



Orange County Tax Office
2018 Informal Appeal Form

***Appeal should be submitted by
 March 31, 2018**

| | | |
|--|-----------------------|--------------------------------------|
| OWNER: _____ | | REAL PROPERTY APPRAISED VALUE: _____ |
| PIN #: _____ | ABSTRACT #: _____ | DEFERRED VALUE: _____ |
| ACRES: _____ | NEIGHBORHOOD #: _____ | EXEMPTION / EXCLUSION VALUE: _____ |
| PROPERTY DESCRIPTION OR ADDRESS: _____ | | VALUE TO BE ASSESSED: _____ |

1. What is your relationship/affiliation with the owner or property?

- Owner Attorney Property Mgr. Certified Public Acct Tax Representative Other Representative

2. Review the property's characteristics on the Orange County website at bit.ly/ocnctaxsearch and complete the following:

- Are there any discrepancies? Yes No I don't know

If yes, note them here: _____

- In your opinion, is the finished area* accurate? Yes No I don't know

If no, enter opinion of square feet _____ and source of opinion _____

*Because property tax assessments are performed with mass appraisal methods, our finished area (square feet) is calculated from outside measurements that are rounded to the nearest one-foot and upper floor finished areas are calculated by story height factors. Therefore, our finished area may have some level of variation with actual floor plan calculations, but the difference should not be significant.

3. In your opinion, what is the market value of this property as of January 1, 2017? _____

4. Upon what do you base your opinion of market value? Please use our 2017 Revaluation Sales Bank located here: bit.ly/ocncsalesbank

- Appraisal (Jan. 1, 2017 Valuation) Comparable Sales Recent Purchase Recent Income/Expense Data
- Incorrect Data Condition/Maintenance Recent Construction Cost
- Other, please explain: _____

5. Has the property been recently appraised? Yes No

If yes, please submit a copy of the appraisal with your appeal and complete the following:

Appraised Value: _____ Effective Date of the Appraisal: _____

Reason for Appraisal: _____

Has the property changed since the appraisal was completed? Yes No

If yes, please provide a description of the changes: _____

Cost of Changes: _____ Month/Year Changes Completed: _____

6. Has the property been listed for sale recently? Yes No

If yes, complete the following: Listed Price: _____ Date Listed: _____

7. Was the property recently purchased? Yes No

If yes, complete the following: Purchase Price: _____ Purchase Date: _____

Describe any special conditions pertaining to the sale: _____

Has the property changed since the sale? Yes No

If yes, please provide a description of the changes: _____

Cost of Changes: _____ Month/Year Changes Completed: _____

8. Is this a residential property? Yes No

If yes, complete the following if known:

Construction Type: Stick-built Home (built on site) Modular Home Manufactured Home

Total Finished Area: _____ # Baths: Full _____ Half _____ # Fireplaces: _____ Central Air: Yes No

Basement? Yes No If yes, estimated square feet: Finished _____ Unfinished _____
(Finished: Walls, floors and ceiling finished / Unfinished: Concrete floors, exposed walls and ceilings)

Walk-Up Attic? Yes No If yes, estimated square feet: Finished _____ Unfinished _____
(Finished: Walls, floors and ceiling finished / Unfinished: Exposed rafters and sub-flooring)

9. Is this an income producing property? Yes No

If yes, please submit a copy of your income and expense data with your appeal.

10. If this lot/acreage is vacant, is there any reason it could not be improved? Yes No Not Vacant

If yes, please explain: _____

11. Please provide any additional information in support of your opinion of value: *(Attach a separate sheet, if necessary)*

12. Is the name and mailing address on record with the Orange County Tax Office correct? Yes No

If no, please provide current owner's name/ mailing address: _____

13. Who should we contact for additional information or to discuss the value of the property:

Contact Name: _____ Preferred Telephone #: _____

E-mail Address: _____ Alternate Telephone #: _____

Preferred method of contact: *(Circle one)* Telephone / E-mail

AFFIRMATION: I hereby certify that the information and attached documentation contained herein is true and correct to the best of my knowledge and the information I submit is subject to the North Carolina public records law (NCGS Chapter 132).

Signature of owner or authorized representative _____ Date _____

Print Name: _____

MAIL COMPLETED FORM TO: Orange County Tax Office, Attention: Informal Appeal, PO Box 8181, Hillsborough NC 27278

PLEASE ATTACH ANY RELEVANT DOCUMENTATION THAT SUPPORTS YOUR APPEAL OR OPINION OF VALUE

****BE SURE TO KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS****

QUESTIONS? Call: 919-245-2100 Option #2 E-mail: reval@orangecountync.gov Fax: 919-644-3091

Results will be mailed approximately 60 days from our receipt of your appeal. If you are not satisfied with the results, you may initiate a formal appeal with the Orange County Board of Equalization and Review. The results letter will provide information regarding this process.

Informal Appeal Form Instructions

General Information

Appeal should be submitted by **MARCH 31, 2018.**

Mail completed form to: Orange County Tax Office
Attention: Informal Appeal
PO Box 8181
Hillsborough NC 27278

QUESTIONS?

Call: 919-245-2100 Option #2
Fax: 919-644-3091 (indicate total number of pages sent)
E-mail: reval@orangecountync.gov

Results will be mailed approximately 60 days from our receipt of your appeal. If you are not satisfied with the results, you may initiate a formal appeal with the Orange County Board of Equalization and Review. The results letter will provide information regarding this process.

Instructions

1. Indicate your relationship to the owner of the property or to the property itself.
2. Review your property characteristics on our website at **bit.ly/ocnctaxsearch** for discrepancies.
3. Please note that the most recent valuation date is **January 1, 2017.**
4. Tell us how you developed your opinion of the market value that you provided in #3.
5. Let us know if you have an appraisal of your property. Provide a copy with your appeal. If you plan to obtain an appraisal for the purposes of appeal, note that the effective date of the appraisal should be **January 1, 2017.**
6. If the property is currently listed for sale or has been recently listed for sale, let us know the listed price and the date it was listed. While listings are asking prices and are not indicators of market value, we would like to have that information to take into consideration.
7. If you recently purchased this property, share that information with us so that we can consider it. Also indicate if the property has changed since the purchase (i.e. new additions, renovations, demolitions, etc.). A recent sale price that differs from the tax value does not necessarily indicate that a change is warranted. Our legislative mandate is to appraise property at its fair market value which is the most probable price a property would bring in a competitive and open market. We must review all sales to determine the most probable price, which may or may not be the same as your purchase price.
8. If this is a residential property, please provide the requested information.
9. If this is an income-producing property, submit a copy of your income and expense data with your appeal. Income and expense information is confidential and will be treated as such.
10. Indicate whether the lot is improved or vacant. If this lot is vacant and there are reasons why it could not be improved, please explain. Attach any supporting documentation that you may have.
11. Please share any additional information in support of your opinion of value. Keep in mind that your opinion of value should be based on fair market value as of **January 1, 2017.**
12. Please verify your name and mailing address information.
13. Please provide the contact information for this appeal.

ATTACH ANY RELEVANT DOCUMENTATION THAT SUPPORTS YOUR APPEAL OR OPINION OF VALUE
****BE SURE TO KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS****