

**JEFFERSON COUNTY, ALABAMA BOARD OF EQUALIZATION & ADJUSTMENTS
JURISDICTIONAL POLICY**

Objection to Value (Protest)

It is the policy of our jurisdiction that if there is an objection to a value, the objection must have justifiable cause and supporting evidence. To adjust value we require the property owner and/or agent thereof to provide supporting data, analysis and a conclusion of the opinion of value. The Board will weigh all evidence before reaching a final valuation.

Supporting Data (should include, but is not limited to the following)

- Relevant photos (Especially if adverse conditions exist);
- Cost data (estimates of costs and support for depreciation);
- Comparable Jefferson County market land sales and support for any land value adjustments;
- Actual construction costs if new construction (within the last 3 years);
- Copies of any recent appraisals completed within 3 years;
- Copies of mortgages obtained within the past 3 years;
- Summary of any recent renovations, costs or receipts;
- Sales or listings data on the subject parcel if sold or offered for sale within the past 3 years;
- The past 3 years' income and expense statements with rent roll;
- Improved sales, comparison analysis and valuation conclusion;
- Comparable rents and valuation conclusion;
- Reconstructed operating statement with support for all capitalization rates utilized; and or a final valuation analysis to support the opinion of market value.

Methods to File Objection to Value

- Return the completed **Real Estate Valuation Notice** for each parcel; or
- Complete and submit a **Board of Equalization Objection to Property Valuation Notice** form for each parcel; or
- Submit a written **Letter** notifying the Board of the objection to value which must include
 1. the correct and complete parcel identification number (xx-xx-xx-x-xxx-xxx.xxx);
 2. the correct ownership name and mailing address
 3. a telephone number and email address; and
 4. the value objected to and the owner's opinion of value
 5. All information stated above must be provided. Notices, forms or letters not containing all required data may be considered incomplete and not processed.

IMPORTANT NOTES

- All objections to value must be received in the office of the Board of Equalization or be USPS postmarked by the publicized deadline date.
- An original signature is required.
- The Board will not accept facsimile or emailed objections.
- The Board will not process incomplete or inaccurate objection to value requests.

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Establishment of Agent Representation

In order for the Board of Equalization to approve a hearing with an agent of the owner, the owner must provide in writing that the agent is authorized to represent the property owner.

1. If the owner has signed the returned valuation notice, the protest form or the letter requesting protest and naming the agent in those documents, a separate letter is not needed.
2. If the owner does not sign the document requesting protest, a letter from the owner should accompany the protest document giving authorization to the agent.

Important Notes

1. Authorization for protest is for the current protest tax year only.
2. Address changes for protests do not change the tax file; contact the Tax Assessor for all other address needs.
3. Hearing appointment information will be sent to the agent.
4. Final Valuation Notices will be sent to the owner.
5. Objections to Value received by persons or agents/representatives that are not authorized as stated above will not be processed.
6. Once an agent or representative has been established, only the one giving that agent or representative authorization may assign another agent. This must be done in writing and must be communicated clearly and timely to the Board of Equalization.
7. Should an authorized agent notify the Board of Equalization that they have resigned from agent status, the Board of Equalization will send all future Objection to Value correspondence to the property owner at the address on file in the Jefferson County tax system unless the owner appoints new representation. Property owners are responsible to provide the correct mailing address to the Tax Assessors' offices.
8. The effective date for transactions (sales, property changes, construction, etc.) of a tax year is October 1 through September 30 (see table below).
9. The person or entity approved to file an Objection to Value or authorize an agent is the owner of record on the lien date (see table below).

<u>Tax Year</u>	<u>Effective Dates</u>	<u>Lien Date</u>
2015	October 1, 2013 – September 30, 2014	October 1, 2014
2016	October 1, 2014 – September 30, 2015	October 1, 2015
2017	October 1, 2015 – September 30, 2016	October 1, 2016

And so on.