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Office of the City Assessor

REQUEST FOR PROPERTY REVIEW

NOTE: Before you submit this form, please read the information under the heading “ESTIMATED FAIR MARKET VALUE” on the back of your property tax bill.

The procedure for reviewing your property for the January 1, 2024, assessment date is as follows:

1. Complete the form (on page 2) and return to the Assessor’s Office. The form must be returned ASAP for the 2024 assessment year.
2. Supporting documentation of the “fair market value” must be submitted when your request is returned. Examples would include a recent professional appraisal or a recent closing statement on your own property. The sales of comparable properties similar to your own can also be used as evidence of “fair market value.” The absence of such documentation makes it difficult for a value change to occur.
3. If you are requesting the review of a commercial property, the following are also requested:
 - Copies of income and expense summaries for the past three (3) years
 - Copies of current rent rolls and mortgages
4. If a third party will represent you, you must submit a notarized “letter of agency” that sets forth the representative’s name, address, and telephone number.
5. Your request and supporting documentation will be reviewed. If we feel further clarification is necessary, we will contact you to schedule an on-site inspection of the property. (This process does not start until late January.)
6. If your property is inspected, be sure to point out any structural problems that may exist or any other conditions that would have an impact on the property’s value. If possible, provide us with at least two (2) written cost estimates for completion of necessary repairs.
7. After the review procedure is complete, which may take several months, you will receive a notice of value determination indicating either an increase, decrease, or no change, and the applicable dollar amounts. A letter informing you of an “Informal Review” period will be included.
8. If you are dissatisfied with the outcome of your “Informal Review,” you may pursue the matter before the Board of Review. An objection form for this purpose may be obtained from the Clerk’s office. **Note:** Completion of this “Request for Property Review” form is not a substitute for the Board of Review objection form.

I, _____, request a review of the assessment for the following property:

Address: _____

Tax Key Number or Pin Number _____
(Usually located in the upper right corner of your tax bill)

I request a review for the following reason(s): _____

Have you taken out any building permits for this property in the three (3) previous calendar years?

Yes _____ No _____ if yes, the improvement (s) were: _____

I have spent \$ _____ for improvements or additions since acquiring the property.

I believe the "fair market value" of this property is \$ _____ (NOTE: A value must be specified).

Best time to call: _____ Home Phone # _____

Cell # _____ or Office Phone # _____

Name: _____ Date: _____
(Signature)

Inspection Date & Time: _____ Inspection Witnessed By: _____