

2020 VALUATION PROTEST TIPS AMID THE COVID-19 PANDEMIC

1. We are **really** encouraging telephonic or virtual meetings & that protest form 422 filings be done via fax (308-535-3522), e-mail (clerk@co.lincoln.ne.us), by utilizing the Lincoln County Drop Box (**attention to County Clerk**), or mailing protests to the **County Clerk's Office** at 301 North Jeffers, Room 101, North Platte, Ne. 69101 for **everyone's** safety.
2. **MUST FILE PROTESTS WITH THE COUNTY CLERK'S OFFICE!** Protest forms 422 can be filed June 1st through June 30th, 2020. 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.
3. The filing deadline is June 30th, 2020. **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!
4. Protest forms 422 are available at the Lincoln County website: www.co.lincoln.ne.us or the Assessor's Office.
5. County GIS website: <https://lincoln.gworks.com> Assessor's Office phone # **308-534-4350 ext. 4170**
6. Call to speak with someone about your 2020 valuation, mail, e-mail, or put in the Lincoln County Drop Box the protest form & ALL supporting evidence, photos, or documentation, attention to the **Lincoln County Clerk's Office**. You may be able to avoid an office visit or protest altogether by just calling and speaking with an appraiser first!
7. If an "in person" Assessor's Office appointment is necessary, you **MUST** call 308-534-4350 ext. 4170 to schedule the appointment! We will be abiding by the 6 foot socially distancing rules & appointments will help avoid too many people in the office or hallway at any one time. Please be considerate of this.
8. If you schedule an appointment, bring **ALL** supporting evidence, photos, or documentation with you when you come in the first time! This will save you making another appointment & allow us to schedule just 1 appointment per taxpayer so we may see everyone that would like to personally come in. The burden of proof is on the **taxpayer!**
9. **Follow all recommended COVID-19 safety standards:** Do not come in the Assessor's Office if you are running a fever, have a bad cough, or have been exposed to the virus. Masks are recommended. Please cover your mouth & nose if you cough or sneeze & use hand sanitizer immediately if you do. June 30th is also the filing deadline for the Homestead Exemption Applications that are for the "virus vulnerable" elderly & disabled. They will be in the office too, so please be mindful of everyone's safety during these trying times.

Thank you for your thoughtfulness during this difficult time!

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 GIS website: <https://lincoln.gworks.com> or 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- **MUST** call for an appointment (308-534-4350 ext. 4170)
 - a. An informal discussion with the county assessor's appraisal staff 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
 - ❖ Telephone number
 - ❖ Legal description of the real property (Use separate form for **EACH** parcel)
 - ❖ Reason(s) 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, 2018, to January 1, 2020, and etc.....(All attachments including photos will NOT be returned to you)
 - ❖ **FILE BY June 30th** 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.

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

Please Sign 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

County Name Lincoln

Name and Mailing Address of Person Filing Protest		Protest Number	Filed _____, 20____
Name		Protested Valuation 20 <u>20</u>	Requested Valuation
<small>The person filing this protest is the owner of the property or authorized to protest on behalf of the owner. If the protest is being filed on behalf of the owner, authorization to do so must be provided with the protest. <input type="checkbox"/> Yes <input type="checkbox"/> No</small>		Land	Land
Street or Other Mailing Address		\$	\$
City, Town, or Post Office	State	Buildings	Buildings
	Zip Code	\$	\$
Property Identification Number	Phone Number	Total Land and Buildings	Total Land and Buildings
		\$	\$
Email Address	Reasons for requested valuation change (Attach additional pages if needed.)		
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description			

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 20____

Basis for Action Taken (County Board of Equalization Chairperson)	Land \$ Buildings \$ Total Land and Buildings \$ Personal Property \$
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Check One:

- 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 of Equalization Chairperson

Date

County Clerk Certification

Date the Protest was Heard	Date of the 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 _____, 20____.

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 and 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.**

If the person is filing the protest on behalf of the owner of the property, authorization to do so must be provided with the protest.

If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must mail a copy of the protest to the owner of the property.

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 postmarked date.

Notice. For protests 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. If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must send written notice of the county board of equalization's decision to the owner of the property.

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 to 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.