores, shopping centers and/or any combination, a complete rent roll as of January 1, 2009, including:

- A. Rental rate per square foot of leasable area;
- B. All lease origination and expiration dates (with renewal options);
- C. All tenant contributions to operating expenses;
- D. All percentage and overage rents with related rental sales data; and
- E. A copy of a typical lease.

8. Any and all written documents, reports, etc., to be submitted or testified from at the 2009 VAB hearing, providing justification for the requested reduction in the subject property's assessment.

PROPERTY CONDITION

1. Pictures portraying the property's condition (as of January 1, 2009).
2. Estimates and/or bills of repair (should be dated close to or after January 1, 2009).

SPECIAL INFORMATION FOR TANGIBLE PERSONAL PROPERTY PETITIONS

1. Is sales tax included in any original cost figures?
2. Are any installation costs included in any original cost figures?
3. Is software included in assets reported on the tax return?
4. Have all disposed assets been reflected in the proper reporting section of the tax return?
5. Do your original cost figures include any non-arms length allocation of price(s) between a Buyer and Seller of assets in a bulk transaction?
6. Have assets been properly segregated and classified as to type?

Please provide us with a copy of the 2009 Tangible Personal Property Tax Return; and please note that your return must be filed with the Property Appraiser in order to have the VAB petition accepted.