

**COMMERCIAL PROPERTY
Informal Assessment Review**

Please bring this form, completed to your informal review appointment.

If you cannot attend an informal appointment a completed copy of this form with supporting Documentation can be emailed to tokassessor@fairpoint.net, mailed or dropped off to Assessor's Office up until April 8th, 2020.

Your complaint **MUST** be based on the **FULL MARKET VALUE** of the subject property.

Percentage increase is not a factor in determining new assessments and therefore will **NOT** be subject of a review.

The Assessor does not determine **TAXES** or know what effect your assessment change will have on your tax bill.

Name: _____ Tax Map # _____

Location: _____

List the **VALUE** you believe your parcel to be based on information from below \$

You **MUST** submit the following information to substantiate your value

_____ 1. Certified Appraisal conducted for valuation purposes completed in the last 18 months.

OR

_____ 2. VALUATION BASED ON CAPITIZATION INCOME APPROACH

A. POTENTIAL GROSS INCOME- *Potential gross income (also known as PGI or gross potential rent) is the **total revenue a property could generate if 100% leased at market rent.** This may or may not be what is actually happening with the subject property, but many times this is not the case. For example, some rents may be over or under market, or the property may not be 100% occupied. Nevertheless, PGI reflects the most annual rent a property could collect.*

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

Use Type _____ SQFT _____ Rent _____

TOTAL COMBINED SQFT _____ TOTAL COMBINED RENTS _____

NOTE: COMBINED SQUARE FOOTAGE MUST EQUAL THE TOTAL SQUARE FOOTAGE OF THE BUILDING.

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