

SUFFOLK COUNTY

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

YOUR PROPERTY

DIST/SEC/BLK/LOT	LOT SIZE	BLDG SIZE	YEAR BUILT	SCH. DIST
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: _____				

GRIEVANCE/REFUND APPLICATION

DATE: MAY 15, 2012

I hereby direct P.T.R.C., Inc. to process my Property Tax Reduction/Refund petition for filing in calendar years 2012/13 as my sole agent pursuant to my rights guaranteed by New York State Real Property Tax Law.

1- Eligibility: 1. A person named in the records of the Suffolk County Clerk as a homeowner; or 2. That persons 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. 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. **5. If you have NOT received a tax reduction in 2011.**

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 Board of Assessment Review, to represent you at any Appeal proceeding which includes the preparation and filing of the Appeal Petition and to physically appear on your behalf at your Appeal Hearing with the Court appointed hearing Officer and the Assessor's representative. P.T.R.C., Inc. will negotiate any refund check from the Suffolk County Treasurer, 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 Suffolk 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: I agree to pay a fee equal to 50% of the reduction on my property taxes, payable within 30 days of the notification of the tax reduction, 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. I also agree to pay a \$75 appraisal fee, or supply a certified appraisal (issued within 1 year) with my application. No other fees or charges. At anytime, within three (3) days after entering into this contract, I have the complete right to cancel this agreement by written notice to P.T.R.C.Inc.

Signature of any owner

Telephone

Date

Print Owner's Name

Email Address

Address

City

State

Zip Code