



Affected by a Hurricane?

6 Tips to Help Make Recovery Easier

If your commercial or industrial property has been impacted by the recent devastation from the hurricane or storms, you're most likely overwhelmed with how to begin your path to recovery. Where do you start?

Understanding how much is going through your mind right now, Assessment Technologies has compiled a list of actions to help you map out a plan and take action. Some of these activities might be simple, but in times of stress a reminder is helpful.

1

Document Everything

Keep track of the people you talk to about your property in a written or electronic log. Write down dates, times and conversations.

2

Take Photos Today

It's important to take photos right away to have documentation soon after the damage has occurred. You want to record as much evidence of the damage as possible. You don't need to be an expert photographer either, just follow some simple guidelines:

- Show scope and scale of the damage - take both wide angle and close up shots
- Capture interior and exterior areas - if you can access both safely
- Take photos of all 4 angles of the property, again if you can do so safely
- Download the images to a secure place: computer, save to a cloud server, email them to yourself or another person- just in case your phone or camera is lost or damaged

3

Save Estimates and Receipts

As you price out and make repairs, save all estimates and receipts. Estimates are useful for comparing contractors as well as for getting pre-approval for reimbursements and pay-outs from insurance companies, if applicable. If you have to rent or replace any equipment or other assets that were damaged



during the storm, save those receipts as well. With receipts and estimates, it's best to operate under the mantra of "better safe than sorry" so scan or take a picture of all receipts and estimates and save a back up copy on a remote hard drive or cloud server.

4 Pay Your Taxes on Time

If you owe any taxes on your damaged property make sure you remain timely on any tax payments. Remaining current increases the chances of your local tax district working with you to adjust payments or assessments in the future. It also helps you avoid penalties and fees. If for some reason the storm has affected operations enough to limit your ability to access funds or to issue payment, contact your tax representative immediately so they can work with you and keep your account in good standing.

5 Update Your Address

If your business has been displaced make sure you file a change of address or forwarding address with the Post Office. You can consider opening a PO Box in an unaffected area for the short term. By doing this you will make sure you receive any notices, tax and business information and communication regarding your property appraisal for 2018.

6 Consider Representation

Don't sign a "first offer" for a new appraisal. If you choose to retain an experienced property tax consultant who works with commercial and industrial property owners, they can assist and educate you about your rights and obligations under the law. You will know your rights and how to exercise them.

We hope this information has been useful to you. If you've been one of the lucky few with little or no damage, then we invite you to please pass this information on to someone who would benefit from the tips. If we can answer any of your questions, please let us know.

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