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Guidelines for Residential Real Property Appeal to the Putnam County Board of Equalization

When a property owner disagrees with the appraisal or classification of their property, the first step in the appeal process is to contact the Putnam County Property Assessor's Office. The assessor's office will verify the characteristics of your property to make sure the information is correct. Please have the following information available:

1. Square footage of your home (living square feet, garage, basement, etc.)
2. Acreage
3. Year Built

The Assessor's Office will conduct an informal review of the property, checking for errors and depending on the findings the tax payer may want to further appeal the property value to the County Board of Equalization. Call our office prior to **June 1st** to schedule an appointment. To help you prepare for your County Board of Equalization appointment, please keep these tips in mind:

1. Amount of taxes paid is not a basis for appeal. Please discuss property value only.
2. The burden of proof is on the tax payer so please bring evidence to support your claim.

Examples of evidence include:

1. Valid comparable sales of like property that occurred within last 12 months.
2. Independent sale/purchase appraisals within the last 12 months.
3. Photos of detriments to property
4. Total cost to construct if building is less than five (5) years old (includes site, site Development, etc.)

If your questions can't be resolved during an informal review and you plan to appear before the County Board of Equalization, please fill out the information on the back of this sheet and bring it to your scheduled hearing time. If you would like to have someone else represent you at the county board hearing, please fill out the "Authorization to Represent" form found on the Property Assessor's Website under the "Downloadables" tab

Putnam County Appellant Hearing Form
Tax Year 2017

Map _____ Group _____ Parcel _____

Appellant Name: _____ Owner: _____

Representative Name: _____ Phone Name: _____

Property Address: _____

Mailing Address (For Correction Only): _____

County's Values:

Land Value: _____ Imp Value: _____ Total: _____

Owner's Opinion of Value: _____

Sale Date: _____ Sale Price: _____

Was there a recent appraisal? YES _____ NO _____ Date & Amount: _____

Purpose of the Appraisal: _____

Amount of Fire Insurance: _____ Cost of Construction: _____ Date: _____

Complaint: _____

