

Board of Revision

Wayne County • Ohio

Scott S Wiggam
Commissioner

Dawn M Zerrer
Treasurer

Jarra L Underwood
Auditor

TO: RESIDENTIAL 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. It is also suggested you provide front and rear pictures of your property.
- 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) To ensure the information used in determining your value is correct, complete and include the **RESIDENTIAL DATA FORM** with your appeal form. **This is very important. This information will become part of your permanent record for future appraisals.**
- 4) Sign the appeal form 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. You will be notified if 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. Boxes are not recommended.) You may also submit your complaint by facsimile to **330-287-5436.**

It is also requested that you place your home and work phone numbers on the appeal and the Residential 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