

ABATE YOUR REAL PROPERTY TAXES !

LOWER YOUR ASSESSED VALUES !

LOWER YOUR ACTUAL TAX BURDEN !

INCREASE THE VALUE OF YOUR PROPERTY !

THE ORLOV COMPANY, INC.

**2 Joel's Way, Wayland, Massachusetts 01778-2427
Telephone 508♦647♦4746 Facsimile 508♦647♦4749**

The Orlov Company, Inc. was formed to fill the specific needs of private and corporate investors in the representation of their Real & Personal Property Ad Valorem tax matters.

The expanding demand by taxing authorities to maintain a tax base to support the increasing costs of government require that each property be carefully analyzed and managed each year. The Orlov Company, Inc. is dedicated to serving real property owners and managers with this professional expertise. We are confident that our services will save ownership/management dollars over the investment period, which can be transferred to the bottom line.

The Orlov Company, Inc. is based in New England and represents properties throughout the region. We offer an assortment of services, including aggressive negotiation to lower Ad Valorem Tax assessed values, and research of all current and delinquent tax liabilities for institutionally owned real estate. The professionals of The Orlov Company, Inc. have provided services for individuals who own a single property, corporations with several properties and institutional owners with large, constantly changing R.E.O. portfolios.

The Orlov Company, Inc. bases its expertise on experience in the commercial real estate field. Nicholas Orlov the principal of the Orlov Company, Inc. has created research departments for commercial brokerage houses, worked with financial institutions in the repositioning, management and disposition of commercial properties and represented over nine hundred (\$ 900,000,000) million dollars for the purpose of Ad Valorem Tax Management.

Our approach to valuing a property is determined by one of three methods; cost, comparable sales, or income capitalization. Emphasis is placed on the method netting the most accurate fair market value, yet each method is thoroughly examined.

The Orlov Company, Inc. goal is to maximize the savings for the owner while treating all parties fairly. As the owner will have to deal with the municipality for years to come our approach is to always have a better argument and more substantial facts than the municipality. We are not fighting against the municipalities but demonstrating a more accurate method of valuation for their benefit.

SERVICES PROVIDED

1. Audit assessor's records to determine property is accurately assessed.
2. Prepare and file necessary protests and appeals.
3. Inspect property and determine fair taxable values.
4. Prepare specific case to lower property tax assessment.
5. Verify and audit tax statements and approve for payment.
6. Year round tax management reports and services.

TYPE OF PROPERTY ABATED

- APARTMENT BUILDINGS
- AUTOMOBILE DEALERSHIP
- AUTOMOBILE SERVICE CENTERS
- CONTAMINATED SITES
- COMMERCIAL CONDOMINIUMS
- DISTRIBUTION CENTERS
- HOTELS
- MARINAS
- MEDICAL CONDOMINIUMS
- MEDICAL OFFICE BUILDINGS
- MIXED USE
- OFFICE BUILDINGS
- OIL PROCESSING PLANT
- RAW LAND
- RESIDENTIAL CONDOMINIUMS
- RESIDENTIAL DWELLINGS
- RETAIL CENTERS
- SEAFOOD PROCESSING CENTERS
- SUBSIDIZED HOUSING PROJECTS

<p>Necessary Items For Tax Abatement Package</p>
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	Supplied
1) Income and Expense Reports (preferably last three years)	_____
2) Rent Rolls (with square footage and terms)	_____
3) Listing Agreements	_____
4) Survey of Site	_____
5) Floor Plans	_____
6) Closing Statement / Contract Price	_____
7) Tax Bills (last three years)	_____
8) Photographs	_____
9) Appraisals	_____
10) List of Capital Improvements (over past three years)	_____
11) Copies of all existing leases	_____

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ANNUAL EXPENSE ITEMS WE NEED TO ACCURATELY REVIEW A PROPERTY.

NOT ALL PROPERTIES EXPERIENCE THE SAME EXPENSES - ONLY FILL OUT THOSE COST APPLICABLE TO YOUR PROPERTY.

THIS IS FOR CALENDAR YEAR 2015

REAL ESTATE TAXES: \$ _____

PROPERTY INSURANCE: \$ _____

HEATING: \$ _____

ELECTRIC: \$ _____

GAS: \$ _____

WATER & SEWER: \$ _____

RUBBISH REMOVAL: \$ _____

CLEANING: \$ _____

CLEANING SUPPLIES: \$ _____

MANAGEMENT FEE: \$ _____

LEASING COMMISSIONS: \$ _____

ADVERTISING: \$ _____

ELEVATOR MAINTENANCE: \$ _____

GENERAL MAINTENANCE: \$ _____

LEGAL/ACCOUNTING FEE: \$ _____

IMPROVEMENTS: \$ _____

SNOW PLOWING: \$ _____

LANDSCAPING: \$ _____

CONSULTING: \$ _____

PEST CONTROL \$ _____

ALARM COSTS: \$ _____

MISC.: \$ _____

BOARD OF TAX REVIEW/ASSESSOR

DATE:

TO WHOM IT MAY CONCERN:

being the legal owner of property located at:

See Attached

hereby authorize The Orlov Company, Inc. to act as my agent in all matters

before the Board of Tax Review/Assessor of the Town/City of _____,

State of _____.

(Signed) _____
Authorized Signature

By: _____

FEE AGREEMENT

PROPERTY OWNER: _____

PROPERTY ADDRESS: See Attached

CITY: _____ STATE: _____

LEGAL DESCRIPTION: _____

The above referenced Owner ("Owner"), having entered into an agreement with The Orlov Company, Inc., Ad Valorem Tax Consultants, referred hereafter as ("OC") to represent Owner in connection with any and all real property assessment appeal(s) for the year(s) 2017 or as filed or requested to the appropriate governing authority and/or court of law with respect to property(ies) listed above, agrees to pay OC an amount equal to **50 %** percent of the amount of tax dollar savings resulting from such appeal(s). Such tax savings shall be calculated by subtracting the final assessed value for such year from the assessed value posted by the assessment officials immediately prior to commencement of the abatement process for such year and multiplying such resulting figure by the tax rate. The fee shall be billed upon completion of the abatement process using the current years tax rate. All fees shall be payable at the office of OC in Wayland, Massachusetts upon receipt of payment or credit notification from municipality. Past due bills shall accrue interest at the annual rate of fourteen (14) percent.

In the event a property is disposed of or withdrawn from Appeal and Owner has notified OC in writing prior to the time the final assessed value has been negotiated to discontinue appeal of said property's assessed value, OC shall discontinue such appeal and Owner shall only be responsible for paying OC a fixed fee of \$200.00. Otherwise, Owner shall be obligated to pay the total fee described in the immediately preceding paragraph.

Subject to the immediately preceding paragraph, OC shall have the sole right to determine the extent to which it is appropriate to pursue an appeal of the assessed value of any property in a nonjudicial forum. In no event shall OC engage an attorney to appeal any assessment in a court of law without the prior written consent of Owner with the understanding that Owner shall pay for such services.

OC has not and does not make any guarantee, representation or warranty as to the results which may be obtained, or the actual assessed values which may be achieved, by virtue of its services. Nothing contained herein shall be deemed or construed in any respect to make OC liable for the actual payment of any ad Valorem taxes for the properties covered by this contract.

Agreed Herein:

Owner/Representative Title Date

Nicholas Orlov Date
The Orlov Company, Inc.

STANDARD ABATEMENT PACKAGE WILL INCLUDE THE FOLLOWING:

- 1) TITLE PAGE/COVER SHEET
- 2) CONFIDENTIALITY NOTICE
- 3) TABLE OF CONTENTS
- 4) LETTER OF AUTHORIZATION
- 5) SUMMARY/OPINION OF VALUE
- 6) INCOME/EXPENSE ANALYSIS TO INCLUDE RENT ROLL/LEASE TERMS
- 7) PHOTOGRAPHS
- 8) MARKET ANALYSIS / TOWN PROFILE
RELEVANT LEASE INFORMATION
ALL SALES RELEVANT TO THE VALUATION DATE
- 9) FLOOR PLANS/SITE PLAN/PLOT PLAN
- 10) LOCATION MAPS - REGIONAL/LOCAL
- 11) ABATEMENT APPLICATION (DATE STAMPED)
- 12) DENIAL IF PERTINENT
- 13) ATB FILING IF PERTINENT (DATE STAMPED WITH CASE #)
- 14) CERTIFICATE OF SERVICE IF PERTINENT
- 15) FIELD CARD
- 16) APPRAISAL IF AVAILABLE

ADDITIONAL ITEMS IF NECESSARY:

- 17) COPY OF ALL LEASES
- 18) ACTUAL AUDITED OPERATING STATEMENTS
- 19) ACTUAL AUDITED RENT ROLLS
- 20) COMPARABLE PROPERTY DATA IF NECESSARY

PHOTOGRAPH
FIELD CARD
INCOME/EXPENSE
SALES DATA
LEASE DATA