

INSTRUCTIONS TC200.

You are being provided this form because your property has a special situation that the Tax Commission requires additional information about. Those situations include:

- A transfer of the property between related parties;
- Recent major construction, alteration, demolition or plans filed for a new building;
- Property is subject to net lease.

Most likely, only a single section of this form needs to be completed. Where we have information, we have filled in the pertinent section(s). Please review and complete any missing information.

Recent related-party transaction. See section 3. If the property has been the subject of a related party transaction as of January 5, 2020 or later, this transaction must be reported. A common situation requiring this section to be completed occurs when a property is transferred to an LLC. Where we have found this information in public records, we have filled out this section. Please review (or complete) this section, where appropriate. Advise us of any changes required.

3. SALE OR TRANSFER AFTER JANUARY 5, 2020. If the answer to questions a and b below is YES, complete all items in this Part.	
a. ♦ Has the property, or an interest in it, been bought, sold, transferred or placed under contract of sale after January 5, 2020? ____ (Y/N)	
b. ♦ If YES to a , is the transfer between related persons? ____ (Y/N) If YES to b , complete this Part 3. If NO to b , attach a completed Form TC230.	
SELLER OR GRANTOR	CONTRACT DATE
BUYER OR GRANTEE	CLOSING DATE
APPLICANT'S RELATION TO PARTIES, IF ANY	PRICE
Describe purpose of transaction. _____	
4. CONSTRUCTION, DEMOLITION OR MAJOR ALTERATION AFTER JANUARY 5, 2020	

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Recent construction, demolition, alteration. See section 4. This section must be completed if plans have been filed for a new building, or if there has been construction, demolition or a major alteration after January 5, 2020.

4. CONSTRUCTION, DEMOLITION OR MAJOR ALTERATION AFTER JANUARY 5, 2020				
◆ After January 5, 2020, has there been any construction, demolition or major alteration work or have plans for demolition or a new building been filed with the Buildings Dept.? _____ (Y/N). If YES , complete this Part. Report actual costs as of January 5, 2022, except site acquisition for construction and personal property.				
DESCRIBE WORK				
START DATE	COMPLETION DATE	FLOOR AREA OF NEW SPACE	FLOOR AREA OF RENOVATED SPACE	PERCENT WORK COMPLETE ON 1/5/22
CONTRACT COSTS	FINANCING COSTS	PROFESSIONAL FEES	OTHER COSTS	TOTAL COSTS

Net lease. See section 5. In cases where a single net lease tenant occupies the entire property, section 5 of the TC200 can be completed and used in place of the TC20, which requires significantly more information. In some situations, such as when the tenant has vacated the property or the lease terms have been modified so they are no longer strictly net lease terms, it may be more advantageous to file the TC201.

If you have provided this information to use, please review the completed field for accuracy. Contact us if anything needs to be changed.

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5. NET LEASE OR GROUND LEASE AS OF JANUARY 5, 2022. Omit if described on TC201, TC208 or TC214.	
<p>◆ Is all or a portion of the entire tax lot (or lots) or the entire land portion of the tax lot (or lots) subject to an arms-length net lease? ____ (Y/N). If YES, complete this Part.</p> <p>◆ If net lease is for less than the entire tax lot(s), enter the percentage of the lot(s) ____%. For multiple lots, identify the lots subject to the net lease.</p>	
LESSOR	IF NOT OWNER OF RECORD, DESCRIBE RELATION TO PROPERTY
LESSEE	IF NOT APPLICANT, DESCRIBE RELATION TO APPLICANT
<p>Term of lease: From ____/____/____ to ____/____/____ Annual rent \$ _____ Accounting basis: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual</p>	
<p>Start date of annual rent stated: ____/____/____ End date of annual rent stated: ____/____/____ End date of lease option: ____/____/____</p>	
<p>◆ Does lessor(landlord) receive any sums in addition to annual rent stated? ____ (Y/N). If YES, state additional sums here \$ _____</p>	
<p>◆ Does lessor pay any of the operating expenses or real estate taxes? ____ (Y/N). If YES, specify _____</p>	
<p>◆ Is the lease a lease of the land portion of the property only? ____ (Y/N)</p>	
<p>◆ Is part of annual rent based on a percentage of sales? ____ (Y/N) If YES, state percentage rent: ____% of sales over \$ _____</p>	