



## Engagement Letter

This engagement letter authorizes **Champions Commercial Consulting, LLC (Consultant)** to exclusively represent **Property Owner (Client)** in connection with the 2024 assessment review of the attached list of properties; which is included herewith (see Letter of Authorization). This representation includes advocating on **Client's** behalf by communicating with appropriate County Property Appraisal staff, negotiating assessments and filing Value Adjustment Board (VAB) petition appeals. This assignment includes conducting a 2024 assessment review and then conferring with **Client** regarding same. Moreover, our goal is to establish a fair and equitable assessment.

**Client** agrees to assist **Consultant** in the evidence gathering process by providing documentation (including but not limited to subject property access, property manager communications, closing statements, sales contract, appraisals, marketing material, financial statements, surveys, etc.) so a strong case for assessment reduction can be presented. It is understood financial statements obtained for these cases are strictly confidential and will be used judiciously. However, it may be necessary to provide the County Property Appraiser's Office confidential information to secure a 2024 assessment reduction.

No guarantees have been made as to the outcome or success of these assessment reviews. Moreover, at **Consultant's** sole discretion a VAB petition may be withdrawn if after review it's determined the property is fairly assessed or that additional efforts are not justified. It is understood that if an assessment reduction is not obtained at the Value Adjustment Board, relief through Circuit Court may be pursued. **Consultant** does not engage in the practice of law; however, **Consultant** may cooperate with counsel retained by **Client**. If the tax assessment is challenged in Circuit Court by either **Client** or the County Property Appraiser, additional arrangements for involvement by **Consultant** can be made by mutual agreement.

As compensation, **Client** agrees to pay **Consultant** a contingency fee in an amount equal to thirty percent (30%) of the gross real estate tax savings only if a 2024 assessed value reduction is realized. This fee shall be charged for all 2024 tax savings and/or prior tax years that are a direct result of **Consultant's** actions.

Filed VAB petition fees per parcel are to be charged back to **Client**. In the event there is no reduction in the assessed value, there will be no additional fee. Assessment reductions may be evidenced by subject's Trim Notice, VAB withdrawal (settlement) letter, Special Master's finding of fact sheet, issuance of a corrected tax bill, verification of refund or rebate of taxes already paid.

Also, filing a VAB petition does not relieve **Client** from the timely payment of same.

**Client** understands that **Consultant's** earned fees shall be due and payable within thirty (30) days of invoice. Invoices not fully paid when due shall accrue interest at a rate of 1% per month until paid.



## Letter of Authorization

The undersigned authorizes **Champions Commercial Consulting, LLC (Consultant)** and/or assigns to exclusively represent **Property Owner (Client)** in connection with the 2024 assessment review of the below listed property(s). This includes advocating on **Client's** behalf by communicating with appropriate County Property Appraisal staff, negotiating assessments and filing Value Adjustment Board (VAB) petition appeals.

As **Client**, I hereby certify that I am duly authorized to execute this agreement. Moreover, I also agree to the terms and conditions set forth in the Engagement Letter included herewith.

#	PARCEL ID	OWNERSHIP	COUNTY
1			
2			

By:

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(Owner or Authorized Signature)                      (Print Name)                      (Date)

Contact Info:

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(Phone Number)                      (Email Address)

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(Mailing Address)                      (City)                      (State)                      (Zip)