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***GRAND COUNTY BOARD OF EQUALIZATION  
INFORMATION AND INSTRUCTIONS ON FILING  
A REQUEST FOR REVIEW OF MARKET VALUE***

**GENERAL INFORMATION**

Basic for Adjustment- The Grand County Board of Equalization only considers matters related to the valuation of property for tax purposes. The amount of the tax and other issues not related to the value cannot be considered by the Board. Only current year values can be appealed. If you have an appeal pending with the State Tax Commission for a previous year, you must still file an appeal with the Board for the current year.

Burden of Proof- You must present facts to the board to support your claim that the assessor's value on your property is incorrect. If you fail to present such facts, the Board may issue a "Notice of Intent to Dismiss the Appeal" which allows you ten working days to submit the information requested by the Board.

If the information is not submitted, your request for adjustment may be dismissed because the Board may not have sufficient information to make a decision.

Authority of the Board- The Board may raise, lower or maintain the value of your property based on the facts presented by you and the assessor.

Payment of Taxes- You must pay your property taxes by November 30<sup>th</sup> to avoid penalties and interest even if the board has not made a final decision.

**FILING INSTRUCTIONS**

**Board Applications and Hearing-** Your application must be filed with the Grand County Board of Equalization no later than **Tuesday September 15th, 2009**. The Board will be in session from **August 24<sup>th</sup> 2009 to August 26<sup>th</sup> 2009 from 9:00 a.m. to 4:30 p.m. at the Council Chambers of the Grand County Courthouse.**

A request for "Request for Review" form must be completed for each separate property for which you wish an adjustment of market value. Attach all relevant documents to the Request for Review.

Submit Notice- Please provide a copy of your current "Notice of Valuation and Tax Change" with the Request for Review.

Tax Representative- An authorized form must accompany the application if a representative will appeal the value of your property on your behalf. Failure to obtain representation is not grounds for complaint at a later stage in the process. A minor must be represented by an adult.

Falsifying Evidence- An appellant or representative found to be misrepresenting, concealing, or falsifying information before the board is subject to the criminal prosecution as set forth by law.

**Grand County Board of Equalization**

**REQUEST FOR REVIEW**

**Owners name:** \_\_\_\_\_ **Tele#** \_\_\_\_\_ **Parcel#** \_\_\_\_\_

**Street address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Appeal#** \_\_\_\_\_

**Agents Name** \_\_\_\_\_ **Tele#** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Property Location** \_\_\_\_\_

**Appointment**  
**Date**  
**Time**

**Type of property (Check One)**

**Vacant land**    **Commercial**    **Residential**    **Agricultural**    **Other**

**Complete one form for each parcel and return it to the county address shown at the top of this form by September 15<sup>th</sup>:**

**Reason for appeal (Check One)**

- \_\_\_\_\_ **Recent sale of property. (Attach copy of closing documents)**
- \_\_\_\_\_ **Recent appraisal of the subject property. (Attach full copy)**
- \_\_\_\_\_ **Recent sales of comparable properties.**
- \_\_\_\_\_ **Capitalized income derived from commercial property**
- \_\_\_\_\_ **Other**

**Cost to Construct** \_\_\_\_\_  
\_\_\_\_\_

**Taxpayers Rights**

\_\_\_\_\_ I do not wish to appear before the County Board. I wish to have the Board's decision based on consideration of the information submitted. I understand that I retain the right to appeal to the Utah State Tax Commission if I am not satisfied.

**Office use only**

\_\_\_\_\_ Taxpayer was issued a Notice of Intent to Dismiss the Appeal and given ten working days to submit the necessary information.

I certify that all statements here and before the Board are true, complete, and correct to the best of my knowledge. I understand that all information submitted to the Board, and the decision of the Board, are public record. If the Board is unable to make a decision prior to November 30<sup>th</sup>, I understand that I am still responsible to pay all the taxes due to avoid penalties and interest. If a refund is necessary it will include interest starting January 1<sup>st</sup>.

**Signature** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Other** \_\_\_\_\_ **Date** \_\_\_\_\_  
\_\_\_\_\_ **Authorization attached ( if signature is from someone other than owner)**