

AGREEMENT FOR PERSONAL PROPERTY TAX SERVICES

THIS AGREEMENT (the "Agreement"), dated as of the _____ day of _____, 2021, by and between LOWNDES COUNTY BOARD OF TAX ASSESSORS, a political subdivision of the State of Georgia, (herein, the "Board") and, jointly and severally, DEEN'S LLC, a Georgia limited liability company (herein, the "Company") for the purpose of the Company providing personal property assessment and other services, staff support, and other assistance to the Board relating to personal property assessment matters; and is approved by the Board of Commissioners of Lowndes County.

Section 1: Scope of Work to be Performed by the Company

The Company shall provide qualified and experienced personnel to perform the Services for the Board pursuant to this Agreement. The Company also reserves the right to engage sub-contractors, approved in each case in advance by the Board, to work at the will and under the direction, supervision and expense of the Company in providing the Services, if needed. The Company will be responsible for performing the duties required of the Board's personal property appraiser's position and staffs' functions (the "Services"), including but not limited to, assisting in maintaining the Board's personal property assessment records in a current condition, assisting in preparing annual personal property assessments for Board approval, ensure timely mailing of the annual personal property returns and personal property notices of assessments (printing and mailing of the returns and notices will be contracted to SouthData at the expense of the Board), assisting the Board in defending personal property assessment and other appeals as necessary, assisting in providing information to the Georgia Department of Revenue ("DOR") as needed, supporting, preparing and updating the Computer Assisted Mass Appraisal ("CAMA") system for personal property assessment matters, processing personal property returns and digitizing Board personal property assessment files, supporting and reconciling Freeport exemption applications, work the Georgia Department of Natural Resources and Sales Tax Listing as provided by Gap Group, updating itemized asset detail in the CAMA system when provided with the personal property return, correcting personal property useful life groups for assets as needed when processing personal property returns, performing personal property field reviews as needed, assisting with general personal property assessment administration duties, and assisting in preparation of the Personal Property Tax Digest for all digests included within the term of this Agreement.

During the term hereof, the Company shall devote its best efforts and such expertise, time and attention to its duties hereunder as are necessary and proper to provide satisfactory Services to the Board pursuant to this Agreement. The Company shall report to and receive overall direction from the Board's chief appraiser regarding the Company's performance of the Services and the Company's other obligations under this Agreement.

The Services are intended to include performing the normal, routine duties and responsibilities, as directed by the Board's chief appraiser, relating to personal property assessment matters. Any required re-evaluation, including but not limited to, schedule updates, excessive field reviews, personal property audits or any other work outside of the normal, customary responsibilities (which customary responsibilities includes preparation and submission of the annual personal