



Thank you for inquiring about our property tax evaluation services. To assist you, we ask that you please provide as complete information to the following questions as you can, as soon as you can, to assist us in evaluating whether it is advisable for you to file a property tax petition in Minnesota Tax Court.

**THE DEADLINE FOR APPEALING YOUR PROPERTY TAXES IS APRIL 30. IT IS IMPERATIVE THAT WE RECEIVE YOUR PROPERTY INFORMATION AS SOON AS POSSIBLE TO ALLOW US TIME TO MAKE A THOROUGH AND ACCURATE EVALUATION.**

**I. YOU AND YOUR PROPERTY.**

Your Contact Information	Name: Phone Number: Email Address: Mailing Address: best way to contact (circle one): Phone    Email    Postal Mail
Address of Property	Street Address: City: County: Legal Description: PID Number:
Legal Owner of Property	Name:
Classification	(circle one)    Residential    Commercial    Industrial Agricultural    Other If other, please specify:
Specific Use/Type of Business of Your Property	Please Describe:
Land Square Footage	Gross Square Footage: Net Usable Square Footage:
Building(s) Square Footage	Square Footage:
If Rental Property	Gross Building Square Footage: Net Rentable Square Footage:

General Building Description	Number of Stories: Age of Structure(s): Type of Construction: Exterior Materials: Any other details:
If Non-Residential	Parking Lot Information- Number of Spaces: Surface Lot or Parking Lot Deck:
Describe any improvements that you have made to your property in the past five years and please provide either documentation or an estimate of the value of these improvements:	

**II. PROPERTY FINANCIAL/TAX INFORMATION.**

Please indicate whether <b>any appraisals</b> have been conducted of the property for any purpose in the past five years.	(circle one) Yes          No
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Please provide us with the following documents:

1	A copy of your current property tax statements and, if available, your property tax statements for the past two to three years.
2	If you have received it, a copy of your current Notice of Proposed Valuation for next year.
3	If your property generates rental income, please provide the following information (NOTE: under state law, if we file a tax petition on your behalf, the following information must be produced to the taxing authority by August 1; failure to do so will result in your petition being automatically dismissed). <ul style="list-style-type: none"> <li>▪ Income and expense statements for this year and last year.</li> <li>▪ A projected budget of your income and expenses for the coming year.</li> <li>▪ Rent roll identifying your tenants, square footage rental areas, rents (annual and/or on square foot basis), lease expiration dates, lease options.</li> </ul>
4	Copies of any appraisals that have been done for your property for any purpose in the past five years.

### III. MISCELLANEOUS.

Please provide or describe any other information that you believe is relevant to your property and your property tax situation:

Thank you and if you have any questions, please contact one of us:

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