

FOLLOWING IS A LIST OF INSTRUCTIONS TO ASSIST YOU IN FILING YOUR PROPERTY VALUATION PROTEST

Please carefully read the following instructions and those on the back of the protest form.

- Protests must be limited to valuation only. This **IS NOT** and **CANNOT** be a protest of taxes. Taxes are to be protested at the budget hearings.
- A separate protest must be filed for each parcel.
- A legal description adequate to identify each parcel shall be provided.
- Reasons for the requested change in value and the amount of the requested change must be explained on the form. Attachments will be accepted if additional space is needed.
- Late filings will cause the protest to become invalid.

If the protest does not contain or have attached the statement of the reasons for the protest or the applicable description of the property, the protest shall be dismissed by the County Board of Equalization.

This form must be filed with the County Clerk between the following dates:

PERSONAL PROPERTY – On or before May 1st or 30 days from the date the Assessor notifies you of: (1) a change in the value of property (2) the addition or omission of property (3) failure to file a Personal Property Return or (4) assessment of a 10% or 25% penalty.

REAL ESTATE – June 1st to June 30th

The County Board of Equalization will hold a Hearing, review the protest and all information submitted and will make a decision on or before July 25th. You are not required to appear at the Hearing. If you have additional information you wish to present to the Board, please indicate below:

_____ Yes, I have additional information that I wish to present to the Board or I wish to appear before the Board. If yes is checked, you will be notified of the time and place of the Hearing.

_____ No, I do not wish to appear.

Signature

Date

A copy of the completed protest will be sent to you after the Board has made its determination.