

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. \_\_\_\_

PROPERTY OWNER/MAILING ADDRESS:

TAX UNIT: \_\_\_\_\_

\_\_\_\_\_

PROPERTY 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 BOARD 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**

When you receive notification of the results of the informal hearing, if you disagree with those results, you have **18 days** from the mailing date of the notification within which to file an appeal with the Local Hearing Officer Panel or the Small Claims Division of the State Board of Tax Appeals. Appeals for personal property mobile/manufactured homes used for residential purposes must be filed with the Small Claims Division of the Board of Tax Appeals.

You must file with the County, a copy of any appeal you file with the State Board of Tax Appeals.

When filing your appeal with the Local Hearing Officer Panel or the Board 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" approved by BOTA 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 Board of Tax Appeals within the required 18 day time frame, your appeal will be dismissed.**

The Board 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 BOARD OF TAX APPEALS, SUBMIT ALL REQUIRED DOCUMENTATION TO:**

STATE BOARD 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 Board 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 Board 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 Board of Tax Appeals.

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.