



# ASSESSMENT EVALUATIONS, INC.

REAL ESTATE TAX REDUCTION CONSULTANTS  
LICENSED REAL ESTATE BROKER

## SCHEDULE "B"

Client: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Folio Number(s): \_\_\_\_\_

### DOCUMENTATION NEEDED (CIRCLED ITEMS)

1. Subject property income/operating expense statement for 2020 (and for 2019 if available).
2. Detailed rent roll as of 1/1/21. Notations of any rental concessions made, so that we may calculate the net effective rents. Indicate vacant space as of 1/1/21.
3. Square footage information. Breakdown of land, air conditioned improvements, parking, net usable square footage.
4. Conditions which adversely affect the property. Known structural and/or functional defects.
5. Pictures of subject property (front - back - interior).
6. Filing fee of \$\_\_\_\_\_ (\_\_\_ folio(s) at \$15.00 per folio number filed), by check or via *Zelle*.
7. Recent appraisal, if available.
8. Date of mortgage, current balance, and amount of insurance.
9. Copy of purchase & sale agreement, closing statement (if recent purchase).
10. Floor/site plan or survey.
11. Construction/build out/renovation costs (if applicable) through 1/1/21.

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