



BUSINESS PERSONAL PROPERTY INFORMATION REQUEST FORM

Property Owner: _____

Property Address/Location: _____

Account Number: _____

Please check this box if there were no changes to your property in 2024. Lane will need a written statement confirming you'd like to move forward with the previous year's valuation. [Click here](#) to complete the required statement.

For Lane to accurately analyze your property and advise you on the appropriate course of action with regards to its valuation, please provide the items requested below no later than March 15, 2024.

- Current fixed asset detail as of January 1, 2024. Include all furniture, equipment, machinery and computers with date acquired and cost.
- Inventory list with cost as of January 1, 2024.
- List of leased equipment, to include value, lease term and monthly payment.
- Supplies as of January 1, 2024.
- Vehicles owned as of January 1, 2024. Please include the year, make, model, mileage, VIN number and original purchase price.
- List of all fixed assets disposed, lost or sold before January 1, 2024.

Signed By: _____

Print Name: _____

Date: _____

This form can be printed and uploaded or filled out online via our [client portal](#), or emailed to anderson@lanepropertytax.com. Please include any photos or documentation that you would like reviewed with your protest. This form is due by March 15, 2024.

If you have any questions, please call Anderson Cruse at 832.358.2000.