



# Board of Revision Wayne County Ohio

428 West Liberty Street  
Wooster, Ohio 44691  
Phone: (330) 287-5433  
Fax: (330) 287-5436

Dear Taxpayer,

Enclosed is a Complaint Against the Valuation of Real Property (DTE 1) or a Complaint Against the Assessment of Real Property Other than Market Value (DTE 2).

**This complaint form must be notarized and returned to the Auditor's office between January 1 and March 31.**

As permitted by Ohio Revised Code 5715.19, if you provide an email address, all correspondence will be sent to you by email and by regular mail. Otherwise, all correspondence will be sent to you by certified mail.

You will be notified of the date and time of your hearing. After the hearing, you will be notified of the Board's determination of value.

If the Board adjusts your property value, you will be compensated on your second half tax bill for any over or under payment of taxes from the first half tax bill.

**Note: Please read the instructions on the back of the form. You may need an attorney to prepare your complaint. The staff of the Auditor's office cannot give advice or offer opinions that could be interpreted as legal counsel. You should seek advice from an attorney for filing instructions.**

If you have any questions, you may call (330) 287-5433 or send an email to [joanna.hatten@co.wayne.oh.us](mailto:joanna.hatten@co.wayne.oh.us)

Sincerely,

JoAnna Hatten  
Clerk to the Board of Revision