

## Taxpayer

Enclosed is the petition packet. **Two** petition forms are required to file an appeal of the value of your parcel. Each parcel requires a separate petition form and all forms and documents are to be filed in duplicate including photos. Photos are to be mounted on 8 ½ by 11 inch sheets of paper with an explanation of the photos. Please do not staple any items.

Remember to include two copies of the Change of Value Notice you received from the Assessor.

Deadline date for filing an appeal is on or before July 1<sup>st</sup> or within 30 days of when an assessment, value change notice or other determination notice is mailed to the taxpayer. If the filing deadline falls on a Saturday, Sunday or holiday, then the petition must be filed or postmarked no later than the next business day.

Please contact the Assessor's office and talk with the appraiser who appraised your property. Many questions can be answered to your satisfaction, without having to file an appeal.

Appellants are encouraged to submit additional documentary evidence as well as comparable sales to the Board and the Assessor no later than seven (7) business days, excluding holidays, prior to the hearing.

Comparable sales are any sale of property prior to January 1<sup>st</sup> of the year of revaluation. Any sale of comparable properties occurring after January 1<sup>st</sup> of the revaluation shall be adjusted to its value as of January 1<sup>st</sup> of the year of revaluation, reflecting market activity and using generally accepted appraisal methods.

Instructions are on the reverse. Please contact the Clerk of the Board with any questions. The board has 24-hour voice mail 7 days a week. Leave a message and the clerk will respond as quickly as possible:

(360) 427-9670 ext 566 Shelton  
(360) 275-4467 ext 566 Belfair  
(360) 482-5269 ext 566 Elma