

INFORMATION/DOCUMENTS REQUIRED

1. Authorization Letter & Contract, duly signed; (Page 2 and 3)
2. Assessment Notice for the current year, if sent by county;
3. Copy of County/City (if applicable) property tax bill for previous year;
4. P&L statements (Income Statements) for the past three years;
5. HUD (closing) statement if property bought within the past 24 months;
6. A1A (Cost of Construction) Report if property built within the past 24 months;
7. Day time tel.#, Cell #, Fax # and e-mail address;
8. Total number of rooms; Average Daily Rate and the occupancy rate for previous year.

Letter of Authorization

Date:

TO:

Property Tax Assessors of (county name)

FROM:

(company name)

(address)

(address)

(parcel ID #)

REF: Contesting the current valuation and appointment of Property Tax America, LLC as our representative.

This letter is to serve as notification that Property Tax America, LLC is authorized to act and to make decisions on all tax matters for 2011 pertaining to

(enter property address), with tax id # of

Please forward all correspondence pertaining to the above mentioned company to:

Property Tax America, LLC
2771 Lawrenceville Highway, Suite 110
Decatur, GA 30033
Tel: 770-496-0424
Fax: 770-496-0718

Sincerely,

(signature)

(print name)

(Title)

PROPERTY TAX APPEAL AGREEMENT

Ownership Name:

Business Name:

Property Address:

County: Parcel #

Property Tax America, LLC, a Georgia based LLC (hereinafter referred to as "PT LLC") looks forward to representing you before the County Tax Assessment Authority. By signing this agreement below, you agree that PT LLC will be responsible for the 2011 property tax matters for you (hereinafter referred to as the "Client") and your property as identified above.

After an analysis of the pertinent value information gathered, PTLCC will determine a taxable value. PT LLC will file real estate returns/appeals as necessary and/or advisable. If, in the opinion of PT LLC, a property tax appeal position exists; PT LLC will attempt to negotiate a favorable settlement value with the County Board of Assessors. If, in the opinion of PT LLC, an assessment appeal is warranted, PT LLC will appeal the proposed County/City assessed value of the property to the County Board of Equalization (BOE). PT LLC will further prepare and present evidence, as necessary, for the assigned County BOE in efforts to obtain a more equitable, fair and reduced assessed value. However, PT LLC does not guarantee, implicitly or explicitly, that reduction in the assessed value will occur every time as a result of our appeal. For the services contemplated herein, Client agrees to pay a Contingency of 30% (Thirty Percent) of the Tax Savings of the year 2011 only.

"Tax Savings" is defined as the proposed 2011 assessment minus the final 2011 assessment times the 2010 millage rate (including County & City, if applicable). All fees are due upon final assessment reduction by Taxing Authority. PT LLC will invoice Client for fees owed. If you are in agreement, please sign below and fax it back @ 770-496-0178 as soon as possible and before appeal deadlines. This document serves as our agreement. Our sole liability in representing you and your property in this regard is limited to the compensation earned by PT LLC under this agreement. Invoices unpaid past 45 days will be subject to interest charges @ 1.5% per month, attorney's fees, court fees, and other collection fees. Any appeals filed with a County Superior Court will have additional fees that are not included or contemplated herein. We look forward to working with you, representing you, and minimizing your 2011 property tax liability.

Yes, I personally agree and hereby authorize PT LLC to file real estate returns, negotiate assessment values with the County Taxing Authority, schedule or reschedule hearing with the Board of Equalization, or otherwise represent my (our) interests before the County Taxing Authorities for purpose of reducing the assessed value of the above referenced property. This agreement supersedes any other written or verbal property tax service agreements for the above owner and property.

(Signature of Property Owner) (Tel. #) (Date)