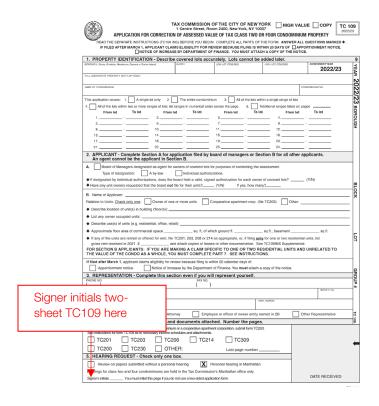


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## **INSTRUCTIONS TC109**

## CONDO BOARD

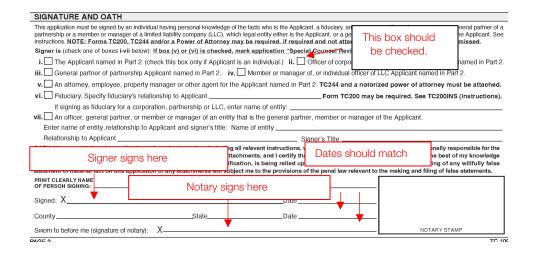
If the form is printed out as two sheets (rather than double-sided), the signer must initial the front page at the bottom left.



**Signature.** The signature section is at the bottom of the second page. The Tax Commission is requiring that all forms be notarized. The applicant should sign

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before a notary. Therefore, the dates that the signer and notary sign the form should match. Please make sure that the signer's name and title is accurate.



**Section 2.** The box in section 2A should be checked. Review this section to determine that all information is accurate.

Sections 8 and 9. Review the property physical description to make sure they are accurate. The square footage amounts are generally taken from Department of Finance records. Please contact us if there is a material error in these descriptions. See the black diamond question at the botton of this section. If this question is answered "yes," (or should be), please advise us ASAP. Additional forms will be required.