

MODEL LETTER

Request Proposals from Tax Appeal Consultants

This letter gives an example of the kind of information you must give about your site, and asks about the consultant's qualifications and experience, its fees, its timetable for handling the work, and its professional standing. Getting answers to these questions can help you properly evaluate a consultant.

REQUEST FOR PROPOSAL: REAL ESTATE TAX APPEAL

Dear Sir or Madam:

We are seeking assistance with a real estate tax appeal for ABC Apartments, a residential property in Anytown, Anycounty, Anystate. This is a low-income housing tax credit site, regulated under Section 42 of the Internal Revenue Code and subject to household income and rent restrictions. It was built in 1977 and underwent significant rehabilitation in 2004.

Our current annual real estate tax bill is \$45,000, and the property is assessed at \$1.7 million. The property has 40 units—18 one-bedrooms and 22 two-bedrooms—and is fully occupied. There are 30-year deed restrictions on the property, limiting rental income, which we believe affect its value. It is the only low-income housing community in the municipality.

To help us evaluate your firm for this assignment, please provide a proposal that includes the following information and material.

QUALIFICATIONS & EXPERIENCE

1. The qualifications of your company's principals and the individuals who will perform the research and analysis for this assignment. You may provide resumes.
2. A five-year history of your company's experience in real estate tax appeals in Anycounty and Anytown. Also, detail your company's experience in tax appeals for tax credit sites and federally assisted sites.
3. Circumstances of tax appeal cases where any of your company's key employees have acted as expert witnesses. Please say whether any of the cases involved tax credit sites or federally assisted housing sites.
4. A listing of at least five clients for which you have handled appeals and which we may contact as references.

FEES & TIMETABLE

5. Your fees for (a) the basic appraisal services to value the site and submit an initial appeal; and (b) expert witness testimony.
6. Your timetable for completing the appraisal report and submitting the initial appeal if awarded this assignment.

PROFESSIONAL STANDING

7. A description of the circumstances if your company or its key employees have ever been (a) subject to any administrative actions or proceedings by agencies having jurisdiction over your respective industries; or (b) sanctioned for or involved in a material default relating to tax credit or assisted housing as an owner or managing agent.

Once we have reviewed your responses, we will contact you to set up an interview with you.

If you require further information to prepare your proposal, please call me. Your proposal must reach our offices by June 1, 2014.

Yours truly,
John Controller, XYZ Management Company