

Property Owner: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Account Number: \_\_\_\_\_

Check the box if there were no changes to your property in 2024. Even if your property has not changed, please provide us with rent roll as January 1, 2025, and profit & loss as of December 31, 2024.

## Section 1: Sales, Purchase & Appraisal Information

Was the property purchased in the last 12 months? If yes, please attach a signed copy of your closing/settlement statement with purchase price.  Yes  No

Was the property listed for sale in the last 12 months? If yes, please attach the listing or documentation.  Yes  No

Was the property recently appraised (in the last 12 months)? If yes, please attach the appraisal.  Yes  No

Was the property recently built? As of January 1, 2025, do you have construction costs/AIA documents, etc.? If yes, please include construction costs/AIA documents.  Yes  No

## Section 2: Improvements & Permits

Have you made any improvements? If yes, please attach all invoices.  Yes  No

Are there any pending repairs required? If so, please attach the contractor's bid/quote to complete repairs.  Yes  No

Have there been any permits issued for your property in the last two years for improvements, renovations or maintenance? If yes, please attach a list of permits.  Yes  No

If your property is under construction now, what percent was completed as of January 1, 2025? \_\_\_\_\_%

**If you answered YES to any of the questions above, please attach the proper documentation and labeled photos.**

### Section 3: Physical or Environmental Detriments

Has the property sustained any damage? If yes, please include photos of damage and all repair quotes/invoices.

Yes  No

### Section 4: Income Producing Property

Is the property leased? If yes, please provide a rent roll and/or lease(s) as of January 1, 2025, and P&L statement as of December 31, 2024. For hotels, please provide the star report and hotel statistic report. *\*Rent rolls and P&L statements are crucial for accurately protesting property taxes for leased and multi-unit properties.*

Yes  No

### Section 5: Property Physical Characteristics

Please provide details and physical characteristics about your property which might affect the value (*Examples: Major street traffic, odd shaped lot, extensive easements, utility pole, next to commercial/junkyard, neighboring buildings in disrepair, located in flood plain, pavement/parking lot damage, lack of landscape maintenance, etc.*). Do you have photos/documentation to support it? Please remember, the more information and details we receive, the more effective we are in your protest.

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Signed By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**This form can be printed and uploaded or filled out online via our [client portal](#).  
Please include any photos or documentation that you would like reviewed  
with your protest. This form is due by March 31, 2025.**

If you have any questions, please contact us at 832.358.2000.