

Property Tax Assessment Information Sheet

Please provide the following information so that we can make a preliminary determination as to the merits of your case to contest your assessment.

Your name: _____

Your contact number(s): _____

Your email address(es): _____

Subject property address: _____

Property owner (individual(s) or entity): _____

Describe the type of property: (residential, multi-family commercial, retail/store, office space, etc.):

If multi-family, how many units are in the building? _____

If multi-family, how many units are rent stabilized? _____ How many are rent controlled? _____

Approximate square footage of building (excluding unfinished basement): _____

Unit Mix: (number of studios, 1 bedrooms, number of stores, etc.): _____

To properly assess your tax situation, it is also helpful to review the following information:

- a copy of your latest tax bill(s)
- your current rent roll
- the property's income and expense statements for the last three (3) years
- the property's tax returns for the last three (3) years

If this information is available, please provide it to our office, along with a copy of this completed Property Tax Assessment Information Sheet. You may mail, fax or email our firm at:

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If you have any questions, please feel free to contact this office. Thank you.

Please note all information received will be kept confidential.