



Deadline for Appeals: Monday July 15, 2019
(Must be Postmarked or delivered In-person by 5:00pm)

Mailing address for Appeals
Chelan County Board of Equalization
400 Douglas St. Suite 201
Wenatchee, WA 98801

Clerk of the Board of Equalization
Susan Ward
509-667-6565
susan.ward@co.chelan.wa.us

Office Hours for In-person Delivery
Mon-Thurs 8:00 am – 5:00 pm
(Closed Noon – 1:00 pm)
Friday 8:00 am – Noon

Instructions for Petition to the County Board of Equalization for Review of Real Property Valuation Determination

All information in boxes 1 – 5 must be completed (if applicable). **The petition must be signed and dated.** Without this information, your Petition for Review **will not be considered complete.**

1. Your account or parcel number appears on your determination notice, value change notice, and tax statement. If you are appealing multiple parcels, you must submit separate petitions for each parcel.
2. Self-explanatory.
3. You may appeal the **assessed** value of the property. The assessed value is based on the true and fair value of the property. Check the box if you are requesting the information the assessor used to value the property.

Appeal of Assessed Value

To successfully appeal the Assessed Value of the property, you must show by clear, cogent, and convincing evidence the value established by the assessor is incorrect. In Section 4, you must list the reasons why you believe the Assessed Value is incorrect.

4. List the specific reasons for the appeal. Statements that simply indicate the assessor's valuation is too high or the amount of tax is excessive are not sufficient (WAC 458-14-056). The reasons must specifically indicate why you believe the assessed value does not represent the true and fair value of the property.

Note any other issues you believe are relevant to the value of your property. If your appeal concerns a comparison of your assessment relative to assessments of other properties, the Board may determine if all of the properties are assessed at their true and fair value. The Board is limited to determining the market value of property.

Therefore, any adjustment to the assessed value of your property or other properties must be based on evidence of the true and fair value of the property.

5. Indicate if you are acting under a written Power of Attorney. This section need not be completed if the agent is an attorney-at-law.

Sign and date the petition.

- 6.–10. Self-explanatory.

Additional information to support your estimate of value may be provided either with this petition or prior to twenty-one business days before the hearing. You must also provide a copy of any additional information to the assessor.

The petition must be filed or postmarked by July 1 of the current assessment year or 30 days after the date of mailing of the change of value or other determination notice (up to 60 days in those counties that the Legislative Authority has extended the deadline). If filing after July 1, a copy of the determination notice must be attached to this petition.

One original signed petition and four copies (including all attachments) must be filed with the County Board of Equalization in the county where the property is located.

Address for Submitting Appeals:

Chelan County BOE
400 Douglas St Suite 201
Wenatchee, WA 98801

Office Hours:

Mon-Thurs 8:00 am-5:00 pm
(Closed Noon-1:00 pm)
Friday 8:00 am-Noon

Office Use Only
Petition: 2019-
Date Received: _____

**Taxpayer Petition to the
Chelan County Board of Equalization for
Review of Real Property Valuation Determination**

This petition must be filed or postmarked by July 1 of the current assessment year or 30 days after the date of mailing of the change of value or other determination notice (up to 60 days in those counties that the Legislative Authority has extended the deadline). If filing after July 1, a copy of the determination notice must be attached to this petition.

The undersigned petitions the Board of Equalization to change the valuation of the property described below as shown on the assessment roll for 2019 for taxes payable in 2020 to the amount shown in Item No. 3(b) on this form.

Please Complete All Items (Please Print)

1. Account/Parcel Number: _____	
2. Owner: _____	
Mailing Address for All Correspondence Relating to Appeal:	
Street address: _____	
City, State, Zip Code: _____	
May we contact you by email? <input type="checkbox"/> Yes <input type="checkbox"/> No	E-mail address: _____
Daytime Phone No: _____	Fax No: _____
Name of petitioner or authorized agent: _____	

3. Assessor's determination of true & fair value: Land \$ _____ Improvement/Bldgs..... \$ _____ TOTAL \$ _____	(b) Your estimate of true & fair value: Land..... \$ _____ Improvement/Bldgs ... \$ _____ TOTAL \$ _____
Date the assessor's "Change of Value Notice" or other determination notice was mailed: _____	
I request the information the assessor used in valuing my property. <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Specific reasons why you believe the assessor's value does not reflect the true and fair market value. _____ _____ _____ NOTE: Under Washington law, you must prove that the assessor's value is not the true and fair market value (RCW 84.40.0301). If this petition concerns income property, please attach a statement of income and expenses for the past two years and copies of leases or rental agreements. Other issues relevant to your case: _____

5. Power of Attorney: If power of attorney has been given, the taxpayer must so indicate by signing the statement below or attaching a signed power of attorney. The person whose name appears as authorized agent has full authority to act on my behalf on all matter pertaining to this appeal. Signature of Petitioner (Taxpayer) _____
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I hereby certify I have read this Petition and that it is true and correct to the best of my knowledge.

Signed this _____ day of _____, _____.

6. The property which is the subject of this petition is (check all which apply):

- | | |
|--|---|
| <input type="checkbox"/> Farm/Agricultural Land | <input type="checkbox"/> Residential Building |
| <input type="checkbox"/> Residential Land | <input type="checkbox"/> Commercial Building |
| <input type="checkbox"/> Commercial Land | <input type="checkbox"/> Industrial Building |
| <input type="checkbox"/> Industrial Land | <input type="checkbox"/> Mobile Home |
| <input type="checkbox"/> Designated Forest Land | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Open Space/Current Use Land | |

7. General description of property:

- a. Address/location: _____
- b. Lot size (acres): _____
- c. Zoning or permitted use: _____
- d. Description of building: _____
- e. View? Yes No
- f. Waterfront? Yes No

8. Purchase price of property: \$ _____ (If purchased within last 5 years)

Date of purchase: _____

9. Remodeled or improved since purchase? Yes No Cost \$ _____

10. Has the property been appraised by other than the county assessor? Yes No

If yes, appraisal date: _____ By whom? _____

Appraised value: \$ _____ Purpose of appraisal: _____

Please complete all of the above items (if applicable). Information in boxes 1 – 5 must be provided to be considered a complete petition.

You may submit additional information, either with this Petition or prior to twenty-one business days before the hearing, to support your claim. The area below may be used for this purpose.

11. Check the following statement that applies:

- I intend to submit additional documentary evidence to the Board of Equalization and the assessor **no later** than twenty-one business days prior to my scheduled hearing.
- My petition is complete. I have provided all the documentary evidence that I intend to submit and I request a hearing before the Board of Equalization as soon as possible.

Check one of the following: I plan to attend the hearing I do not plan to attend the hearing

Documentary Evidence Worksheet

Most recent sales of comparable property (within the past 5 years):

	Parcel No.	Address	Land Size	Sale Price	Date of Sale
a.	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____

Information regarding sales of comparable properties may be obtained through personal research, local realtors, appraisers, or at the county assessor's office.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For assistance, contact the county board of equalization where your property is located.

WHAT TO EXPECT AFTER FILING YOUR PETITION

Once a timely and properly completed Taxpayer Petition is submitted, it will be given an appeal number and entered into the computer. The Assessor's office is given a copy of your appeal. The Assessor's office will provide a written response to your petition within 60 days of the request but at least 21 business days, excluding legal holidays, prior to your hearing date.

Based on the volume of petitions filed within the 30 day period, this office cannot acknowledge receipt of each petition. However, if your petition is incomplete, untimely or denied, you will receive a phone call, e-mail or letter advising you.

Petitions must be filed within 30 days of the value notice change. The number of petitions filed, determines how long the Board will remain in session conducting hearings.

Once your petition is scheduled for a hearing, you will be notified by mail at least 22 days prior to the hearing date. The hearing notice will be mailed to the correspondence address entered on your petition.

When you filled out your petition, you checked a box choosing whether or not you wanted to appear for your hearing. If you choose that you did not want to be present, you will receive notice of the date your Administrative Hearing will take place. At that hearing, the Board will review the documentation submitted by you and the Assessor and issue a written decision. If you choose to appear, you will be sent a hearing notice with a date and time to appear before the Board of Equalization. You will be sworn in and be able to give testimony. A representative of the Assessor's office may also appear and be sworn in to give testimony. After consideration of the oral testimony and written evidence, the Board will issue a written decision within 45 days of your hearing.