

American Tower Property Tax Reimbursement FAQ Sheet

As part of our continued desire to provide you the best customer experience, ATC has implemented some changes in the property tax reimbursement process. To help ensure the fastest reimbursement possible, we wanted to provide you the following information.

American Tower has 3 options for you to submit your reimbursement request:

- By Fax: (781)-926-4555
- By Email: landlord.relations@americantower.com
- By Mail: American Tower (Attention: Landlord Relations) 10 Presidential Way, Woburn, MA 01801

What Does American Tower Require From You?

- Your contact information: Name, Tower Number, Phone No. and/or Email Address and address to send the reimbursement.
- The dollar amount of the reimbursement you are requesting.
- An original or copy of the tax bill, including proof of payment (copy of cancelled check, receipt, etc.)
 - Please note that pictures of the tax bill cannot be accepted
 - If the **taxes are paid**, the reimbursement will be issued payable to you.
 - If the **taxes are NOT paid**, ATC will either issue payment to the jurisdiction directly or issue a payment payable to the jurisdiction but mail the check to you. Please indicate your preference in this situation.

Additional (But Not Required) Helpful Items

- A letter from the Assessor supporting the calculation and reimbursement amount.
- Assessment Property Record Card
- Any specific calculation documentation that may be referenced in your ground lease.

The general time frame for ATC to process a reimbursement request is 30 days from receipt.

- Questions regarding any of the information referenced above can be directed to Landlord Relations at (866) 586-9377. Option #4