



APPEAL INFORMATION SHEET

Required items for all Property Tax Appeals:

1. Signed Real Property Tax Appeal Agreement
2. Completed Residential or Commercial Questionnaire
3. Administration Fee

For appeals of property currently listed for sale or potentially to be sold before the appeal is heard and value determined, an included Property Tax Agreement Upon Sale of Property addendum is required to be completed by purchaser and seller during or prior to closing and returned to Campbell & Brannon Property Tax Services, LLC.

For appeals to Superior Court, an included Superior Court Addendum & Authorization is required.

Because most counties correspond directly with the taxpayer, the client must forward the following items to Campbell & Brannon Property Tax Services, LLC immediately upon receipt:

1. Notice of Assessment
2. Appeal acknowledgement letter
3. Tax bill
4. Board of Assessor's response to appeal a/k/a "30 day letter"
5. Notification of hearings, mediations, or trials.
6. Any other notification from tax authorities related to appeal

It is the responsibility of the taxpayer to ensure the taxing authorities have up-to-date mailing information.

To potentially further reduce tax liability, Campbell & Brannon Property Tax Services, LLC recommends clients inquire with the county about any possible exemptions such as homestead, elderly, disability, military, etc. Because the county requires proof of eligibility, this must be done personally by the taxpayer.

Please remember that the appeal process can be lengthy and can take up to 16 months from start to finish.

The appeal process does not relieve the taxpayer of the year's taxes. A temporary tax bill will be issued and it is the taxpayer's responsibility to pay the bill in full by the due date in order to avoid fines and penalties. Please direct any bill questions to Campbell & Brannon Property Tax Services, LLC.

I have read and understand the Appeal Information Sheet.

Signature _____ Date: _____

Referral source _____