

## RESIDENTIAL PROPERTY INFORMATION REQUEST FORM

**Unburden Your Business** 

Lane is preparing for the 2025 tax year, and **we need your help!** Please take a moment to review the questions regarding your property and complete the property notes page. The more information and details we receive, the more effective we are in your protest! Once completed, please return this form to us with any documents, invoices, estimates, bids, photos, etc., that can be used as evidence for your case. PLEASE NOTE: Landscaping, driveway or fencing photos are not necessary to submit.

Property Owner:									
Property ID:									
Property Address/Location:									
Questions: Please Check Yes or No									
Were there any changes to your property since the previous tax year?	☐ Yes	□No							
Have you recently purchased your property?	☐ Yes	□ No							
Purchase price: Purchase date:									
Do you have a HUD or settlement statement?	☐ Yes	□ No							
Is your property currently listed for sale?	☐ Yes	□ No							
Have you recently had your property appraised?	☐ Yes	□ No							
Has the Property Owner's name changed on the deed? ? If yes, Lane will be uncoded and a new agent will need to be assigned.	☐ Yes	□ No							
Does your house need improvements or repairs?	☐ Yes	□ No							
Has your property sustained damage to the interior or exterior?	☐ Yes	□ No							
Has it been repaired? If yes, please provide invoices.	☐ Yes	□ No							
Have you recently built a new structure on your property?  If yes, please provide construction costs.	☐ Yes	□ No							
Is your property susceptible to flooding?	☐ Yes	□ No							
Has your property flooded before?	☐ Yes	□ No							
Please provide any additional comments regarding the questions above:									

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

Documentation examples include bids, estimates, appraisals, closing statements and photos of damage.

## **Residential Property Notes**

Please provide any additional details about your property. You may use the previous questions to help you describe the condition of your property. Please remember, the more information and details we receive, the more effective we are in your protest. Some examples of property notes include:

- The estimate for repairing the foundation is \$12,000. See the attached estimate.
- The roof needs to be replaced as it is causing a leak in the master bath. See attached photo.

•	We're in the process of repairing a broken structural beam. See attached photo and construction bid estimate.


Photo examples with notes:







This form can be printed and uploaded or filled out online via our <u>client portal</u>. 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.