



# 2024 PROPERTY ASSESSMENT APPEAL FORM

Appeal Filing Deadline: the second Monday in July.

PLEASE NOTE: Hearings will be conducted by video or telephone conference only.

\*Locator or Account Below\*

### Property Information & Property Type

Account or Locator Number (a separate appeal form must be filed for each account or locator), enter in box:

Address of Property: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Real Estate** (circle one) Residential Commercial (or 5 or more living units) Agricultural

**Personal Property** (circle one) Individual Manufacturer's & Business

### Property Owner Information – Name of the person or entity on the property assessment notice.

Owner Name (please print): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### Appeal Information – Owner's Opinion of Fair Market Value: \$ \_\_\_\_\_

Reason for appeal (circle one): Property Value Property Classification Ratio

### Appeal Hearing Method – (Choose one)

- \_\_\_\_\_ I consent to waive my appearance but will submit my documentary evidence and written statements in support of property owner's opinion of value. The Board will not prejudice your appeal for non-attendance and will notify you of its decision without prejudice to any further rights you may have.
- \_\_\_\_\_ I consent to a hearing by video conference (reliable internet connection, virtual meeting device with microphone required).
- \_\_\_\_\_ I consent to a hearing via telephone (reliable phone connection is required)
- \_\_\_\_\_ I require special assistance (you will be contacted about the nature of the assistance required).

All forms and any documents supporting the owner's opinion of value, including, but not limited to, appraisal reports, construction and repair estimates, photos and sales contracts, must be filed on or before the second Monday in July to be considered. For faster processing, please submit all your supporting documents at the same time as all appeal forms. The Notice of hearing(s) will be sent by U.S. Mail to the Owner's Address of Record or representative's address provided in this form, unless otherwise requested.

### BOE Representative Authorization/Alternate Contact Information – For representation, check the box below and follow the instructions on the authorization form. Check the alternate contact box below **only** if you would like notices sent to an alternate address.

**BOE Representative Authorization Form** – Required at the time of filing for representatives, including attorneys. The property owner is required to **sign** the authorization form. Enter **BOE Representative number (if applicable)**: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_

Alternate Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Email: (to be used for conference weblinks) \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

"I, the undersigned, do solemnly swear that I am the property owner or an authorized representative, and I have examined this submission, including all attachments, and to the best of my knowledge and belief, the information is true, correct, and complete. I understand that all documents supporting the owner's opinion of value, such as appraisal report, construction and repair estimates, photos, and sales contracts, must be filed on or before the second Monday in July to be considered and all documents are subject to the Missouri Sunshine Law."

Signature: \_\_\_\_\_ Date \_\_\_\_\_