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February 7, 2025

To: Volusia County Taxpayer

Re: FORMAL REQUEST FOR 2024 INCOME AND EXPENSE INFORMATION

The Property Appraiser's office is tasked with providing fair and equitable values for all real property parcels within Volusia County. To carry out that mandate most effectively we are asking for your help.

The income approach to value is generally considered the most accurate valuation method for income-producing properties. Using actual, accurate financial information is very beneficial in this work. Therefore, we are asking you to help us to improve our valuation modeling by providing your income and expense information for 2023. In accordance with Florida Statutes, the financial information you provide to us will be held in the strictest confidence.

You are welcome to provide the information in one of several ways. You may:

- Submit a copy of your Year End 2024 operating statement and rent roll. (*preferred*)
- Provide a copy of either Form 8825 or Schedule E from your federal income tax return
- Complete the attached income/expense survey form and return to our office
- Download and complete an income/expense survey form found on our website at: [vcpa.vcgov.org/income](http://vcpa.vcgov.org/income) - choose the most appropriate form based on your property type or choose the generic form if you are not sure. This will open a PDF document that you may fill in electronically, print and return to our office.

If your business uses part of the property, please indicate the percentage your business occupies on the appropriate form. If your property is 100% owner-occupied, please disregard this request all together.

If you choose to provide your Year End 2024 operating statement and rent roll, please write your tax parcel number and/or alternate key number on your statement so we can match it up with the correct parcel. Your information should be returned to us by April 18, 2025.

Please call Rus Hamilton, Director of our Commercial Division, at 386-626-6586 if you have any questions. Thank you very much for your assistance.

Sincerely,

Larry Bartlett  
Volusia County Property Appraiser