

**Address** 1110 Capitol Way South, Suite 300 (P.O. Box 40915) Olympia, WA 98504-0915

**Main** (360) 753-5446 | **Fax** (360) 586-9020

**Email** [bta@bta.wa.gov](mailto:bta@bta.wa.gov) | **Website** bta.wa.gov

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| **For WSBTA Use**  **Docket Number** |
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**Property Tax Appeal**

Informal (This appeal is governed by the rules published in WAC 456-10)

Use this form to appeal property valuations, county Board of Equalization administered; exemptions, open space and timber/forestland designations and taxes.

**Please note that in accordance to RCW 84.08.130,** **we are only able to accept appeals postmarked or sent within 30 days from the date of mailing of the County Board of Equalization Order**.

**\*\*\* You must attach a copy of the Board of Equalization order that is being appealed\*\*\***

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| Section 1- Decision or Order |

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| **County\*** Choose an item. | **Petition Number\*** |
| **Assessment Year\*** | **Payable in (the next year)\*** |

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| Section 2- Property Information- One form must be filed for each parcel |

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| **Parcel Number\*** |
| **Property Address** |
| **Type of Appeal**  Residential House/Condo  Mobile Home  Open Space  Other\_\_\_\_\_\_\_\_\_\_\_\_  Commercial  Land  Exemption  Apt/Condo Complex  Personal Property  Timber/Forestland |

If applicable, please fill out the following values:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Value Set by the County Board** | |  | **Appellant's Estimate of Value** | |
| Land | $ |  | Land | $ |
| Improvements/Buildings | $ |  | Improvements/Buildings | $ |
| Personal Property | $ |  | Personal Property | $ |
| **Total** | **$** |  | **Total** | **$** |

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| **Section 3 Appellant Information** |

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| --- | --- | --- | --- |
| **Appellant Name\*** | **Appellant Daytime or Message Telephone Number\*** | | |
| **Mailing Address\*** | **City\*** | **State\*** | **Zip Code\*** |
| **Email Address** (By providing an e-mail, you agree to receive **all** WSBTA correspondence by e-mail) | **Appellant Signature\*** | | |

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| **Section 4 Representative Information** (if none, leave blank) |

If representation has been elected, you must attach a copy of authorization indicating that the authorized agent has full authority to act on the behalf of the **property owner** on all matters that pertain to this appeal.

By signing below you certify that you have reviewed this appeal and verify that is well-grounded in fact and complies with RPC 3.1 and CR 11.

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| **Representative Name** | **Firm/Company Name** | | |
| **Bar Number/ State** (if applicable) | **Representative Daytime or Message Telephone Number\*** | | |
| **Representative Mailing Address** | **City** | **State** | **Zip Code** |
| **Email Address** (By providing an e-mail, you agree to receive **all** WSBTA correspondence by e-mail) | **Representative Signature\*** | | |

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| **Section 5 Issue Statement** |

Please explain why you believe your estimate of value is correct (use attachment if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section 6 FOR ASSESSOR USE ONLY--** Please Provide Name and Address of Taxpayer |

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| **Taxpayer Name\*** | **Representative (if know)** | | |
| **Taxpayer Mailing Address\*** | **City\*** | **State\*** | **Zip Code\*** |
| **Taxpayer Daytime or Message Telephone Number\*** | **Email Address (If known)** | | |



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**Property Tax Instructions and Additional Information**

**Submit Your Appeal**

Send this completed form along with a **copy** of theCounty Board of Equalization orderyou are appealing to the Board by one of the methods below. **Do not send evidence at this time.**

U.S. Mail P.O. Box 40915 Fax (360) 586-9020

Olympia WA 98504-0915

Delivery1110 Capitol Way South Email  bta@bta.wa.gov

Suite 307

Olympia WA 98504

**WSBTA Electronic Filing Policy:**

Electronic files received prior to 5 p.m. on a business day are deemed received on that day. Electronic files received after 5 p.m. or on a weekend or state holiday are deemed received the next business day.  The time of receipt of an electronically filed documents is the time shown by the Board’s electronic mail system or E-filing system.

The WSBTA will send a copy of your appeal and the County Board of Equalization Order to the other party.

**Public Disclosure Notice:**

Under the provisions of RCW Chapter 42.17 and WAC Chapter 456-12, information and materials submitted to the Board are considered public records and are available for public inspection and copying.

**What’s Next--** **Informal Appeals:**

The WSBTA will mail or email you a letter acknowledging receipt of your appeal. The letter will include a prehearing order identifying the dates for submitting your evidence and briefing.

You must follow the terms of the prehearing order.

The letter will also include your docket number. You must include this docket number on all correspondence and materials submitted to the Board for this case.

**If you have provided an email address, you will receive all correspondence by email.** Please ensure bta@bta.wa.gov is a permitted address in your spam filters.

**Accommodations:**

If you require a translator or an accommodation under the Americans with Disabilities Act, a form will be provided at the time the acknowledgment is sent, that you may fill out and send back to the Board.

**Questions?**

If you have questions concerning this form, or would like to request this form in an alternate format, contact the Board.

For more information, visit our web site at http://bta.wa.gov