

BOX ELDER COUNTY

2011 APPEALS INSTRUCTION FORM

These are instructions for appealing property values. Appeals will be accepted regarding the market value of your property **only**. Appeals **will not** be accepted based on the tax dollar amount. The value placed on the property is the assessor's estimated fair market value as of January 1, 2011.

Your appeal must be in written form and contain the following information:

1. A name and phone number where you can be reached and a copy of the disclosure notice sent to you.
2. The complete parcel number of the property you are appealing. This information is located, in the upper right-hand corner of your disclosure notice.
3. Your estimated opinion of value of the property and how you arrived at that value.
4. Evidence to support your estimated opinion of the property value which must include at least one of the following criteria:
 - a. Purchase of the property within the year of 2010. Submit a copy of the closing and/or settlement statement. **NOTE:** "short sale," "bank-owned," and/or "foreclosure" sales are not necessarily indicative of a fair market sale but will be considered. These sales must be supported by a valid appraisal report that banks require for such sales.
 - b. An appraisal done on the property with an effective appraisal date within the year of 2010.
 - c. At least 3 comparable properties similar to your home that have sold within the year of 2010.
 - d. A written statement of what you consider a factual error on the property.
5. In order to expedite your appeal, please submit this information no later than August 31, 2011. No appeals will be accepted after 5:00 p.m. (MST), September 15, 2011.
6. Mail the appeals information to:

Box Elder County
Auditor's Office
01 South Main
Brigham City, UT 84302

Or FAX to: 435-734-3361

7. The appeals information will be reviewed and processed in the *order they are received*. Upon receipt and review of your appeal information, an appraiser from the Assessor's Office may contact you for further clarification, stipulations, and if necessary, to make an appointment.

Thank you for your time and consideration on this appeal matter. This process will expedite the appeals review of your property. For questions please call: 435-734-3388.



**APPEAL TO THE BOX ELDER COUNTY BOARD OR EQUALIZATION
REAL PROPERTY**

For more information visit the Auditor's home page on the internet at www.boxeldercounty.org/auditor.htm

PLEASE COMPLETE ALL REQUESTED INFORMATION IN FULL

1. GENERAL INFORMATION AND DESCRIPTION OF PROPERTY	FOR OFFICE USE ONLY
PARCEL NUMBER (see notice):	DATE RECEIVED:
NAME(S) OF OWNER(S) OF RECORD:	APPEAL NUMBER:
PROPERTY LOCATION (ADDRESS):	APPOINTMENT DATE & TIME:
MARKET VALUE (as shown on notice):	INITIALS (clerk of board):
2. OWNER(S) OPINION OF FAIR MARKET VALUES AS OF JANUARY 1 OF THE CURRENT YEAR (required by law):	

I REQUEST THAT THE MARKET VALUE OF THIS PROPERTY BE ADJUSTED BASED UPON THE FOLLOWING

3. BASIS FOR APPEAL AND REQUIRED DOCUMENTATION
"FAIR MARKET VALUE" IS DEFINED AS THE AMOUNT AT WHICH PROPERTY WOULD CHANGE HANDS BETWEEN A WILLING BUYER AND SELLER NEITHER BEING UNDER ANY COMPULSION. (SECTION 59-2-102[8] U.C.A.)
<i>YOU MUST PROVIDE EVIDENCE THAT THE MARKET VALUE ON YOUR NOTICE EXCEEDS "FAIR MARKET VALUE" YOUR EVIDENCE MUST BE BETTER THAN THE ASSESSOR'S IN ORDER TO HAVE YOUR VALUE REDUCED.</i>

My Opinion of value shown above is based on one or more of the following:
(the order given below does not indicate any particular priority)

- A. Purchase of the property within the year of 2010. Attach a copy of closing or settlement statements from purchase. Please note: "Short Sales", "Bank-Owned", and/or "Foreclosure" sales are not necessarily indicative of a fair market sale but will be considered. These sales must be supported by a valid appraisal report that banks require for such sales. If an appraisal was made for the sale, submitting a copy of the full appraisal will probably strengthen your appeal
- B. Professional Fee Appraisal completed within the year 2010. Attach a full copy of appraisal
- C. Sale of Three (3) or more comparable properties sold as close as possible to January 1, 2011 and that sold within the year of 2010
- D. Factual error in Assessor's data or cost approach to value. Please provide a full description of the error with supporting evidence. You must still include your requested opinion of value and support this value with evidence
- E. Income Approach to Value (***Commercial Properties Only***). Be prepared to show how your rents or income from the property compare to market rents
 - Minimum requirement is a Rent Roll, an income and expense statement, an operating statement, or a Profit and Loss Statement (for the property and not the business using the property)
 - If property is owner occupied you may submit rents from 3 comparable properties
 - Apartments with 3-12 units are usually valued by the Assessor using a Gross Rent Multiplier (GRM) approach but may be valued by the Assessor using a price per unit, price per square foot, or rent per square foot
 - GRM is equal to sales price divided by gross annual rents. Evidence of GRM should be supported by 3 sales of comparable properties

Taxpayer's Rights

- I do not wish to appear before the county board. I wish to have the Board's decision based on consideration of the information submitted. I understand I retain the right to appeal to the Utah State Tax Commission if I am not satisfied

I certify that all statements here and before the Board are true, complete and correct to the best of my knowledge. I understand that all information submitted to the Board, and the decision of the Board are public record. If the Board is unable to make a decision prior to December 1, 2011; I am still responsible to pay all the taxes due to avoid penalties and interest. If a refund is necessary, it will include interest starting January 1, 2012.

SIGNATURE OF OWNER OR AGENT: _____

DATED THIS _____ DAY OF _____, 2011

OWNER'S DAYTIME TELEPHONE NUMBER: () _____

