NOTIFICATION OF INFORMAL MEETING RESULTS
TAX YEAR _____
OFFICE OF THE COUNTY APPRAISER, _____ CO., KANSAS

## * PERSONAL PROPERTY *

PERSONAL PROPERTY ID NUMBER:
_____

DATE MAILED: _____

PROPERTY TYPE: COMM. ____ INDIV. ____

TAX UNIT: _____

PROPERTY ADDRESS:
_____

PROPERTY OWNER/MAILING ADDRESS:
_____
_____
_____
_____
OWNER TELEPHONE #:_____

IN REFERENCE TO THE HEARING ON THE ABOVE PROPERTY HELD ON ___/___/_____.

**COUNTY APPRAISER'S FINAL DECISION**

| CLASS | BRIEF DESCRIPTION OF ITEM(S) | APPRAISED VALUE |
|---|---|---|
| ____ | _____ | _____,_____,_____ |
| ____ | _____ | _____,_____,_____ |
| ____ | _____ | _____,_____,_____ |
| ____ | _____ | _____,_____,_____ |

TOTAL APPRAISED VALUATION _____,_____,_____
REASON: _____

THIS NOTICE IS THE VALUATION RECOMMENDED BY THE COUNTY APPRAISER. YOU MAY FURTHER APPEAL THE VALUE OF THIS PROPERTY TO THE LOCAL HEARING OFFICER PANEL OR TO THE SMALL CLAIMS DIVISION OF THE STATE COURT OF TAX APPEALS, WITHIN 18 DAYS OF THE DATE OF THIS NOTICE.

IF APPEALING TO THE NEXT LEVEL, **COMPLETE THE BOTTOM PORTION AND PAGE 2 OF THIS FORM** AND MAIL TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2.

NAME OF REPRESENTATIVE (IF APPLICABLE): _____
ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE NUMBER:

CHECK REASON FOR APPEAL:
___ VALUE OVER MARKET VALUE
___ CLASSIFICATION
___ OTHER (EXPLAIN) _____
_____

OWNERS ESTIMATE OF VALUE: $_____ EXPLAIN: _____
_____

_____
Owner's or Representative's Signature Date

INSTRUCTIONS FOR FILING AN EQUALIZATION APPEAL
FOR COUNTIES **WITH A HEARING OFFICER PANEL**

If you disagree with the results of your meeting with the County Appraiser, you have **18 days** from the mailing date of this notification within which to file an appeal, with either the Local Hearing Officer Panel or the Small Claims Division of the State Court of Tax Appeals. Appeals for personal property mobile/manufactured homes used for residential purposes must be filed with the Small Claims Division of the Court of Tax Appeals.

**YOU MUST FILE WITH THE COUNTY CLERK & THE COUNTY APPRAISER A COPY OF ANY APPEAL YOU FILE WITH THE LOCAL HEARING OFFICER PANEL OR THE STATE COURT OF TAX APPEALS.**

When filing your appeal with the Local Hearing Officer Panel or the Court of Tax Appeals, you must include:

A. This original notification of results form completed at the bottom of both pages.
B. A copy of an "Entry of Appearance" or current "Declaration of Representative" form approved by COTA if you are to be represented by an attorney or other individual.
C. A detailed list or description of the personal property at issue.

**If the above documentation is not received by the County Clerk or the State Court of Tax Appeals within the required 18 day time frame, your appeal will be dismissed.**

The Court of Tax Appeals will notify you and the County of the date and time for the hearing of this protest.

IF YOU APPEAL TO THE LOCAL HEARING OFFICER PANEL, SUBMIT ALL REQUIRED DOCUMENTATION TO THE COUNTY CLERK'S OFFICE IN THE COUNTY WHERE THE PROPERTY IS LOCATED.

IF YOU APPEAL TO THE SMALL CALIMS DIVISION OF THE STATE COURT OF TAX APPEALS, SUBMIT ALL REQUIRED DOCUMENTATION TO:

STATE COURT OF TAX APPEALS
DOCKING STATE OFFICE BUILDING
915 S.W. HARRISON, STE. 451
TOPEKA, KS 66612-1505
Tele. No. (785) 296-2388 Fax No. (785) 296-6690

**Please check the correct appeal level, either the Local Hearing Officer Panel or Small Claims Division:**

☐ **LOCAL HEARING OFFICER PANEL** – Contact the County Clerk's Office in the county where the property is located, to schedule an appeal with the Local Hearing Officer Panel. If you are not satisfied with the decision of the Hearing Officer Panel, you may appeal that decision to the Small Claims Division of the Court of Tax Appeals.

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☐ **SMALL CLAIMS DIVISION** Appeals for personal property mobile/manufactured homes used for residential purposes must be filed with the Small Claims Division of the Court of Tax Appeals. Small Claims cases are heard by one hearing officer and your hearing will be held in the county where the property is located, or in an adjacent county. If you are not satisfied with the decision of the Small Claims Hearing Officer, you may appeal that decision to the Regular Division of the Court of Tax Appeals.

☐ **Check here if you prefer to have your Small Claims appeal by telephone**

Owners of other types of property that meet certain statutory requirements may choose to file with the Small Claims Division. You may elect to file your appeal with the Small Claims Division ONLY if the property is valued by the county at less than $2,000,000 and is not classified as agricultural use. The Small Claims Division does not have the statutory authority to hear appeals on property devoted to agricultural use.