

INSTRUCTIONS FOR FILING PROPERTY VALUATION PROTESTS

Read these INSTRUCTIONS carefully

Please do not detach these instructions from your protest:

Before proceeding with this protest we recommend that you contact the Saunders County Assessor's office to discuss the valuation of your property. The Assessor's phone number is 402-443-5700.

1. Protest(s) must be limited to **VALUATION ONLY**.
2. Each property being protested **MUST** have a **SEPARATE** protest form.
3. The "requested valuation" of the property must be stated along with the basis for the request. Failure to state the reason(s) for the "requested valuation" shall be grounds for dismissal of the protest. The legal description of the property and the value of the land and buildings must be included.
4. **Agricultural and Horticultural Land** – if you are protesting agricultural and/or horticultural land values - FSA Records need to be attached to the protest(s) if the number of farmable acres is in question.
5. **THE COMPLETED FORM(S) MUST BE POSTMARKED and/or RECEIVED BY THE COUNTY CLERK NO LATER THAN – JULY 2, 2018.** *Emails and/or Faxes are **not** accepted.*

All documents supporting your request for valuation change **MUST** be attached to your protest(s) when filed with the County Clerk's office. Photos that are submitted will not be returned.

*****Note:** All supporting documents & photos **MUST** be in hard copy format – no CD's or other computer devices will be accepted.

NOTE: The protest(s) you file **must be signed and dated.**

6. Each person protesting will have their protest reviewed by the County Assessor – which will make a recommendation to the Board of Equalization:

The protester can also choose to have their protest(s) reviewed by a License Appraiser (Referee) at a hearing – the Referee will then also make a recommendation to the Board of Equalization:

Please check one of the following boxes:

YES - I request a hearing with a Referee

(If you check YES - you will be notified by post card of your hearing time and location)
Scheduling for Hearings will be between June 18 thru July 16.

NO – I decline a hearing with a Referee

Signature of Protester

7. Return your protest(s) to:
Saunders County Board of Equalization
%Saunders County Clerk
P.O. Box 61
Wahoo, NE 68066

As per Nebr. State Statute, the Saunders County Board of Equalization has to take formal action on your protest(s) no later than July 25. The County Clerk will notify you (the protester) of the action taken by the Board.

Appeals may be taken to the Tax Equalization and Review Commission **ON OR AFTER JULY 26** and **ON OR BEFORE AUGUST 24.** **If you have any questions call 402-443-8101.**

TO BE FILED WITH
THE COUNTY
CLERK

Property Valuation Protest and Report of County Board of Equalization Action

FORM
422

County Name _____

NAME AND MAILING ADDRESS OF PERSON FILING PROTEST		Protest Number	Filed _____, 20____
Name		Protested Valuation 20	Requested Valuation
Street or Other Mailing Address		Land \$	Land \$
City, Town, or Post Office	State	Buildings \$	Buildings \$
Property Identification Number	Telephone Number ()	Total Land and Buildings \$	Total Land and Buildings \$
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description		Personal Property \$	Personal Property \$
		Reasons for requested valuation change (attach additional pages if needed):	

Sign Here

Signature of Person Filing Protest _____

Date _____

Assessor's Recommendation

SEE ATTACHED

Referee's Recommendation (if Applicable)

SEE ATTACHED

Decision of County Board of Equalization for Assessment Year 20____

Basis for Action Taken (County Board of Equalization Chairperson)

Land
\$

Buildings
\$

Total Land and Buildings
\$

Personal Property
\$

Check One:

The county assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the county assessor's office in electronic or paper form. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Signature of County Board Chairperson _____

Date _____

County Clerk Certification

Date Protest was Heard

Date of Decision

Date Notice of Decision Mailed to Protestor

The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 20____.

Signature of County Clerk _____

Date _____