

# NASSAU COUNTY

-----Please make any corrections, cut, and mail back immediately.-----

SEC/BLK/LOT	LOT SIZE	BLDG SIZE	YEAR BUILT	SCH. DIST
<b>YOUR PROPERTY</b>				
During your ownership, have you expanded the house's living area? <input type="checkbox"/> If yes describe: _____				
Use <input type="checkbox"/> 1 family <input type="checkbox"/> Mother/daughter <input type="checkbox"/> 2 family <input type="checkbox"/> 3 family <input type="checkbox"/> Condominium <input type="checkbox"/> Other: _____ Style: _____				
What part is currently used as a residence for the owners and their families? <input type="checkbox"/> All <input type="checkbox"/> Part: <input type="checkbox"/> None				
Is the property rented (other than to family members)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Rent \$ _____/mo				
Is the property offered for sale or under contract? <input type="checkbox"/> Yes <input type="checkbox"/> No				
What is below the main part of the house? <input type="checkbox"/> Finished basement <input type="checkbox"/> Unfinished basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab				
Fill-in the number of: <input type="checkbox"/> Kitchens <input type="checkbox"/> Full baths <input type="checkbox"/> Half baths <input type="checkbox"/> Bedrooms <input type="checkbox"/> Other rooms _____				
Does the house have a garage? <input type="checkbox"/> Car(s) <input type="checkbox"/> Central air conditioning <input type="checkbox"/> Yes <input type="checkbox"/> No				
In-ground pool <input type="checkbox"/> Waterfront Access? <input type="checkbox"/> Yes <input type="checkbox"/> No A professional office or business use? <input type="checkbox"/> _____				
Are any of these adjacent to or visible from the house? Waterfront <input type="checkbox"/> Street with a painted center line or other traffic separation <input type="checkbox"/>				
Railroad <input type="checkbox"/> Commercial property <input type="checkbox"/> Apartment house <input type="checkbox"/> Golf course <input type="checkbox"/> Park other facts: _____				

## APPLICATION FOR CORRECTION OF PROPERTY TAX ASSESSMENT DATE: MARCH 1, 2012

I hereby authorize P.T.R.C. Inc. to process my Application For Correction/Refund Application for filing in calendar year 2012 immediately, as my exclusive agent, with the Nassau County Assessment Review Commission and before any county and/or village/city Assessment Review Commission/Small Claims Assessment Review of the Supreme Court, State of New York, for correction of the assessment appearing on the tentative roll published in Jan. 2012 and all corrections for the 2013/14 tax year. I authorize ARC, Nassau County Department of Assessment and/or village/city to communicate directly with P.T.R.C. Inc. in all matters relating to this application.

**1- Eligibility:** 1. A person named in the records of the Nassau County Clerk as a homeowner; or 2. That person's authorized agent; or 3. A person who has contracted to buy a home; or 4. The estate of a deceased homeowner, is eligible under law to receive a tax assessment reduction and a property tax refund. 5. The property is a one, two or three family home used exclusively for residential purposes. If you are not in any of these categories you will not be able to receive a property tax refund and you should not sign this agreement. If you are in one of these categories you may sign this agreement.

**2-Service To Be Performed:** Note that you are not required by law to use a tax reduction service in order to file for and/or receive a tax assessment reduction. By signing this agreement, however, you are directing P.T.R.C. Inc. (not affiliated with any municipality) to prepare and file your First Level Complaint for review by the Assessment Review Commission, to represent you at any proceeding which includes the preparation and filing of the Petitions, the preparation and presentation of a Market Analysis and to physically appear on your behalf at settlement conferences and all court hearings as necessary. P.T.R.C. Inc. will prepare and file forms required by any municipality for issuance of a possible refund check, minus any fees due and the balance forwarded to you within 30 days from our receipt.

**3-Notification Of Tax Reduction:** P.T.R.C. Inc. will make every reasonable effort to communicate the terms of any offer of settlement made by Nassau County in the course of the tax assessment review proceeding as required by law. I fully authorize P.T.R.C. Inc. to negotiate a settlement for me.

**4-Fee For Service:** P.T.R.C. Inc. **DOES NOT CHARGE A FEE IF THERE IS NO REDUCTION.** If successful, I agree to pay a fee equal to 50% of the Tax Reductions payable within 30 days of the notification of the tax reductions, and to pay such fee in the event I sell or move out of the subject property. If I default on said payment, I agree to pay a fifty dollar late fee after 30 days and, if needed, reasonable collection fees and reasonable attorney's fees incurred by P.T.R.C. Inc. A \$30 court filing fee will apply for each appeal filed.

**5-Cancellation:** At anytime within three (3) days after entering into this contract, I have the complete right to cancel this agreement in writing to P.T.R.C.

\_\_\_\_\_  
Signature of any owner

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip