

SCHEDULE B

COMMERCIAL PROPERTY

Property Tax Parcel: _____
District Block Map Parcel ID Leasehold

What is the principal use of the property?

- Single Unit _____% Vacant
 - Owner Occupied
 - Leased*(1) *(3)
- Multiple unit center *(2) *(3) _____% Vacant
- Motel/Hotel *(3) _____% Vacant
- Restaurant/Tavern _____% Vacant
 - Owner Occupied
 - Leased *(1) *(3)
- Other _____% Vacant
 - Owner Occupied
 - Lease *(1) *(3)

* (1) Submit a certified copy of the lease

* (2) Submit a certified copy of the rent roll

* (3) Submit Income & Expense statements for the most recent 24 months in one of the following forms (in order of preference):

- Audited financial statements
- Federal income tax statements
- Certified internal financial statements

Note: Unless the above documents are received in quadruplicate in the Assessment Office at least **14** days prior to the hearing, the Board of Assessment Appeals reserves the right to continue the hearing until the documentation is so provided.

Date: _____ Appellants(s): _____

