

# PROPERTY ASSESSMENT APPEAL FORM

ST. CHARLES COUNTY BOARD OF EQUALIZATION (BOE)

201 NORTH 2ND STREET, ROOM 541

ST. CHARLES, MO 63301 • 636-949-7560

Date Received \_\_\_\_\_

**Appeal forms must be postmarked or delivered in person to the above address by the second Monday in July of the current assessment year**

## OFFICE USE ONLY

Appeal No. \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Time of Hearing \_\_\_\_\_

Owner: \_\_\_\_\_ Account No. \_\_\_\_\_  
(Name of the person or entity in which the property assessment appears)

**PLEASE CHECK ONE, THIS APPEAL IS FOR:** REAL PROPERTY ( ) PERSONAL ( )

Address of Property: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(NOTE: A separate appeal form must be filed for each account or locator number)

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Only if different than Property Address)

Owner's Opinion of Fair Market Value (FMV): \_\_\_\_\_ Assessor's FMV Being Appealed: \_\_\_\_\_

(REQUIRED TO PROCESS THIS APPEAL) Indicate market or assessed value-taxes are determined by rates set by each political subdivision.

Agent's Opinion of Value(s) \_\_\_\_\_ Is Agent a Certified or Licensed real estate appraiser? YES NO

Name of person preparing valuation information: \_\_\_\_\_

Reason for requesting a revision of Fair Market Value (FMV) (Select one & explain below):

Overvaluation  Misclassification  Other \_\_\_\_\_

Explain: \_\_\_\_\_

Parcels may be appealed only once during each reassessment cycle unless it is new construction.

**All supplemental documentation supporting owner's opinion of value such as required: appraisals, construction & repair estimates, photos, sales contracts, etc., need to be submitted with this form.**

I declare that I have examined this form, including all attachments, and to the best of my knowledge and belief, the information is true, correct and complete. This appeal must be signed by the owner or the owner's agent. The Board of Equalization requires the documented authority for representation or attorney representation for all corporations, partnerships, trusts and other legal entities.

**Signature and contact information are required. Incomplete forms will not be accepted and/or returned. Supporting documentation must be provided with this form and may or may not be returned.**

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Registered Agent Name: \_\_\_\_\_ Firm: \_\_\_\_\_ Contact No. \_\_\_\_\_

**Agent Authorization Must Be Included**

Attorney's Name: \_\_\_\_\_ Firm: \_\_\_\_\_ Contact No. \_\_\_\_\_

Due to COVID-19 and the current restrictions, ALL hearings will be conducted by phone to ensure the well-being of all citizens. In accordance with 137.115, assessed values are determined Jan. 1, using economic data as of Jan. 1, 2021. You will be notified by phone, email or U.S. Postal Service of the scheduled date and time of hearing.

I waive my right to a hearing.  Yes, I would like a phone hearing.

**PLEASE READ ALL INSTRUCTIONS ON THE BACK OF THIS FORM AND FILL IN ALL FIELDS ABOVE TO ENSURE THAT YOUR REQUEST WILL RECEIVE PROPER CONSIDERATION.**

## **IMPORTANT HEARING INFORMATION**

Due to COVID-19 and the current restrictions, ALL hearings will be conducted by phone to ensure the well-being of all citizens.

1. The Board of Equalization is independent of the Assessor's Office.
2. There will be no in-person appearances before the Board of Equalization; however, it is necessary for you to submit evidence to support your opinion of value. Such evidence may include, but is not limited to, current photographs, written appraisals or opinion letter from a Realtor, market comparables, closing statement, sales contract, construction costs, cost of capital improvements, and costs to cure items of deferred maintenance.
3. Income-producing property should include supporting income and expense information. Such information may include, but is not limited to historical income and expenses, rent roll, income and expense pro forma, and comparable rentals.
4. Please send copies of your supplemental documentation with this form. Any submissions will not be returned.
5. Failure to submit your supplemental documentation may result in a no-change. However, the right to appeal to the State Tax Commission will remain open and available to you.
6. Canceled, withdrawn or dropped appeals cannot be appealed to the State Tax Commission.
7. Taxpayer will be notified of the date and time of hearing by email, phone call or U.S. Postal Service. If you have not received your confirmation, please call for your appeal hearing information: 636-949-7560.
8. Appeal deadline is the second Monday in July.
9. Please mail or deliver your appeal form in person to: Board of Equalization, 201 North 2nd Street, Room 541, St. Charles, MO 63301 before the deadline.