

Year structure was built (leave blank if vacant land)

--	--	--	--

Number of units on property

--

Date of most recent renovations/improvements to property

		/			/				
--	--	---	--	--	---	--	--	--	--

(MM/DD/YYYY)

Date property was conveyed to current owner

		/			/				
--	--	---	--	--	---	--	--	--	--

(MM/DD/YYYY)

Is this property exclusively used as the owner's primary dwelling?

Yes No

Is there a mortgage on this property?

Yes No

Name of bank that holds mortgage

--

Address of bank that holds the mortgage

City

Zip/Postal Code

--

State / Territory

Country

--

Reason for 2023 real property tax bill inquiry (select one of A through I)

Please select the reason for your inquiry. In addition to indicating the reason for your inquiry below, you are required to attach an explanation and documentation that establish the facts to support any claim. Please see annex 1 for an overview of the required documentation by inquiry type.

Records and billing inquiry

Inquiry types A-F are categorized as records and billing inquiries. These inquiries can usually be resolved administratively by the Department of Inland Revenue, after the property owner submits the required documentation.

Inquiry type A I am not the owner of this property

Inquiry type B I am entitled to an exemption from Real Property Tax as a Bahamian citizen (applies only to vacant land or certain land in the Family Islands)

Inquiry type C I am entitled to an exemption for another reason (other than being a Bahamian citizen) that was not reflected on my Real Property Tax bill

Please list the exemption you are claiming: _____

Inquiry type D The property is misclassified (vacant land, residential, owner-occupied, commercial, mixed-use)

Current classification: Vacant Land Residential Owner-occupied Commercial

Owner's opinion of classification: Vacant Land Residential Owner-occupied Commercial

Inquiry type E My tax liability was calculated incorrectly (error with line items R1, R2, R3, credits, discount applied, or rebate applied on your tax bill)

Inquiry type F My accumulated arrears or surcharge was calculated incorrectly

Valuation inquiry

Inquiry types G-I are categorized as valuation inquiries. In response to the inquiry, DIR will perform an initial review. Persons who disagree with the outcome of the inquiry may choose to submit a formal objection to DIR.

Inquiry type G The property is mixed-use, and the percentage of the property allocated to each classification is incorrect

Inquiry type H I disagree with the assessed value of the property (land, improvements, or total value)

Inquiry type I Other reason not listed above

If you selected **Inquiry type H**, please indicate your justification for disputing the assessed value of the property (check all that apply) You are required to attach documentation that supports your justification.

- The recent sale value (for an open market sale within the last 3 years) or assessed or appraised value of at least 3 comparable properties is materially different than the assessed value of my property
- I have an appraisal of the property that has been completed by a licensed appraiser within the last three years, and it is materially different than the assessed value of my property
- This property was sold within the last three years in an open market sale, and the sale price was materially different than the assessed value of my property
- This property suffered damage or is in a condition such that the current assessment is incorrect
- The square footage of the land that was used to calculate my property value is incorrect
- The square footage of the improvements that was used to calculate my property value is incorrect
- Other

If you selected **Inquiry type G** or **Inquiry type H**, please complete this box:

Current assessed value on your 2023 RPT bill					Property owner's opinion of value of property				
	Vacant	Residential	Owner Occ	Commercial		Vacant	Residential	Owner Occ	Commercial
Land					Land				
Imprv					Imprv				
Total					Total				

Taxpayer is required to submit documentation that supports the owner's opinion of the value of the property

	Residential	Owner Occupied	Commercial	TOTAL
Square footage of improvements				
Number of floors (include basement/below ground floors) <i>Indicate 1.5 for split-level properties</i>				
Number of bedrooms				
Number of full bathrooms (with a shower/bath)				
Number of half-bathrooms (without a shower/bath)				

Square footage of land _____

Does this property have an attic? Yes No Does this property have central air? Yes No

Is this property bounded by water? Waterfront Beachfront Canal property No

Exterior materials of the primary structure:

Aluminum / vinyl Steel Block Stucco Wood Brick Mixed Other: _____

Other Buildings in Yard: For each of the following, please list the quantity of each on the property

Generator houses _____ Gazebos _____ Sheds _____

Garages _____

Pools _____

List quantity and for each indicate a) if garage is attached or detached and b) the number of cars garage fits, i.e. 2-car garage

List quantity and for each indicate if the pool is in-ground or above-ground

Other: List quantity and type of any other structures on property _____

ATTESTATION (please check one)

I am the property owner or legally in charge of the property. I hereby attest that the information provided is, to the best of my knowledge, correct, and that I own the property that is the subject of this inquiry or that I am legally the authority in charge of the property. Further, by submission of this inquiry, I agree to allow access to the property by representatives of the relevant authorities for the purpose of verification of information provided in this inquiry and to gather additional information that will support the Department of Inland Revenue in reviewing this inquiry.

I am the person who was listed as the owner on the assessment that is the subject of this inquiry; however, I am not the property owner. I hereby attest that the information provided is, to the best of my knowledge, correct, and that I am not the owner of the property that is the subject of this inquiry.

Name of owner/agent

Signature

Date

Annex 1: List of required documentation taxpayers must submit by inquiry type

The taxpayer is required to attach an explanation and documentation that establish the facts to support any claim made in this inquiry. The following provides an overview of the information the taxpayer is required to provide based on the type of inquiry.

RECORDS AND BILLING INQUIRY

A. Inquiry type A – I am not the owner of this property

If you have ever owned the property in question, you must furnish the following with your inquiry:

- Date you sold the property, a copy of the record of sale / conveyance
- Name of person/entity to which you sold the property
- Name of current property owner (if known)
- Mailing address, phone number, and email address for the current property owner (if known)

If you have never owned the property in question, you must furnish the following with your inquiry:

- A signed affirmation form certifying that you have never owned the property in question, which includes the assessment number and property location
- Name of current property owner (if known)
- Mailing address, phone number, and email address for the current property owner (if known)

B. Inquiry type B – I am entitled to an exemption from Real Property Tax as a Bahamian citizen (applies only to vacant land or certain land in the Family Islands)

- A copy of the property owner's passport photo page, birth certificate, NIB card, or naturalization document
- A signed affirmation form certifying that the property owner is the current lawful owner of the property and is a citizen of The Bahamas

C. Inquiry type C – I am entitled to an exemption for another reason (other than being a Bahamian citizen) that was not reflected on my Real Property Tax bill

- A signed affirmation form articulating the exemption the property owner is qualified for and attesting to that the conditions for eligibility are met by the current lawful owner of the property

D. Inquiry type D – The property is misclassified (vacant land, residential, owner-occupied, commercial, mixed-use)

- For all claims, a signed affirmation form certifying the classification of the property
- If owner is claiming the property is vacant land, you must submit photos taken within the last 60 days, showing the entirety of the property in question (to the extent possible)
- If owner is claiming the property is owner-occupied, a signed affirmation form certifying that the property is exclusively used as the owner's primary dwelling

E. Inquiry type E – My tax liability was calculated incorrectly (error with line items R1, R2, R3, credits, discount applied, or rebate applied on your tax bill)

- Taxpayer must attach a statement describing what they believe is the calculation error and what the correct calculations should be
- Taxpayer must attach records of all real property tax payments made

F. Inquiry type F – My accumulated arrears or surcharge was calculated incorrectly

- Taxpayer must attach a statement describing what they believe the correct arrears or surcharge amount should be
- Taxpayer must attach records of all real property tax payments made from October 2020 to present

VALUATION INQUIRY

G. Inquiry type G – The property is mixed-use, and the percentage of the property allocated to each classification is incorrect

- A signed affirmation form stipulating the total improved square footage of the property and the total square footage allocated to each property classification type
- If owner is claiming that part of the property is owner-occupied, a signed affirmation form certifying that the property is exclusively used as the owner’s primary dwelling

H. Inquiry type H – I disagree with the assessed value of the property (land, improvements, or total value)

If the recent sale value (for an open market sale within the last three years) or assessed or appraised value of at least 3 comparable properties is materially different than the assessed value of your property, you must furnish the following:

- A completed “Annex 2: Comparable Market Data Information Table”
- Documentation and records to support the sale or appraised value and comparable features of at least 3 properties

If you have an appraisal of the property that has been completed by a licensed appraiser within the last three years, and it is materially different than the assessed value of your property, you must furnish the following:

- A copy of the appraisal, signed by a licensed appraiser. The date of appraisal must be stated.

If the property was sold within the last three years in an open market sale, and the sale price was materially different than the assessed value of your property, you must furnish the following:

- A copy of the conveyance or bill of sale of the property

If the property suffered damage or is in a condition such that the current assessment is incorrect, you must furnish the following:

- A signed affirmation form that attests to the nature and date of the damage or condition of the property
- Photos of the property taken within the last 60 days showing the damage or condition of the property
- A copy of an appraisal of the value of the damage to the property conducted by a licensed appraiser or insurance agent, or a copy of an appraisal of the property signed by a licensed appraiser

If the square footage of the land that was used to calculate your property value is incorrect, you must furnish the following:

- A signed affirmation form stipulating the square footage of the land

If the square footage of the improvements that was used to calculate your property value is incorrect, you must furnish the following:

- A signed affirmation form stipulating the square footage of the improvements and supporting documentation to corroborate these claims (e.g. bill of sale or conveyance, appraisal conducted by a licensed appraiser, copies of blueprints, inspection reports, or building permits)

If you disagree with the assessed value of the property based on another reason not articulated above, you must furnish the following:

- You must clearly articulate the specific fact or issue which supports your opinion of the value of the land or improvements and provide a detailed explanation and documentation (including photos of the property taken within the last 60 days) that establishes the facts to support your claim. Please note,

the Department of Inland Revenue recently completed the first-ever full re-assessment of property valuations in New Providence. This process relied on experts who conducted thousands of field inspections, analyzed data, and leveraged the latest technology and global best practices. An increase in your assessed property value or tax liability alone is not a valid basis to dispute your assessment.

I. Inquiry type I – Other reason

- For any other inquiry type, you must clearly articulate the specific fact or issue to which you are disputing and provide a detailed explanation and documentation that supports your reason for dispute and establishes the facts to support your claim



**MINISTRY OF FINANCE
Department of Inland Revenue**

Form 2023-RPT-01

Annex 2: Comparable Market Data Information Table

Taxpayers who are disputing the assessed value of their property (land, improvements, or total value) based on the recent sale value (for an open market sale within the last three years) or appraised or assessed value of at least 3 comparable properties are required to complete this table. Taxpayers are required to submit documentation that confirms the reported details for each record.

	Property Location	Assessment # (if known)	Date of most recent sale / appraisal (mm-dd-yyyy)	Sale price or assessed or appraised value	Property description											
					Square feet of land	Square feet of improvements	# of bedrooms	# of bathrooms	Year of construction	Year of most-recent renovations	Is this property bounded by water? <i>See below</i>	Does this property have an attic? (Y/N)	Does this property have central air? (Y/N)	Number of floors <i>See below</i>	Exterior materials <i>See below</i>	Other buildings in yard <i>See below</i>
Subject property																
1																
2																
3																

Instructions for completing this table: Please use the following abbreviations when completing the above table

Is this property bounded by water?

Waterfront (W) Beachfront (B) Canal Property (CP)

Number of floors

Include basement/below ground floors. Indicate 1.5 for split-level properties

Exterior materials

Aluminum / vinyl (A) Steel (SL) Block (BL) Stucco (SC) Wood (W) Brick (BK) Mixed (MX) Other (Please specify)

Other buildings in yard

Please list the quantity and type of any other structures on the property, including but not limited to generator houses, gazebos, sheds, attached or detached garages, pools, and any other structures on the property. For garages, indicate if they are attached or detached and the size of each garage (the number of cars the garage fits, i.e. 2-car garage). For pools, indicate if the pool is in-ground or above-ground.