

**BRANDT, STEINBERG, LEWIS & BLOND LLP**

**INSTRUCTIONS FOR COMPLETION OF 2023/24**  
**APPLICATION FOR CORRECTION OF ASSESSED VALUATION**  
**OF CLASS TWO AND FOUR CONDOMINIUM PROPERTY**  
**TAX COMMISSION FORM TC109**

**ON THE FRONT OF THE FORM:**

**PART 1. PROPERTY IDENTIFICATION**

Please check accuracy of inserted information and complete any missing items. The protest will apply only to those lots identified in this section. The Board of Managers must have written authority to make the protest on behalf of the individual unit owners. If the Board does not represent the entire condominium, we must be advised of the lots to be included in the protest before filing of the application.

**PART 2. APPLICANT**

**A. Board of Managers**

Check accuracy of all inserted information. Make any required additions and/or changes.

**B. Other Applicant**

Check accuracy of information inserted and complete section describing location of unit(s) and type of occupancy as well as the square foot area of any non-residential space, where indicated. Indicate if any units are owner-occupied.

**ON THE BACK OF THE FORM:**

**PART 7. RESIDENTIAL CONDO UNIT DESCRIPTION**

Complete all applicable entries ONLY if protesting the value of one or two residential tax lots separate from the value of the entire condominium. Also complete Part 8 but not Part 9

**PART 8. PROPERTY DESCRIPTION OF UNITS IN THIS APPLICATION.**

Check accuracy of information and complete the missing items. Signage and cell/telecommunications equipment must be noted as part of the "Outdoor Space" description. If there has been construction or major alteration since January 5, 2021, please contact this office to obtain the required form TC200.

**PART 9.** Please insert approximate floor area measurements; use gross area only. Check the accuracy and complete any missing items as to vehicle parking, and retail and office use.

**OATH OR CERTIFICATION**

The application must be signed and dated where indicated before a disinterested (unrelated) Notary Public. If an individual other than the person named is to sign the application, please call our office for appropriate instruction. Please be certain that the notary signs, completes the location and date of the acknowledgement and stamps the application before it is returned to us. Please note that an agent cannot sign the protest unless accompanied by a written Power of Attorney and Tax Commission Form TC244.

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**\* PLEASE NOTE:** To make any changes on the form you must cross out the entry and write in ink the correct information next to it. All changes must be initialed by the signer of the application.

**ALL APPLICATIONS MUST BE FILED BY MARCH 1ST. THERE ARE NO EXTENSIONS.**