

# MARK LEWIS

## TAX GRIEVANCE SERVICE, INC.

**Complete the form below to the best of your ability**

Name of Homeowner		Is House in a Trust		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address of Home			City / State / Zip Code		
Contact Phone Number			Email Address		
Mailing address of Owner (if different)			City / State / Zip Code		
Inc. Village (if any):	School District:	Cross Street	Year Built		

Home Style	<input type="checkbox"/> Cape	<input type="checkbox"/> Colonial	<input type="checkbox"/> Condo/Townhouse
	<input type="checkbox"/> High Ranch	<input type="checkbox"/> Ranch	<input type="checkbox"/> Splanch
	<input type="checkbox"/> Split	<input type="checkbox"/> Victorian	<input type="checkbox"/> Other:

Approx. sq. ft.	# Rooms	# Bedrooms	# Bathrooms	# Kitchens	# Stories	Lot Size	Condition
-----------------	---------	------------	-------------	------------	-----------	----------	-----------

Waterfront:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water view:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Central Air:	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Fireplaces:	
-------------	--	-------------	--	--------------	--	---------------	--

Basement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full <input type="checkbox"/> Partial	<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	In-ground pool:	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----------	--	--	---	-----------------	--

Garage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Garage Size:	<i>cars</i>
---------	--	--------------	-------------

Purchase Date:		Purchase Amount:		Do you live in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was this a foreclosure, distress, estate, short, family sale?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Any negative aspects of your home that might affect its value?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Property offered for sale within last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	For Sale Date:		Asking price:	
What do you believe the property and home are worth (market value)?					
Did you read and sign the authorization accompanying this form?			<input type="checkbox"/> Yes <input type="checkbox"/> No		

If you are moving or planning to move, please fill out below so we can expedite any refund that may be due you. Once you have a forwarding address it is YOUR responsibility to inform us.

New address	Effective date	New Phone #
-------------	----------------	-------------

Please return the completed form and signed authorization to our office

Mail:	Mark Lewis Tax Grievance Service 540 Horseblock Road Suite 2 Farmingville, NY 11738	Fax:	631.696.5844
		Email:	Info@marklewistax.com
		Apply Online:	www.marklewistax.com

# CONTRACT CONDITIONS

I agree to the following conditions:

1. The Mark Lewis Tax Grievance Service, Inc. (MLTG) is not a government agency and is not affiliated with any government agency.
2. I am fully aware of the fact that I myself may receive a tax assessment reduction through my own efforts, but I elect to employ MLTG.
3. I have engaged MLTG 540 Horseblock Rd. Suite 2, Farmingville, NY 11738, as sole and exclusive agent, to obtain a reduction of the assessed value of my property. I fully authorize MLTG and their agents to fully negotiate a settlement for me.
4. At anytime, within three (3) days, after entering into this contract, I have the complete right to cancel. Cancellation must be in writing and sent to MLTG via certified mail in that three (3) day period.
5. "Only: 1. a person named in the records of Suffolk County Clerk as a homeowner; or 2. that person's authorized agent; or 3. a person who has contracted to buy the home; or 4. the estate of a deceased homeowner, is eligible under law to receive a tax assessment reduction and a property tax refund. If you are not in any of these four categories, you will not be able to receive a property tax refund and you should not sign this agreement."
6. If the home is sold prior to finalization of the grievance, the seller is responsible for fees incurred unless the new homeowner assumes responsibility of the grievance by signing our authorization form.

**I fully understand that there are NO (NONE) fees or disbursements to be paid by me prior to MLTG filing my grievance.**

**If the grievance is denied at grievance level and small claims level, The Mark Lewis Tax Grievance Service, Inc., is responsible for all court fees and disbursements and I will not be obligated to pay anything. When the assessment is reduced as a result of the process initiated by MLTG, I agree to pay the following:**

- A. FEES:  
I agree to pay MLTG a FEE equal to 50% of the reduction prior to exemptions for my 2025/2026 property taxes. The fee is due by due date indicated on their invoice. The tax reduction amount is calculated by multiplying the amount that the property's total assessed value is reduced by the tax rate for the 2025/2026 tax bill for the tax district in which the property is located prior to exemptions.
- B. I agree to pay a \$75 appraisal fee (upon winning grievance only). This fee will be waived if I supply a certified appraisal dated no more than 1 year prior to grievance day. I will supply this appraisal to MLTG no later than May 1, 2025.
- C. On any reduction obtained in small claims court, the \$30 court fee will be applied to the amount due to MLTG. A copy of the official decision reporting the reduction of my property's assessed value will accompany the invoice.
- D. If I fail to pay the above fees within 30 days of notification, I agree to pay reasonable attorney fees if applicable to MLTG. I am aware that interest, at a rate of 1.5% per month on any unpaid balance will be added to my bill 31 days from the invoice date.
- E. All fees are payable within 30 days of MLTG receipt of the official notification of reduction. If balance is left unpaid, fees may be deducted from any county refund checks at MLTG sole discretion. This agreement is not assignable except by prior written agreement between the parties.

Any part of this contract that is deemed unlawful does not void the remaining parts of this contract.

### AUTHORIZATION: DESIGNATION OF REPRESENTATIVE

I, (Print Name) \_\_\_\_\_, as petitioner (or officer thereof) hereby designate The Mark Lewis Tax Grievance Service, Inc., to act as my sole representative in any and all proceedings before the Board of Assessment Review and/or Small Claims assessment review of the Supreme Court, and any other proceeding pursuant to New York State Real Property Tax Law for the purpose of reviewing the assessment of my real property as it appears on the most recent assessment roll of any assessing unit for my property. This case will be submitted in May 2025.

I have fully read, understand and agree to the terms and conditions of this contract.

Print Address Here \_\_\_\_\_

Signature (any owner) X \_\_\_\_\_

Dated \_\_\_\_\_ Current Phone Number \_\_\_\_\_