

**SECOND REQUEST**

Dear Property Owner:

Under Tax-Property Article, Section 8-105(b) the Supervisor of Assessments is authorized to collect income and expense information for income producing properties. This information is used in valuing property by the capitalization of income method. In order to obtain reliable information and assist in the uniform and accurate valuation of incoming-producing properties, you have been requested to submit actual income and expense information for your property by May 15, 2024. The request was delivered to you by certified mail on or about March 1, 2024. Our records reflect that the aforementioned form has not yet been returned. This letter constitutes a second request for this information.

If the information requested is not returned by June 15, 2024 a penalty will be incurred in accordance with the provisions shown below:

As this is an income producing property valued at over \$5,000,000, a penalty shall be assessed pursuant to Tax-Property Article, Section 8-105(e) if an owner of income producing real property fails to submit income and expense information as required by subsection (b) of this section, by June 15, the supervisor shall assess on the owner of the real property a penalty of \$100 per day up to a maximum equal to 0.1% of the value of the property listed on the assessment roll. This penalty may only be waived by the supervisor for good cause.

Pursuant to Tax-Property Article § 14-508(a), if a property owner fails to submit the required income and expense information, the owner may not challenge the value of the property on the basis of the capitalization of income method beyond the supervisor level of appeal.

This form seeks information pertaining to the financial operations of the property identified. This information may be considered to be a "personal record" for individuals completing the form, as defined in State Government Article, Section 10-624. Consequently, you have the statutory right to inspect your file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Personal information provided to the State Department of Assessments and Taxation is not generally available for public review. The income and expense information supplied on this form will be held strictly confidential except when disclosure is required to appeal or defend a valuation at the Maryland Tax Court level (Tax-Property Article, Section 14-201 (b) (2)). Additionally, this information is available to officers of the State, county or municipality in their official capacity and to taxing officials of any State or the federal government, as provided by statute. Finally, if your property would be used by the State Department of Assessments and Taxation as a comparable for purposes of establishing the value of another property in a hearing before the Maryland Tax Court, the requested information, or a portion thereof, may have to be provided to the owner of that other property.

If you have any questions regarding the material requested or the forms which you have received, please call the office number shown above between 8:00 a.m. and 4:30 p.m. Monday thru Friday. Please return to the address given above.