



JOHN W. HICKENLOOPER  
Mayor

# CITY AND COUNTY OF DENVER

## DEPARTMENT OF REVENUE

ASSESSMENT DIVISION  
201 W. COLFAX AVE., DEPT 406  
DENVER, COLORADO 80202  
PHONE 720-913-4162  
FAX: 720-913-4101  
[www.denvergov.org/assessor](http://www.denvergov.org/assessor)

Dear Property Owner:

In order to comply with legal requirements set forth in state law for the reappraisal of property to be implemented in 2005, the Assessment Division is requesting your cooperation as the owner of a commercial property in Denver County. Assessors are bound by state law to consider the income capitalization approach in valuing commercial property. The law establishes June 30, 2004 as the base date of this reappraisal, and specifies that 2003-2004 real estate rental and operating expenses be used in determining the value. This request for information is pursuant to C.R.S. §39-5-119 which requires the submission to the Assessor of any information pertinent to the proper valuation of the property. **YOUR COOPERATION IN SUPPLYING THE INFORMATION REQUESTED IS CRITICAL IN ESTABLISHING ACCURATE PROPERTY VALUES.**

The information you furnish is confidential and will be used to gauge prevailing market rent and expense levels. It will not be filed with property records or exposed to inspection by the public. Your cooperation in completing this form within 20 days will be greatly appreciated.

If you have any questions about this form, please call 720-913-4060 and ask for a commercial appraiser. For your convenience, a postage-paid return envelope is enclosed.

Sincerely,

John Ragan  
Deputy Assessor

- A. If the building is totally owner-occupied, check here  and complete "C" only. If partially or totally tenant-occupied, please complete the entire form. If the addressee owns the land only, please forward this form to the owner or agent of the building.

(Please Continue on Back)

For Office Use Only:

I/E General

