



**Mail To: AT&T TOWER PROPERTY TAX TEAM,
754 PEACHTREE STREET, NE
16TH FLOOR
ATLANTA, GA 30308**

Landlord/Lessor Property Tax Reimbursement Request

Please Complete

FA# _____ (It is 8 digits long and it is on your rent payment check stub under "Invoice")

PIN# _____ (Get this from your tax bill or tax collector)

Site Id: _____ (Only if you know it)

Cell Site or Leased Property Address:

Assessed Value of Property to be reimbursed: To speed up reimbursement, please submit a written statement from your Tax Assessor giving the assessed value of the property, and the reason for increase (if any).

Reimbursement Amount Requested: \$ _____ - Tax Year ____ Tax Qtr. ____ Tax Inst. ____

Your Name and address: _____

CHECKLIST *YOU MUST MAIL ALL OF THE FOLLOWING WITH YOUR REQUEST FOR REIMBURSEMENT*

- _____ Copy of Current Tax Bill or Bills
- _____ Copy of Lease terms pertaining to property tax reimbursement
- _____ Assessor letter stating value of property
- _____ Copy of paid receipt and/or check
- _____ FA Number (Write this number at the top of this page - ~ It is very Important!!)
- _____ A completed copy of this Form (Staple or clip this form on the top of all of the other documents that you mail)

Landlord Signature

Date

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. The process of reviewing requests for property tax reimbursement begins upon receipt by the Tax Team in the Leased Property Tax Department.
2. Once we receive your request, we will contact you if we have any questions.
3. If we do not contact you, your request is being processed.
4. If you have already mailed the Landlord Reimbursement Checklist with all of the required documents, the expected turnaround time is 30 days.
5. If you have not mailed the Landlord Reimbursement Checklist and all of the supporting documentation, you must do so, in order for your request for reimbursement to be processed
6. If you are not able to mail all of the required documents, do the best that you can.
7. We no longer accept Landlord Reimbursement Requests via fax or e-mail.