

## **FREQUENTLY ASKED QUESTIONS REGARDING THE COMPLETION OF THE APPLICATION**

Q. What information do I put in section #1?

A. You are required to put your name (only need one owner's name) and your current mailing address if it is different from the address of the property being appealed. We also require that you provide our office with a phone number in the event we may need to contact you by telephone.

Q. Do I need an agent or an Attorney for section #2?

A. We cannot advise you to do so or not. You are required to appear at a hearing to state your case and if you feel an agent or attorney would best do that for you, then by all means hire one. All hearings are open to the public. You can attend any hearing to see what the process entails. If you hire an agent/attorney after you have already filed an appeal, you MUST contact our office immediately. This section is not for the Real Estate Agent who sold you the home unless the Real Estate Agent is acting as your agent in the appeal process. If you have elected to hire an agent to represent you, you are required to complete the agent authorization section below section #1 and #2.

Q. Regarding item #3, I don't know what my Assessor's Account Number or my Unsecured Assessment Number is!

A. A single family home will only have the Assessor's Parcel Number (APN). Businesses, mobile home owners and aircrafts will show the Assessor's Account Number and/or Unsecured Assessment Number for the application to be processed.

Q. Regarding item #4A, what is the value on the roll?

A. This refers to the Assessed Value (reappraisal value) as it appears on your tax notice. This is the Assessed Value per the Assessor's Office that you believe is too high. The values in item 4a must match the assessed values exactly as they appear on the notice you are appealing.

Q. Regarding item #4B, do I have to separate the value between Land and Improvements Real Property?

A. No, but you are required to have a total value reflecting what you believe the value of your property to be.

Q. There were absolutely no Improvements made on my property. Why are Improvements being assessed?

A. Improvements (real property) refer to any/all existing structures on the land (house, barn, etc.). It does not mean you made improvements.

Q. Regarding item #5, which assessment am I appealing?

A. You should check Regular Assessment if you are appealing the market value as of January 1, 2009. The filing period for the Regular Assessment is between July 2 and September 15 every year. You should check Supplemental Assessment if you received a Supplemental Notice. You have 60 days in which to file an appeal based on the date of your Supplemental Notice (not tax bill). You should check Roll Change/Escape Assessment only if you have received a Roll Correction or Escape Assessment Notice from the Assessor's Office. You have 60 days to file on the date of notice.

Q. Regarding item #6, what should I check here?

A. You can check as many items as you believe will support your request for a reduction in Assessment. You can always check "other" and attach a written explanation on a separate sheet of paper explaining your situation and the reason you are filing an appeal.

**INCOMPLETE APPLICATIONS or APPLICATIONS FILLED OUT INCORRECTLY WILL RESULT IN A DELAY OF THE APPEAL PROCESS and/or YOUR APPEAL COULD BE CLOSED**