

## Tips for filling out your Assessment Appeal

1. On page 1, choose the appropriate reason for appeal
  - A. **Fair Market Value:** if you think your house isn't worth what we have it valued at.
  - B. **Recent sale:** you purchased your home within the last year and it sold for less than what we have it valued at (for this choice, all you need to do is attached a copy of your sale – you don't need to fill out page 2).
  - C. **Uniformity:** Other very similar homes have lower assessments
  
2. **Page 2 – the Grid:** Based on the reason you are filing, will determine the type of comparables to look for
  - A. **If you picked market value:** look for recent arms-length sales that are similar to your house (foreclosure sales or sheriff sales do not count).
  - B. **If you picked Uniformity:** then look for comparables that are very similar to your house (sale date/sale price are not relevant).
  
3. **Tips for choosing comparables**
  - A. Pick comps that are the same style as your house (2 story, 1 story, split or bi level etc)
  - B. Pick comps that are in the SAME neighborhood if at all possible. Only go outside of your neighborhood if there are no comparables that are similar
  - C. Pick comps that are similar in square footage +/- about 200 feet
  - D. Pick comps that are similar in age +/- 10 years if possible
  - E. Pick comps that are similar in lot size (this one is not an issue if you stay in your neighborhood) Do not use a city sized lot compared to a country acre sized lot.
  - F. Garage count, the existence of a basement or not, fireplace and exterior construction are all minor factors considered in our valuations
  - G. We do not make assessment changes to decks, patios, fences or sheds that do not have foundations
  
4. **Calculations on the grid page**
  - A. Be sure you are using the assessment numbers for the current assessment year
  - B. On line item 19, be sure you are calculating the building assessment line divided by the square footage