

# QUICK REFERENCE FOR FILLING OUT PETITION

Assessment roll for **2021** for taxes payable in **2022**  
If the Board lowers the 2021 assessment it will reflect on the 2022 taxes.

**Parcel Number** – This is found on the Notice of Value Change that is mailed by the Assessor’s Office

**Owner Information** - Please complete

**Assessor’s Determination** – This is found on your Notice of Value Change that is mailed by the Assessor’s Office

**Explain why you disagree with the Assessor’s value** – Suggested reasons are comparable sales, condition issues of buildings or land, and independent appraisal results.

**Power of Attorney** – To be signed by the taxpayer if someone is appearing on your behalf. If you know who the Authorized Agent include here

**Date**

**Signature**

Office Use Only		Taxpayer Petition to the County Board of Equalization for Review of Real Property Valuation Determination	
Petition:	_____		
Date Received:	_____		
<p>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.</p> <p>The undersigned petitions the Board of Equalization to change the valuation of the property described below as shown on the assessment roll for _____ for taxes payable in _____ to the amount shown in Item No. 3(b) on this form.</p> <p>Please Complete All Items (Please Print)</p>			
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:		(b) Your estimate of true & fair value:	
Land .....	\$ _____	Land .....	\$ _____
Improvement/Bldgs .....	\$ _____	Improvement/Bldgs .....	\$ _____
TOTAL .....	\$ _____	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.			
<p>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.</p> <p>Other issues relevant to your case:</p> <p>_____</p>			
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) _____			
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 _____, _____.			
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**Property Information**

**Description of Property**

Recent Purchase?  
Remodeled?  
Recently Appraised?

Will you be providing more evidence after this petition is submitted? Typical evidence might be cost estimates for work that needs to be done, independent appraisals, photographs and sales comparisons.

Do you plan on attending your hearing?

**Documentary Evidence** – This information is important and can be submitted as additional information after the petition has been turned in. If possible please provide evidence that supports your estimate of value. (sales comparisons can be found on websites like Zillow or Redfin or with help from a local realtor) All additional evidence turned in must be submitted 21 business days before the scheduled hearing date.

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

- Farm/Agricultural Land
- Residential Land
- Commercial Land
- Industrial Land
- Designated Forest Land
- Open Space/Current Use Land
- Residential Building
- Commercial Building
- Industrial Building
- Mobile Home
- Other \_\_\_\_\_

**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.

For tax assistance or to request this document in an alternate format, please call 360-705-6705. Teletype (TTY) users may use the Washington Relay Service by calling 711. For assistance, contact the county board of equalization where your property is located.

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