

TIPS FOR FILING A PROTEST FASTER & EASIER

Attention taxpayers: Here are some helpful tips in making protesting your 2018 valuation faster & easier. We are asking **PLEASE** bring with you **ALL** evidence, photos, appraisals, & any other documentation you might have to prove your valuation is NOT the current market value of the property when you **FIRST** come in. The burden of proof is on the **taxpayer** to prove the current assessed valuation is not correct. This evidence can be filed with the protest at the County Clerk's Office or it may be brought in to the Assessor's Office to show the appraisers when you visit with them. But please bring it in with you the first time, so you are not making two trips & we do not have to schedule two appointments. This will save everyone time & will allow us to be able to visit with everyone that would like to speak with an appraiser from the Assessor's Office. Thank-you for your thoughtful consideration!

MUST FILE PROTESTS WITH THE COUNTY CLERK'S OFFICE! Protest forms 422 can be filed June 1st through June 30th, 2018. The County Assessor's Office is unable to accept **any** protests filed by mail, fax, e-mail, or by walk-ins. The protests will be sent, faxed, or mailed back to the taxpayer. Protests can **ONLY** be filed with the County Clerk's Office. The filing deadline is June 30th, 2018. **Must** file a protest form 422 for **each** parcel and give a legal description of the parcel and state a reason(s) for the requested change in valuation! Failure to do so **WILL** result in a dismissal of the protest!

Protest forms 422 are available at the Lincoln County Assessor's Office or the Lincoln County website; www.co.lincoln.ne.us

Respectfully,

Julie Stenger-Lincoln County Assessor

PLEASE ATTACH THIS LETTER TO VALUATION PROTEST

File with:
Lincoln County Clerk
301 N. Jeffers
North Platte NE 69101
clerk@co.lincoln.ne.us

- **The burden of proof is on the property owner to prove their property has not been correctly assessed.**

Following is a list of instructions to assist you in filing your property valuation protest:

1. Gather information about your property at the county assessor's office, such as :
 - a. **REVIEW** dimensions, square footage, age & condition of structures
 - b. **REVIEW** property records and the assessed value of properties in the area that are comparable to your property
 - c. **REVIEW** sales information on comparable properties sold in the area
2. Meeting with the County Assessor
An informal discussion with the county assessor may help to resolve an issue or concern regarding your property.

FILING A PROTEST

- Form 422 is to be filed for **EACH** parcel number, with the Lincoln County Clerk.
Be sure the form is completely filled out with:
 - ❖ Name and address (mailing address)
 - ❖ Email address (optional)
 - ❖ Telephone number
 - ❖ Legal description of the real property (Separate form for **EACH** parcel)
 - ❖ Reason why the requested change in assessment
 - ❖ Sign and date
 - ❖ **Attach** any pertinent information that will prove the assessed value is wrong as of January 1st . Examples: printed photos, appraisals dated between January 1, 2016 to January 1, 2018, and etc.....(*All attachments including photos will NOT be returned to you*)
 - ❖ **FILE BY June 30** in the Lincoln County Clerk's Office

The County Board of Equalization has the obligation to raise, lower or retain the valuation to obtain equalization

REQUESTING A HEARING WITH THE REFEREE

Once filed with the County Clerk's Office, you may request a time with the referee.

- YES, I would like an appointment** **No appointment requested**



Date: _____

Signature: _____

At the hearing be sure to have all of the relevant information with you.

At this hearing, the referee will listen to your testimony and will look over your document(s). No decision will be rendered at the hearing. The referee shall transfer a report with a recommendation to the County Board of Equalization.

The County Board will then render a decision on or before July 25th.

Property Valuation Protest

and Report of County Board of Equalization Action

LINCOLN COUNTY

FORM 422

NAME AND MAILING ADDRESS OF PERSON FILING PROTEST		Protest Number	Filed
Name:		Protested Valuation 2018	Requested Valuation
Street or Other Mailing Address:		Land	Land
City, Town, or Post Office	State	Zip	Buildings
Parcel Number	Phone Number	Total Land & Buildings	Total Land & Buildings
Email Address:		Reasons for requested valuation change (Attach additional pages if needed)	
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, and Range)			

Sign Here



Signature of Person Filing Protest

Date

County Assessor's Recommendation	Referee's Recommendation (If applicable)

Decision of County Board of Equalization for Assessment Year 2018

Basis for Action Taken (County Board of Equalization):	Land
	Buildings
	Total Land & Buildings

The county assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the county assessor's office in electronic or paper form. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Signature of County Board Chairperson

Date

County Clerk Certification

Date the Protest was Heard by Referee or Board of Equalization	Date of the Boards Decision	Date Notice of Decision was Mailed to Protestor
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The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 2018.

Signature of County Clerk

Date

Instructions

Dismissal. Failure to adequately identify the property that is being protested or not stating a reason for the protest will result in dismissal of the protest.

Where to File. This form may be used to protest the valuation of any penalties assessed on real and/or personal property. When completed, this form must be filed with the county board of equalization at the office of the county clerk in the county where the property is located. **The protest must be signed and dated.**

Real Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

- 1 If protesting the valuation of real property as determined by the county assessor, the protest must be filed on or before June 30.
- 2 If protesting a notice of valuation change received between June 1 and July 25 from the county board of equalization because the real property was undervalued, overvalued, or omitted for the current year's assessment, the protest must be filed within 30 days of the mailing of the notice.
- 3 If protesting a notice of omitted property valuation change and penalty received between January 1 and December 31 from the county board of equalization because the real property was not reported for assessment or because of a clerical error, the protest must be filed within 30 days of the mailing of the notice.
- 4 If protesting a notice of valuation change received after June 1 from the county board of equalization because the real property was denied an exemption from real property taxes, the protest must be filed within 30 days of the mailing of the notice.

When applicable, this form may be used for the protest of special valuation for agricultural and horticultural land.

Personal Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

- 1 If protesting the valuation as filed with the county assessor between January 1 and May 1, the protest must be filed by June 30.
- 2 If protesting the county assessor's notice of an additional assessment, notice of failure to file a personal property return, or the imposition of a penalty, the protest must be filed within 30 days of the mailing of the notice.

Special Filing Provisions. If a filing deadline falls on a weekend or holiday, the filing deadline is the next business day. If this protest is sent to the county board of equalization through the U.S. mail, the protest is considered filed on the date of the postmark. If this protest is sent through the U.S. mail and either registered or certified, the date of registration or certification shall be deemed the postmark date.

Notice. For protest of Real Property, subpart (1), or Personal Property, subpart (1), as stated above, the county clerk shall notify the protester by August 2 of the county board of equalization's decision regarding the protest.

For all other protests, the county clerk shall notify the protester within seven days of the county board of equalization's decision regarding the protest.

Appeals. The time allowed for the county clerk to issue notice does not extend the time to file an appeal.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, may be appealed to the Tax Equalization and Review Commission on or after July 26 and on or before August 24.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (2), as stated above, may be appealed to the Tax Equalization and Review Commission on or after September 16 and October 15.

All other decisions of the county board of equalization regarding protests may be appealed within 30 days of the final decision to the Tax Equalization and Review Commission.

The report of the county board of equalization decision is available at the office of the county clerk or county assessor, whichever is appropriate.