

TOOELE 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 assessors' estimated fair market value as of January 1st, 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 bold, on the upper left-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 four following criteria:
 - a. At least 3 comparable properties similar to your home that have sold within the year of 2010. This information is usually available through local real estate agents. OR:
 - b. Purchase of the property within the year of 2010. Submit a copy of the closing and/or settlement statement. **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. OR:
 - c. An appraisal done on the property with an effective appraisal date within the year of 2010. OR:
 - d. A written statement of what you consider a factual error on the property. You may review your property card in the Assessors Office during regular business hours. This information is **not** available by phone.
- 5- In order to expedite your appeal, please submit this information no later than August 31, 2011. No appeals will be accepted after 6:00 p.m. (MST), September 15, 2011.
- 6- Mail the appeals information to: Tooele County Appeals Division; 47 South Main Street; Tooele, Utah, 84074. If you are faxing, the FAX number is 435-843-3464.
- 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 Assessors Office will contact you for further clarification, stipulations, and if necessary make an appointment with a hearing officer at the Board of Equalization.

**THE TOOELE COUNTY APPEALS DIVISION – BOARD OF EQUALIZATION 2011
THANKS YOU FOR YOUR TIME AND CONSIDERATION ON THIS APPEAL MATTER. THIS
PROCESS WILL EXPEDITE THE APPEALS REVIEW OF YOUR PROPERTY**

**TOOELE COUNTY INFORMATION LINE IS 435-843-3480
TOOELE COUNTY WEBSITE IS WWW.CO.TOOELE.UT.US**



APPEAL TO THE TOOELE COUNTY BOARD OF EQUALIZATION
REAL PROPERTY

FOR MORE DETAILED INFORMATION VISIT THE BOARD OF EQUALIZATION HOME PAGE ON THE INTERNET AT WWW.CO.TOOELE.UT.US

PLEASE COMPLETE ALL REQUESTED INFORMATION IN FULL

1. GENERAL INFORMATION AND DESCRIPTION OF PROPERTY (FOR OFFICE USE ONLY)
PARCEL NUMBER: (SEE NOTICE) SCREENING:
NAME(S) OF OWNER(S) OF RECORD: APPEAL NUMBER:
PROPERTY LOCATION (ADDRESS): MASTER FILE #
MARKET VALUE (AS SHOWN ON NOTICE): \$ DATA ENTRY:

2. OWNER(S) OPINION OF FAIR MARKET VALUE 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.)
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

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 of 2010. Attach a full copy of the appraisal.
C. Sales 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.

I CERTIFY THAT ALL STATEMENTS HEREIN AND/OR ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE.

SIGNATURE OF OWNER OR AGENT: _____

DATED THIS _____ DAY OF _____, 2011

OWNER'S DAYTIME TELEPHONE NUMBER: (____) _____ - _____