



# BOARD OF REVISION

## Income Producing, Commercial, or Industrial Property Instructions for Filing

Parcel Number(s) \_\_\_\_\_

Mailing Address for Notice: \_\_\_\_\_

Name and Daytime Phone Number: \_\_\_\_\_

The following information, if applicable, is needed by the Board of Revision and should be provided at the hearing, if not submitted before the hearing date. All information relevant and pertaining to the property's value **MUST BE** presented to the Board of Revision in order to be considered, not only by the Board, but in any appeal, if filed.

### Physical Condition of the Property

1. Condition issues of the property, as shown in appraisal, certified repair estimates, pictures.
2. Specific improvements (detailed) which have been made to the property, stating when made and cost to have completed.
3. Any changes in the condition of the property, such as new construction or razes.

### For Rental Property:

1. Financial Statement - Submit all income, actual operating expenses, fixed expenses, replacement reserves, and rental losses due to vacancy and non-collectable accounts for the tax year in question, as well as three prior years (or date of transfer if less than three years ago).
2. Specific description of each unit, including size and type of each rental unit. Example, property is a 4 unit building containing 3 two-bedroom units and 1 three-bedroom unit.
3. Current rent roll (list of tenants) showing potential rent.
4. Copy of lease(s) with rental dates and lease terms, options, etc.
5. Any other sources of income relative to the property, such as parking, laundry, etc.
6. Tax returns for the past three years.

Note: At the hearing, the Board may request additional information be submitted that the Board feels is relevant and necessary for them to have in order to reach a proper decision as to the value.

Deadline to file is April 2, 2018. Complaint(s) **MUST BE** postmarked by April 2, 2018.

If you have additional questions, please contact the Lucas County Auditor's Department of Education and Outreach at (419) 213-4406.