

# KITTITAS COUNTY BOARD OF EQUALIZATION

Kittitas County Commissioner's Office – Courthouse Room 108 – 205 W Fifth AVE - Ellensburg, WA 98926

Dear Property Owner:

In response to your interest in filing an appeal regarding the Assessor's valuation of your property in Kittitas County, I am enclosing the following:

- 1) *Information Sheet* – Your Right to An Appeal
- 2) *Information Sheet* – Brief Format of the Hearing Process
- 3) *Instruction Sheet* – Petition to the County Board of Equalization
- 4) *Petition Form* – Taxpayer Petition to the Kittitas County Board of Equalization for Review of Real Property Valuation Determination (*Note: Each parcel of property needs a separate Petition Form*)
- 5) *Informational Brochure* from Department of Revenue – “Appealing Your Property Tax to the County Board of Equalization”

**The first step** in appealing your property assessment should be to visit the Assessor's Office and review your appraisal, verify that square footage, number of the bedrooms, type of heat, etc., are correct. You may ask the appraiser to review sale prices of similar properties. If an error has been made, the appraiser may make a change in value.

If you are unable to complete the first step, or cannot reach an agreement with the appraiser, you may appeal to the Kittitas County Board of Equalization by filing a Taxpayer Petition.

To file a petition (according to *RCW 84.40.038 & WAC 458-14-056*), you must submit **TWO COPIES OF THE PETITION AND DOCUMENTARY EVIDENCE** to:

**Kittitas County Board of Equalization**  
Kittitas County Commissioner's Office  
Courthouse Room 108  
205 West Fifth Ave.  
Ellensburg, WA 98926

**Petitions must be filed according to the deadlines listed below:**

- **The appeal must be postmarked by July 1<sup>st</sup>** of the assessment year – OR--
- **Within 30 days of the mailing of the Notice of Value** from the Assessor, **WHICHEVER IS LATER.** (If the last day to file falls on a weekend or holiday, the deadline for filing is the *next business day*. A petition filed by mail shall be postmarked *no later than the filing deadline.*)

**If filing after July 1<sup>st</sup>**, a copy of the determination (or notice of value) **must be attached to the petition**, as stated in paragraph one of the Taxpayer Petition (DOR form-REV 64 0075).

**IMPORTANT! PETITIONS AND DOCUMENTARY EVIDENCE MUST BE FILED IN DUPLICATE.**

Upon receipt of your properly completed and timely filed petition and documentary evidence, a date and time will be scheduled for the Board of Equalization to hear your appeal. You will be notified in advance of the schedule date by mail.

If you plan to submit documentary evidence, such as appraisals, maps, pictures, letters, etc., which support your estimate of value, that evidence must be submitted to the Board no fewer than **twenty-one (21) business days, excluding holidays, before** the scheduled hearing date.

The Board of Equalization must presume that the Assessor's determination of value for your property is correct. To contest the value, the burden of proof is *on the taxpayer*. According to *WAC 458-14-046* and *RCW 84.40.0301* the taxpayer must provide clear, cogent and convincing evidence that shows the valuation is erroneous. To protect your appeal rights for the current assessment year, you must file a protective appeal with the Board of Equalization within the deadlines listed above.

If you need further assistance, please contact Kittitas County Commissioner's Office at (509) 962-7508. Our office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. or via email [debbie.myers@co.kittitas.wa.us](mailto:debbie.myers@co.kittitas.wa.us)

Sincerely,



Debbie Myers, Board Clerk  
Kittitas County Board of Equalization

Enclosures: Informational Sheets  
Petition Form  
Department of Revenue brochure

**KITTITAS COUNTY BOARD OF EQUALIZATION**  
**INFORMATION SHEET**

**Your Right to An Appeal**

The owner or person responsible for payment of taxes on any property may petition the County Board of Equalization for a change in the assessed valuation placed upon such property by the County Assessor. The petition must be filed with the Board on or before July 1<sup>st</sup> of the assessment year, or within thirty (30) days after the date an assessment or notice of value has been mailed, whichever is later. Appeals must be made on forms approved by the Department of Revenue (RCW 84.40.038). Appeal forms are available from the Kittitas County Board of Equalization Office, 205 W 5<sup>th</sup> Ave Room 108, Ellensburg, WA 98926.

**County Board of Equalization**

The Washington State Legislature has given the Board of Equalization the responsibility to determine whether the assessed value of your property represents 100% of the property's fair market value. Boards of Equalization are quasi-judicial bodies and consider questions of valuation/equalization of property assessments; not levy rates or the overall amount of taxes due. Washington tax levy rates are established by statute and the voters in your taxing district. Assessment appeals heard in the current year will be for taxes payable the following year.

The Board will consider the value of both the land and improvements (buildings, etc.) in determining the final value for the property and will require clear, cogent and convincing documentary evidence from you that the value assigned by the Assessor is erroneous.

Board members are appointed by the County Legislative Authority based on their knowledge of Kittitas County and appraisal techniques. They are not holders of elective office or employees of any elected officials.

## **BOE APPEAL HEARING**

### **OPENING STATEMENT**

#### **CHAIRMAN**

Introduce your self, other board members, and Assessor's Representative. Allow other parties to introduce themselves. Ask the appellants to please sign the sign in sheet.

**"The Board of Equalization is independent of the Assessor's Office. The Board's roll is to review the facts presented by both parties and determine the market value of the property on January 1, of the assessment year, which is the legal requirement for assessment decisions. Assessments of other properties, the percentage of assessment increase, personal hardship, the amount of tax and other matters unrelated to the market value cannot be considered."**

**Any materials not provided 21 days in advance of the hearing cannot be accepted. You may discuss the material but the board cannot accept it on the record.**

"The hearing will be recorded and all testimony is under oath. At this time I will have our clerk swear you in."

#### **CLERK**

*Please raise your right hand and affirm that your testimony will be truthful. Do you affirm that you will testify under penalty of perjury?*

#### **CHAIRMAN**

"Following your hearing, the board will take your case under advisement. The board will make the final determination and issue a written decision. That decision is appealable to the State Board of Tax Appeals and notice of the appeal opportunity is at the bottom of your board order."

"As the appellant, you will present your case first, you will have 10 minutes. The Assessor's representative will then present their case and will have 10 minutes also. We will ask each party questions if we need further clarification. You may ask questions of the Assessor's representative and they may ask you questions."

You may begin presenting your case.

## **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 one copy (including all attachments) should be filed with the County Board of Equalization in the county where the property is located.

<b>Office Use Only</b>
Petition: _____
Date Received: _____

## Taxpayer Petition to the 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 \_\_\_\_\_ for taxes payable in \_\_\_\_\_ to the amount shown in Item No. 3(b) on this form.

**Please Complete All Items (Please Print)**

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

<b>3. Assessor's determination of true &amp; fair value:</b>	<b>(b) Your estimate of true &amp; fair value:</b>
Land ..... \$ _____	Land.....\$ _____
Improvement/Bldgs..... \$ _____	Improvement/Bldgs ...\$ _____
<b>TOTAL..... \$ _____</b>	<b>TOTAL..... \$ _____</b>
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	

<b>4. Specific reasons why you believe the assessor's value does not reflect the true and fair market value.</b>
<p><b>NOTE:</b> 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><b>Other issues relevant to your case:</b></p> <p>_____</p>

<b>5. Power of Attorney:</b> 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 \_\_\_\_\_, \_\_\_\_\_.

**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.

For tax assistance or to request this document in an alternate format, please call 1-800-647-7706. 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.

# Appealing Your Property Assessment to the County Board of Equalization

MAY 2018

**If you disagree with the assessor's valuation of your property, you have the right to appeal. This publication provides an overview of the board of equalization's property assessment appeal process.**

## Property Valuation Methods

State law requires assessors to value all taxable property at **100 percent of its true and fair market value in money** according to the highest and best use of the property. Market value is the amount of money that a willing and unobligated buyer is willing to pay a willing and unobligated seller.

The county assessor values real property using one or more acceptable appraisal methods:

- Market or sales comparison
- Cost approach
- Income capitalization approach for income producing property
- Combination of the three approaches above

## Settling Disagreements on Property Value

You can contact your county assessor's office to review your valuation whenever you have questions about your property value. Property owners can often settle disagreements at this level without continuing the appeal process. However, you still need to preserve your appeal rights by timely filing your appeal form with the *Board of Equalization*.

## Assessor Determines Assessed Value

The county assessor determines the assessed value of your property. A *Change of Value Notice* is sent to you when the assessed value of your property changes. The notice indicates the assessed value of your land and improvements. Real property must be reassessed on a yearly basis with physical inspections at least every six years.

## Appraised vs. Assessed Value

**Appraised value** is the true and fair market value or the amount of money a buyer is willing to pay a seller for a property.

**Assessed value** is the value on which your property taxes are based. This amount may be less than the appraised value if you are receiving any type of exemption or reduction.







## Filing an Appeal

To file an appeal against an assessor's property valuation, you must complete a Taxpayer Petition for Review of *Property Valuation Determination* form in the county where the property is located. A letter or phone call will not be accepted as a substitute for the appeal form.

Only the taxpayer or entity whose name and address shows on the assessment roll, or their duly authorized agent, or the property owner may file an appeal.

## Appeal Forms

Appeal forms are available at:

- Department of Revenue's website [dor.wa.gov](http://dor.wa.gov).
- Local county board of equalization office where property is located.
- Local county assessor's office.

## Filing Deadline

The deadline for filing an appeal is the latter of:

- July 1 of the assessment year; or
- Within 30 days\* of when the *Change of Value Notice* was issued by the assessor's office.

**For example:** The *Change of Value Notice* you received was postmarked July 20. The deadline for filing an appeal would be August 19.

If you mail your appeal form, it must be postmarked by midnight of the deadline. You may hand deliver the appeal form to your county board of equalization and have it date stamped.

\* Certain counties extend the filing deadline to 60 days. Please check with your county board of equalization for your filing deadline.

## Exception to Filing Deadline

Following are reasons why the filing deadline may be waived:

- Death or serious illness of the taxpayer or member of the taxpayer's immediate family.
- The taxpayer was absent from his or her home where the change of value notice is mailed.
- The taxpayer relied on incorrect written advice from a board member, board staff, assessor, assessor staff or property tax advisor.
- The loss or delay of the petition by the postal service.
- The taxpayer is a business, and the employee responsible for dealing with property taxes was unavailable due to an illness or unavoidable absence.
- Boards of equalization must waive the filing deadline when the assessor did not issue a revaluation notice and the assessment did not change compared to the prior assessment year.

The request to waive the filing deadline must be made within a reasonable amount of time of the deadline. The board's decision to waive the filing deadline is not appealable.

The following are reasons why the board may be reconvened:

- If you did not receive a change of value notice at least 15 days prior to the filing deadline, and you can show proof that the value was changed for the current assessment year.\*

- The assessor submits an affidavit to the board stating that he or she was unaware of facts that were discoverable at the time of appraisal and the lack of that information impacted the assessment.\*
- The property was purchased after July 1, but on or before December 31 of the assessment year and the sale price was less than 90% of the assessed value, and the sale was between a willing and unobligated buyer and seller (an arm's-length transaction).\*
- You received a change of value notice for property that existed but was not included in your previous assessment (omitted property).\*\*
- You may request the board to reconvene if all of the following conditions apply:
  - A timely appeal was pending before the board of equalization when the property was revalued for an intervening year and the assessed value did not change;
  - No appeal was filed for the intervening year; and
  - The reconvening request is filed within 30 days of the board of equalizations decision.
- The property was overvalued by at least 100 percent.\*\*\*

\*Appeal must be submitted by April 30 following the year being appealed.

\*\*Appeal must be submitted within 3 years of the discovery of the omission.

\*\*\*Appeal must be submitted within 3 years of the board's regular convened session.

**Note:** The county assessor is required to issue the *Change of Value Notice* to the taxpayer whose name and address appears on the assessment roll. The taxpayer is responsible for:

- Notifying the county assessor of any address change.
- Requesting copies of the notices from the assessor, mortgage or lending company.

### Information Required in Appeal

An appeal form must include specific market reasons why you believe the assessor's valuation is incorrect. Statements that the assessor's valuation is too high or property taxes are excessive are not sufficient. You must be specific as to why the assessed value does not reflect market value.

Examples might include:

- Recent appraisal of your property.
- Excessive deterioration of your property.
- Sales of similar properties reflecting a lower value for your property.

Comparing the assessment, percentage of increase or other uniformity issue alone is not sufficient to win your case. You must provide market evidence demonstrating the comparison properties are valued at 100% true & fair market value, while your parcel is not valued at 100% true and fair market value.

Your appeal must include the following information:

- Parcel number of the property you are appealing.
- County assessor's determination of value.
- Your estimate of value.
- Comparable sales or other supporting evidence you wish to include.
- Indication if you intend to submit additional evidence prior to the hearing.

Information must be provided at least twenty-one business days prior to your hearing date with the board of equalization and assessor.

### Listing Comparable Sales

You can get comparable sales information from records at the county assessor's office, realtors or title companies. You should use property sales that are most comparable to your property, and which sold closest to the assessment or appraisal of your property. The best sales comparisons are sales of your property or similar properties in your area or neighborhood. For each comparable sale you use, make sure to include the parcel or account number, property address, date of sale, sale price and comparable property characteristics.

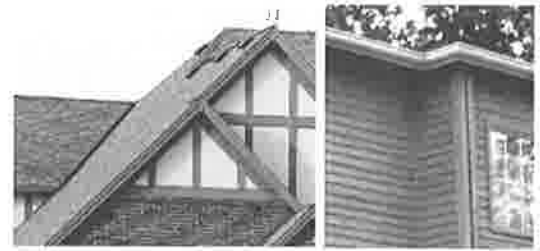
Comparable characteristics to consider are:

#### Land

- Location (sales in the same subdivision or neighborhood)
- Unit of comparison (lot size, acreage, square feet and front feet)
- Desirable features such as a view or waterfront
- Sewer/septic systems
- Undesirable features such as an access problem
- Wetlands
- Water systems
- Zoning

#### Improvements

- Type of construction (wood frame, brick or other)
- Square footage of total finished living area
- Year built
- Number of stories
- Improvement type and grade
- Building condition
- Number of bedrooms and bathrooms
- Fireplace
- Garage/carport



### Other Supporting Evidence

- A map showing the location of your property and comparable sales properties
- Appraisals prepared by others
- Documentation by others concerning problems
- Written estimates of the cost to repair problems
- Photographs

### True and Fair Value

The county board of equalization determines if all properties are assessed at their true and fair value. Equalization issues brought before the county board of equalization may result in changes in value of all properties involved.

### Hearing Process

The clerk of the board of equalization will notify you about the date, location and time of your scheduled hearing.

The hearing is an informal review that allows property owners to represent themselves without an attorney. Both you and the assessor will give oral testimony and written evidence to support the value. Both parties may rebut evidence provided to the board of equalization.

Keep in mind the assessor, by law, is presumed to be correct. The burden of proof is on you, the taxpayer, to show that the assessed value is not correct. You must present clear and convincing evidence to support your estimate of market value.

## Board of Equalization Decision

Boards of Equalization must issue a written decision within 45 days of the hearing.

### Appealing the County Board's Decision

You may appeal the board of equalization's decision to the state Board of Tax Appeals (BTA). Your appeal must be filed with the BTA within 30 calendar days of the postmarked date of the board of equalization's decision. You may also pay your taxes under protest and petition the Superior Court for a refund by filing a lawsuit (Revised Code of Washington (RCW) Chapter 84.68).

## Frequently Asked Questions

### Q. If I don't file my appeal by the deadline, will the county board of equalization consider my appeal?

A. There are limited reasons the board would reconvene to consider an appeal if the appeal was not filed by the deadline.

**For example:** A new purchaser bought property after July 1 and before December 31 of the assessment year, and the sale price was less than 90 percent of the assessed value. The deadline for requesting the board to reconvene is April 30 following the assessment year. Or, in the event of 100 percent over valuation, a board may reconvene up to three years after their regular session. Contact your county board of equalization for more information.

### Q. When should I pay my property taxes, before or after the hearing?

A. You should pay your property taxes when they are due. After your hearing, when the board of equalization has made their decision, the treasurer will notify you of any adjustment to your taxes.

### Laws and Rules

Revised Code of Washington (RCW) Chapter 84.08 — General Powers and Duties of Department of Revenue

RCW Chapter 84.48 — Equalization of Assessments

WAC Chapter 458-14 — County Boards of Equalization

## Need More Information?

If you have questions about the appeal process or need help in completing the appeal form, contact the assessor or county board of equalization where your property is located.

### For general information contact:

- **Department of Revenue, Telephone Information Center 1-800-647-7706**
- To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715.
- Teletype (TTY) users please call (360) 705-6718.

## Visit our website at [dor.wa.gov](https://dor.wa.gov)

For tax assistance or to request this document in an alternate format, visit <https://dor.wa.gov> or call 1-800-647-7706. Teletype (TTY) users may call (360) 705-6718.

