

# Board of Revision

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Wayne County • Ohio

**Scott S Wiggam**  
Commissioner

**Dawn M Zerrer**  
Treasurer

**Jarra L Underwood**  
Auditor

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**TO: INCOME PRODUCING, COMMERCIAL OR INDUSTRIAL PROPERTY OWNERS**

**FROM: WAYNE COUNTY BOARD OF REVISION**

**RE: INSTRUCTIONS FOR COMPLETING AN APPEAL TO THE BOARD OF REVISION (DTE FORM NO. 1. "COMPLAINT AS TO THE ASSESSMENT OF REAL PROPERTY.")**

**THE BOARD HEARS COMPLAINTS ON THE CURRENT MARKET VALUE OF YOUR PROPERTY, NOT THE TAX DOLLARS YOU PAY.**

- 1) Carefully read the instructions on the back of the appeal form. Please supply all information requested in these instructions. If the property was purchased after January 1, 2013, include a copy of the closing statement, purchase agreement, and deed with the appeal form.
- 2) Complete lines 1 through 14 on the front of the appeal form. The Ohio Supreme Court has ruled that a complaint may be dismissed if the form is not completely filled out. **PLEASE TYPE OR PRINT ALL INFORMATION.**
- 3) Please supply information listed on the back of the appeal form, if possible, when you file the appeal.
- 4) The appeal form must be signed in the presence of a Notary Public.
- 5) In compliance with the Ohio Supreme Court's decision in **Sharon Village Ltd. v. Licking Cty. Bd. Of Revision (1997), 78 Ohio St. 3d 479;** if the owner of a property is an entity rather than an individual, the complaint form must be signed by an attorney. An additional signature should be added by a party who has personal knowledge and can verify the information contained on the complaint form.
- 6) Return the appeal form, along with the additional information requested, to the Wayne County Board of Revision before **April 1, 2013.** If you mail your appeal, please do so early, and then call the Board of Revision before April 2, 2012 to verify receipt of your appeal. You may also submit your complaint by facsimile to **330-287-5436.**

You will be notified on your hearing date by **Certified Mail,** so please be sure the mailing address is a location you can receive mail from the Postman (P.O. Box numbers are not recommended.)

It is also requested all attorneys', agents' and corporate officers' phone numbers be on the appeal form.

If you have any questions regarding this information, or the completion of the appeal form, please contact the Board of Revision at **330-287-5433.**

**COMPLAINTS ACCEPTED AFTER DECEMBER TAX MAILING**