

Instructions for Completing the Appeal Form

NOTICE: The effective date of the most recent revaluation is January 1, 2012. Information on sales occurring after that date will not be considered.

- Please print your name, address, phone number and parcel identification number to assist the Assessor's office in identifying your property.

- If you have an a parcel that has issues that could cause valuation changes such as:
 - a non-buildable lot
 - the lot will not pass a septic soil analysis test
 - Cannot obtain water to the property
 - No access to the property
 - Demolition of buildings
 - Damages caused by fire, tornado, flood, etc.

Please provide copies of any and all documentation to support your claim.

- Explain the concerns you have about the value of your property. Indicate why you believe the valuation you received does not represent the true market value. The burden of proof is on the taxpayer so the more thorough and specific information you can provide, the better we will be able to determine if an adjustment is warranted.
- Indicate what you believe the true market value (the value the property would sell for on the open market) should be and what you base your opinion on. If you know of any comparable sales, or have a fee or bank appraisal, etc., please complete the blanks and provide a copy of the sales or appraisal. Remember sales must be dated on or before January 1, 2012.