

Garfield County Assessor  
109 8<sup>th</sup> Street Suite 207  
Glenwood Springs, CO 81601  
Phone: 970.945.9134/ Fax: 970.945.3953

Dear Commercial Property Owner,

The State of Colorado requires that all Real Property be appraised for property tax purposes in odd numbered years. As the 2011 reappraisal approaches we would like to ask you to participate in the process by sharing your rental income and expense information from your property. This information is an important piece of the valuation process and will help us to conduct a fair reappraisal and achieve equitable valuations.

If you receive rental income on the referenced property please complete the attached form and return it to our office as soon as possible so that we may consider the information in the reappraisal project. This information is not part of the public record and will be held confidential by our office. We are not asking for the income associated with the business, only the income information related to the rental of the building or a significant part of the building.

If you occupy the building yourself, please mark the questionnaire as "Owner Occupied" and return it without filling it out. If the building is available for rent, but currently vacant please indicate how long the property has been vacant and what circumstances may be contributing to the vacancy.

If you have any questions relative to this request please contact John Zimmerman at the following email address or phone number.

Thank you for your assistance.

John Zimmerman  
Commercial Appraiser  
Email: JohnZ@ValueWest.com  
Or Cell phone: 303 903-1554