

INFORMAL APPEAL - MEETING PREPARATION

Telephone, in-person, or evidentiary hearings will be available. The informal meeting will be scheduled to last approximately 20-30 minutes. You can designate someone to represent you, if you wish, by filing a Declaration of Representation form prior to the scheduled appeal. These forms are by contacting either the County Appraiser's Office or Treasurer's Office.

What should you submit for your appeal meeting?

Nothing is required, however when appealing the classification of a property, the burden of proof is on the owner of the property. The key to any successful informal meeting is the presentation of well-organized documentation that supports your opinion of value and/or classification*. Listed below are several examples of documentation that we have found to be most helpful in supporting your value or classification appeal(s). The information can vary depending upon the property as we have it identified.

**Documentation provided for the informal meeting will be reviewed and considered by the Linn County Appraiser's Office. The presentation of documentation at the time of the informal meeting by the owner will not automatically result in a reduction in value or a change in classification. It is asked that you please submit your documentation in one submission.*

Residential Meetings

1. Submit photos of your home, which should include one of the entire house, as well as detailed photos of any damage to the structure or anything else that you think would affect the value. *(There are no facilities for videos and antivirus safeguards prohibit use of DVD's or flash drives. Submission of digital pictures can be emailed to linncoappraiser@linncountyks.com.)* Please label all documentation with the property address, or parcel number.
2. Check to see if your property is valued similarly to other equivalent properties in your neighborhood. Information such as size (living area), land size, basement finish, garage conversions, and room additions as well as sheds and detached garages can make a difference in value. This information is available by visiting the Appraiser's website at www.linncountyks.com/appraiser, and accessing the "Online Parcel Search" and/or the "Map Search" for property information within Linn County.
3. If you know of any similar homes that have sold in your neighborhood within the last 2-3 years, submit that information including the addresses of those properties.
4. If you have a recent estimate for repairs of structural or other damage to your home, submit copies of those estimates.
5. If you have had a recent fee appraisal on your home, or you have purchased it recently *(within the last twelve months)*, submit a copy of the appraisal, sales contract, and/or closing statement.
6. If the property is newly built or remodeled, information pertaining to the cost to construct or make the improvement(s), such as receipts and/or contracts.

Commercial/Industrial Meetings

1. The owner or agent should provide any current sales or listing information on the subject property accompanied by a listing agreement, sales contract or closing statement.
2. The owner or agent should provide the last three (3) years of actual income, expense, occupancy, and recent lease agreements, as well as a rent roll for the subject property.
3. If you know of any similar properties in your area that have sold within the last 2-3 years, submit that information to the appeal meeting.
4. If you have a recent estimate for repairs of structural or other damage to your property, submit copies of those estimates.
5. If the property is newly built or remodeled, information pertaining to the cost to construct or make the improvement(s), such as receipts and/or contracts.
6. Submission of digital pictures can be emailed to linncoappraiser@linncountyks.com. Please label all documentation with the property address, or parcel number.

Information and Assistance

If you need additional assistance in obtaining information for your meeting, have questions, or need to reschedule, please contact the Appraiser's Office at 913-795-2523. Property owners can access both their own and surrounding property information by visiting the County Appraiser's website at www.linncountyks.com/appraiser, and clicking on the "Parcel Search Online" and/or the "Online Parcel Maps" to acquire property information within Linn County.