



7120 Pav Way #103
Prescott Valley, Arizona 86314
www.ppprescott.com

Telephone: (928) 445-8750
Fax: (928) 445-5542
Email: info@ppmprescott.net

RE: Three Percent (3%) City Sales Tax for Chino Valley

Dear Owner,

Enclosed with this letter, please find a form for you to review and return with your signed management contract. If you are not aware, the Town of Chino Valley imposes a three percent (3%) city sales tax on all residential rentals within the town limits. (If your property is not within the town limits, please disregard this form.) Below are two options we offer you as the owner. Please note that it is necessary that we have this form signed and returned to us, whichever option you choose.

OPTION NO. 1

Condense all owners under one brokerage license. Sales tax will be paid from the owner's account automatically each month. These would include those owners, presently licensed, by having them drop their individual license. A record payment will be included on your monthly statement. Pierce Property Management will pay taxes on only those properties included under the single broker's license. We will no longer handle individual licenses.

We will also need the signed Addendum to Management Agreement that addresses sales tax payments. If we do not receive the completed forms, we will not be able to proceed with sales tax payments on your behalf and you will need to contact the Arizona Department of Revenue directly to set this up.

OPTION NO. 2

Individual owners who wish to continue payment of taxes and hold their own license should sign and return the enclosed declaration statement. This declaration will relieve the brokerage, Pierce Property Management, of responsibility and states that the owners of said property will be paying the three percent (3%) city sales tax directly to the Arizona Department of Revenue. Our office will not be involved under this option.

If you should have any questions, please do not hesitate to call. We appreciate your prompt response to this form.

Sincerely,

Diane Tenison



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Property Address: _____

OPTION NO. 1

As the owner of property located within the town limits of Chino Valley, I agree to have my property licensed for the 3% (three percent) city sales tax payment under a single broker's license held by my property manager, Pierce Property Management. Payments will automatically be deducted from my account each month and statement will be sent to me.

Signature: _____

Date: _____

OPTION NO. 2

As the owner of property located within the town limits of Chino Valley, I release my property manager, Pierce Property Management of any responsibility for payment of the 3% (three percent) city sales tax in Chino Valley. I agree that I will be responsible myself, as owner, for all payments to be made direct to the Arizona Department of Revenue. I will include my property sales tax number _____ with this form to be kept on file with the property manager as proof of their payment responsibility.

Signature: _____

Date: _____

Thank you for your time and consideration in this matter. Please call us if you should have any questions.



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ADDENDUM TO MANAGEMENT AGREEMENT

STATE AUTHORIZATION

Taxpayer hereby grants appointee a limited power of attorney with the authority to sign and file transaction privilege tax license applications, license renewals, and returns and make payments to the Arizona Department of Revenue (department). Appointee is also hereby authorized to discuss Taxpayer's otherwise confidential transaction privilege tax information with authorized department employees.

This authorization includes all department transaction privilege tax applications, including renewals, and returns and shall begin with completion of this agreement and shall remain in effect until revoked by the Taxpayer or terminated by Appointee, whichever occurs first. Unless taxpayer is required to file or pay electronically, appointee will, in its discretion, file and make payments on Taxpayer's behalf in one of the filing methods: electronic or paper.

I hereby certify that the Director of the Arizona Department of Revenue is authorized to release any and all Arizona transaction privilege tax information in Department files concerning the undersigned Taxpayer and relieve said Director, or Department representative, of any liability whatsoever for releasing such transaction privilege tax information to the Appointee specified by this authorization. By signing this form, I certify that I have the authority, within the meaning of A.R.S. §42-2003(A), to execute this authorization on behalf of the above-mentioned corporation(s), limited liability company, trust(s), estate(s), partnership(s), and/or individual(s). I understand that to knowingly prepare or present a document which is fraudulent is a Class 5 felony pursuant to A.R.S. §42-1127(B)(2).

Property Address: _____

Lessor: _____

Date: _____

Agent: _____

Date: _____