Commercial Informal Review

REQUEST FOR PETITIONER DATA

The Commercial Review Application is required for your informal review.
        https://townofclarence.prosgar.com/
(Navigation Bar "Forms", Informal Review Applications, Commercial Review Application)

We want to give every consideration to your informal review. In order for us to consider your informal review, it is necessary for you to provide us with the following documentation (as applicable). Only when we are satisfied all necessary materials have been provided, will a decision be made regarding your property assessment.

➢ current rent roll including unit type, unit size, term and expense responsibilities and three years historical from 03/01/2021

➢ copies of all current leases including all attachments, amendments and subleases

➢ if not specifically included in the lease, details of all tenant improvement costs and who was responsible for them

➢ current asking rents and terms

➢ certified income and expense statements for the current and past three years;
        acceptable documents include:

> an attorney or accountant-certified company profit and loss statement
> IRS tax form Schedule C
> IRS tax form 8825

➢ property construction costs including building, site and "soft" costs, if applicable

➢ copies of any listings or sales contracts (including closing statement) within the past 5 years

➢ copies of any appraisals done in the past 5 years

➢ copies of any existing mortgages including mortgage assumptions

➢ copies of most recent site plan or survey

➢ list of all renovations and capital improvements with associated costs done in the last 5 years

➢ list of any existing deferred maintenance and cost to cure

➢ copies of rent comparables (if property type is income producing) and sales comparables you feel support your reduction request

All copies will become the property of the municipality and cannot be returned. Please be advised that failure to provide the information requested may be considered willful neglect and may result in dismissal of your informal review

        2024 Commercial Request for data.docx