



Wyandotte County Appraiser's Office

Informal Property Valuation Appeal Process

2021 INFORMAL APPEAL FORM INSTRUCTIONS PIN: A306545FF
 IF YOU DO NOT AGREE WITH THE VALUATION, USE EITHER THIS FORM OR VISIT OUR WEBSITE TO FILE AN APPEAL. ONLY ONE APPLICATION PER PARCEL.

APPEAL PROCESS: PLEASE READ THE FOLLOWING

To schedule an informal hearing on this property, please mail, fax, or email the front and back of this form to the Appraiser's Office. You may also fill out and submit this form online at: <https://www.wyocokck.org/online>.

For VIRTUAL and PHONE hearings, we will schedule a hearing and send you a confirmation letter stating the date and time of the hearing. It will be sent to the address shown on the front of this form (or the address entered below) at least 10 days in advance of your scheduled hearing, unless otherwise authorized by the appellant. Due to COVID-19 social distancing requirements, no in person hearings will be held.

If you plan to be represented by someone other than an attorney or an immediate family member, you must file a Declaration of Representative form with the Appraiser's Office prior to the date of the hearing. To obtain a Declaration of Representative form, contact the Appraiser's Office or download the form from our website at www.wyocokck.org/declaration-form.

For statutory requirements, all informal hearings must be conducted by May 15, 2021. Results of the informal hearing stating the County's final determination will be mailed to you no later than May 20, 2021.

IMPORTANT: Property owners may file an appeal during the Informal Equalization Process or Payment Under Protest but NOT BOTH. Should you not file an appeal at this time and wish to do so later, the alternative will be to file a Payment Under Protest with the Treasurer's Office when your 2021 tax bill is due.

To view and/or search for property information, visit our website at www.wyocokck.org/assessor/ and select the "Property Search" option.

KUPN	QUICK KEY	CLERK ID	NEED	LRCD Description	Class	APPRaiser
OWNER INFORMATION						
Last Name			First Name		Daytime Contact Number	
Mailing Address <input type="checkbox"/> CHECK HERE IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE ONE SHOWN ON THE FRONT OF THIS FORM.						
Property Site Address						
REPRESENTATIVE (Not Required): If applicable, a Declaration of Representative form MUST be filed BEFORE the hearing on this appeal.						
Name of Representative or Attorney			Email Address			
Mailing Address			Daytime Contact Number			
APPEAL SCHEDULING: You may choose to file an informal appeal using this form or by submitting online, but you cannot do both.						
Type of Hearing (select only one type): Virtual and Phone Hearings will be held Monday thru Friday, 9:00 am to 4:00 pm.						
<input type="checkbox"/> VIRTUAL CONFERENCE		<input type="checkbox"/> PHONE (we will call you)		<input type="checkbox"/> EVIDENTIARY APPEAL		
Video conference call. A meeting link will be sent to the email address provided below.		Indicate the phone number with area code to be used for your phone hearing.		This appeal type is based upon evidence that you submit only. The contact with the Appraiser's Office will be needed. Evidence must be submitted at the time the appeal is filed. Substantial evidence can be by mail, in person, email or online.		
Documentation: Documentation should be submitted at the time of the appeal filing. Documentation can be submitted by mail, hand delivered, emailed to wyocappraiser@wyocokck.org , or uploaded to https://www.wyocokck.org/online .						
Shareable Dates (file will avoid scheduling if possible)		Owner's Estimate of Value		Accommodation Request		
For additional questions or assistance, please contact our office.						
Owner, Representative, Attorney Signature			Date			
April 14, 2021 IS THE DEADLINE TO FILE AN INFORMAL APPEAL						
IF APPEALING, PLEASE RETURN THIS FORM TO THE APPRAISER'S OFFICE OR SUBMIT ONLINE RETAIN A COPY FOR YOUR RECORDS.						

Market values are established every day as people buy, sell, and lease property. The Appraiser's Office has the legal responsibility to research and study those transactions and appraise all property accordingly as of January 1st.

The Appraiser's Office does not set tax rates. Property taxes are levied in the form of rates by the taxing entities within Wyandotte County such as the cities within the County, school districts, libraries, etc.. The amount of taxes you pay is determined by the total rate that is applied to your property's assessed value.

If you feel the value is more or less than you would reasonably get if you were to sell your property or if you feel there may be discrepancies in the data, you should consider an appeal.

The value and/or classification may be appealed in the spring after the Appraiser's Office has sent the value notice. You will then have 30 days from the mail date listed on your valuation notice to file an appeal. All appeal hearings will be held no later than May 15th. See below for the appeal options.

Informal Appeal Types

Only one of the following appeal types may be selected.

Virtual: An informal meeting held via video conference with a qualified appraiser and scheduled for 20 minutes. A confirmation letter will be sent by mail indicating the date and time followed by an email containing the meeting link.

Phone: An informal meeting that is held over the phone with a qualified appraiser and scheduled for 20 minutes. The appraiser will call you at the set time. A confirmation letter will be sent by mail indicating the date and time of meeting.

Evidentiary: An appeal based upon evidence, such as fee appraisals, repair estimates, photos of property damage, or income & expense data. No meeting is scheduled, however, all evidence submitted is reviewed by a qualified appraiser.

Appeals may be submitted online, mailed, faxed, emailed, or hand delivered to our office. Documentation for the appeal may be submitted by email at wyocappraiser@wyocokck.org or uploaded during the online submission process at <https://alpha.wyocokck.org/home>.

You may designate someone else to represent you by filing a Declaration of Representative form prior to the scheduled appeal. This form is available on our website at www.wyocokck.org/appraiser/.

What should you bring to your appeal meeting?

Evidence is not required for a **Virtual** or **Phone** hearing, however, the following are helpful:

- Documentation supporting your opinion of value and/or classification.
- Photos
- Cost and repair estimates
- Income and expense information
- Comparable properties that have sold in the last 2 - 3 years
- Fee appraisals or lease agreements

The burden of proof is on the owner when appealing the property's **classification**.

Information and Assistance

If you need assistance in obtaining information for your meeting, or to reschedule, please contact the Appraiser's Office at (913) 573-8400 or by visiting the office at 8200 State Avenue, Kansas City, KS 66112. Please note the public entrance is on the west side of the building on the first level.

Property owners can access and research property information online for their property and neighboring properties by visiting our website at www.wyocokck.org/appraiser/. Click on the "Property Search" link where you can search by State ID (KUPN), address or Clerk ID.

Did You Know?

The Appraiser's Office does not create the laws that affect property owners.

Article 11, Section 1 of the Kansas Constitution, provides the basic framework for taxation.

Tax laws are made by the Kansas Legislature.





Wyandotte County Appraiser's Office

Upper Level Property Valuation Appeal Process

If you are not satisfied with the results of the informal meeting, you have 30-days from the date mailed indicated on the Notification of Results letter to file an appeal to the Small Claims Division or the Regular Division of the Kansas Board of Tax Appeals (BOTA) or 60 days to submit a third-party fee simple appraisal to the County Appraiser's Office. If you wish to file an appeal, the application is on the reverse side of the informal level result letter.

The State of Kansas will send confirmation to the date and time of the hearing. If you have further questions about the Small Claim or Regular Division appeal process, please contact their office.

Supplemental Appeal

If you do not appeal the results of the informal meeting on to BOTA, you are allowed to file a third-party fee simple appraisal performed by a Kansas Certified General Real Property Appraiser that reflects the value of the property as of January 1 of the same year being appealed with the County Appraiser within 60-days from the mailing date of the notice of informal meeting result.

The County Appraiser has 15-days after the timely receipt of the appraisal to review and consider the appraisal in the determination of the valuation or classification of the property and mail a supplemental notice of final determination. If you are not satisfied by the final determination, you may file an appeal to the Regular Division of the Board of Tax Appeals (BOTA) within 30-days.

Small Claims Division

If you are not satisfied with the informal meeting results, you may appeal the informal meeting results to the BOTA Small Claims Division if a) the property is a single-family residence or b) the property has a value below \$3 million and is not agricultural land. If your property is a single family residential property, you MUST appeal to the Small Claims Division before proceeding to the full BOTA.

To appeal, file the form with BOTA within 30 days from the date the informal meeting results were mailed. The form is on the back of the result letter.

The County must initiate the production of evidence to substantiate the property's valuation. There is no presumption of correctness with regard to the County's value. If the property is leased commercial and industrial property, the burden of proof is on the owner unless you furnished a complete income and expense statement for the property for the 3 prior years within 30 days following your informal meeting. However, if you submit a private appraisal on the property with an effective date of January 1 of the year appealed, the burden of proof returns to the County.

Regular Division

You may appeal a Small Claims decision or, if your property is not a single family residence, you may also appeal the County appraiser's informal meeting decision to BOTA. If your property is a single family residential property, you MUST appeal to the Small Claims Division before proceeding to BOTA.

To appeal, file the proper form with BOTA within 30 days from the mailing date of the Small Claims Division or County appraiser's informal meeting decision. The appeal form should be part of the notice of results that you receive. Filing fees may apply. You must also file a copy of the appeal form with the County appraiser.

The County must initiate the production of evidence to substantiate the validity and correctness of the property's valuation, except in the case of leased commercial and industrial property when the burden of proof shifts to the owner unless you have furnished a complete income and expense statement for the property for the 3 prior years.

BOTA will issue a written summary decision within 14 days after conclusion of the hearing unless the parties agree to an extension. After receiving the summary decision, any party may, within 14 days, request a full and complete opinion, which must be served within 90 days. Or an aggrieved party may file a petition for reconsideration within 15 days. Or within 30 days, an aggrieved party may appeal the Board's decision to either district court or the court of appeals.

Filing fees are charged, see www.kansas.gov/BOTA or contact the Board of Tax Appeals for more details.

**KANSAS BOARD OF TAX APPEALS
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