A major part of the appeal meeting will be the appraiser going over how the county has your property is listed. This includes but is not limited to bedroom counts, living area, condition, quality of construction, home components, and so. These characteristics are listed as of how the property stood January 1st and can be found on our Property Search site.

Property owners can access their own and surrounding properties property record cards by visiting the County’s property search at www.wycokck.org/appraiser and click on the “Property Search” link.

Your cooperation in furnishing the needed information is both necessary and greatly appreciated. Please take a few minutes to complete the following questionnaire and have it ready for your hearing. If you’d like, this questionnaire can be submitted online using the online appeal forms, online at www.wycokck.org/UDFAA, mailed back to our office or submitted to our office via email at wycoappraiser@wycokck.org prior to the scheduled hearing date. If you have any questions or concerns, please call our office at 913-573-8400.

What should you submit for your appeal meeting?

Nothing is required, however when appealing the classification of a property, the burden of proof is on the owner of the property. The key to any successful informal meeting is the presentation of well-organized documentation that supports your opinion of value and/or classification*. Listed below are several examples of documentation that we have found to be most helpful in supporting your value or classification appeal(s). The information will vary depending upon the property type as we have it identified. (i.e., Residential, Commercial, Vacant Land, Agricultural Use)

*Documentation provided for the informal meeting will be reviewed and considered by the Wyandotte County Appraiser’s Office. The presentation of documentation at the time of the informal meeting by the owner will not automatically result in a reduction in value or a change in classification.

The best way to submit photos or documents is at the time you file your appeal (Currently we have no antivirus safeguards that will allow us to accept DVD’s or flash drives). The online appeal filing option allows for photo/document uploads. If you were unable to submit your photos or documentation at the time you filed your appeal, those items can be submitted by mail, hand delivered or online at www.wycokck.org/UDFAA using the Document Upload option. Please label all documentation with the property address, or parcel number. Please submit your documentation only once and in one submission.

Photos of your home should include one of the entire house, as well as detailed photos of any damage to the structure or anything else that you think would affect the value. Only one photo of each issue you are having is needed. The hearing officer will let you know if more photos are needed.

If you know of any similar homes that have sold in your neighborhood within the last 2-3 years, submit that information including the addresses of those properties.

Recent estimate for repairs of structural or other damage to your home, submit copies of those estimates.

A recent fee appraisal on your home, or if you have purchased it recently (within the last twelve months), have a sales contract and/or closing statement, those documents may be helpful in supporting your market value request.

If the property is newly built, information pertaining to the cost to construct the improvement(s), such as receipts and/or contracts.
APPEAL QUESTIONNAIRE

Property Owner: ___________________________ Hearing Date: ________________
Property Address: ___________________________ Hearing Time: ________________

Clerk ID: ___________ Quick Reference ID: ________________ Current Value: ________________

Reason for appeal: ___________________________

What do you feel the property should be valued at? ___________________________

Describe any changes made to the property over the last three years: ___________________________

Describe any changes made to the property after January 1st of this year: ___________________________

Using the Condition descriptions to the right, please list the Condition of the following items:

<table>
<thead>
<tr>
<th>House Overall: _______</th>
<th>Roof: _______</th>
<th>Flooring: _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation: _______</td>
<td>Plumbing: _______</td>
<td>Exterior Walls: _______</td>
</tr>
<tr>
<td>Electrical: _______</td>
<td>Heating: _______</td>
<td>Interior Walls: _______</td>
</tr>
<tr>
<td>Basement: _______</td>
<td>Cool Air: _______</td>
<td>Ceilings: _______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NF = Non-functional</td>
<td></td>
</tr>
<tr>
<td>NW = Needs work</td>
<td></td>
</tr>
<tr>
<td>AVG = Average for its age</td>
<td></td>
</tr>
<tr>
<td>WM = Well maintained</td>
<td></td>
</tr>
</tbody>
</table>

List of other structures on property: ___________________________ Condition: ___________________________

If not indicated on the prior page, list any issues you feel the County needs to be aware of concerning this property:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
The Appraiser's Office website, wycokck.org/appraiser has several avenues to obtain public information. It is our mission to provide fair & equitable values by being transparent and accessible.

**USE PROPERTY SEARCH TO LOOK UP PROPERTY DATA, VALUES, TAXES, AND MAPS:**

1. **PROPERTY SEARCH**
   - Click on Property Search from the Appraiser's main page to launch the property value/tax webpage or go directly to appr.wycokck.org.

2. **SEARCH OPTIONS**
   - Enter any combination of name, address, or property identifiers such as Quick Ref ID, Clerk ID, Parcel, or KUPN. The results will appear below.

3. **Property Identifiers**
   - County Property Data
   - Comparable Sales
   - Current Appraised Value

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**wycokck.org/appraiser**

**EDUCATION**
- Mass Appraisal
- Valuation Techniques
- Agricultural Use
- Appeal Process

**DIGITAL SERVICES**
- Update Property
- Ag Use Questionnaire
- Online Appeal Filing

**FORMS**
- Personal Property
- Appeal Applications
- Ag Use Questionnaire
- Sale Verification
- Tax Exemption/Grievance
- Open Records Request
- Mailing Address Change
- Helpful Phone Numbers

**NEWS/PUBLICATIONS**
- Valuation Notices
- Market Studies
- Valuation Reports
- Guides
- State Perspectives
The County utilizes sales of comparable properties to determine fair market value per Kansas statutes. The Appraiser’s Office compares properties that have sold within the last 36 months prior to January 1st of the current year with all other properties in the same geographical area. These areas are referred to as Model or Market areas. Adjustments are made for the differences between sold and subject properties. This adjustment results in the estimate of what the subject properties would be worth if they had been on the market as of January 1st.

Not all sales are representative of the market. Some sales, such as foreclosures, sales way over market conditions, sales between relatives, or sales where the seller or buyer are acting under undue duress are not considered open-market, arm’s-length transactions and are not used in sales ratio studies, nor are they used as comparable sales in estimating the value of similar properties.

Please list any additional sales below that you feel the County should take into consideration:

<table>
<thead>
<tr>
<th>Property Address of Sale</th>
<th>Sale Date</th>
<th>Sale Price</th>
<th>Consideration Reason</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**APPRAISER’S CAN CONTROL**
- if sale will be used as comparable for other properties
- validation selection based upon review
- time adjustments if needed

**APPRAISER’S CANNOT CONTROL**
- who purchases the property
- sale price of the property
- how many properties sell in a certain area
- Updates to the property not disclosed

**Comparable Sales**

No two properties are alike 99% of the time which is why adjustments are made for the differences on each home's Comparable Sales report. Adjustments are made for size, age, location, condition, and bedrooms just to name a few. The amount of these adjustments are determined by sales within the model area.

Most comparable sales reports will have sales from other nearby subdivisions - there are not enough sales in most subdivisions to make this happen, however, the county is required to establish a comparable sale value on each residence.

The market changes every year, this is the main reason why property values change every year as of January 1st.

Your comparable sales report is available through the county's Property Search site, click [here](#) to launch.

Similar properties are valued based upon geographical areas. These properties are grouped by subdivision then neighborhood then neighborhood group then market area (model). Properties are not compared to other properties outside of these geographical model boundaries.

The county will attempt to use any comparable sales that you provide as long as they meet the parameters above.
Model I3 = Condos

Nbhds include 110,B, 110.C, 139

2023 Residential Nbhds and Models
How to Read the Comparable Sales Report

During the valuation of a property a document called a Comparable Sales Report is created. This report shows the Cost and Sales Comparison Approaches that are used to determine the value of your home. This sheet is often referred to as the “comp sheet”.

Your property is called the “Subject” property and is listed on the left side of the comp sheet. Your property characteristics are listed from top to bottom. The comparable properties are listed to the right of the subject in the columns labeled “Comp 1, Comp 2,” etc. The property characteristics for each of the comparable sales are also listed from top to bottom.

**NBHD/Grp/Mkt Area:** Neighborhood depicts the different areas that homes are grouped into. The neighborhood that your property is valued in may not be just a radius around your home but also other areas that have similar type homes and similar market desirability’s. Market Area is the same as Model.

**Function/Struct/Unit:** Function is used to describe the property’s main use (single family, warehouse, etc). The Structure is a subcategory of the Function that describes the type of structure. Units indicate how many residences are on the property.

**Primary Acres:** Total number of acres on the property. This does not include land devoted to Ag Use.

**Year Built/Rmd Yr/Rsn:** The Year Built is the building’s year of construction or the best estimate based upon information in county records, from interviews with residents or from known construction dates of other dwellings in the area. Rmd is short for Remodel and is the year in which the structure was remodeled in full or part followed by the Rsn which is type of work that was done.

**Arch Style:** Architectural style describes the style of home that you own. Architectural styles are divided up into several categories such as Bi-level, Split-level, Ranch, Conventional, Modern, Earth Contact, Bungalow, Old Style, Traditional, Manufactured Home, Duplex, Condo, Reverse 1 ½, and Geodesic Dome.

**Quality/CDU/PhyCond:** Quality is based on the construction methods and materials that were originally utilized to build the home. CDU is the Condition, Desirability, and Utility of the home. CDU is a conditional, functional, and locational rating based on the market area the property is located in. PhyCond describes the overall physical condition of the property compared to other properties of similar age.

**Bed/FBath/HBath/#Fix:** This is a listing of the number of bedrooms, full bathrooms, half bathrooms, and total plumbing fixtures for the entire dwelling. Examples of plumbing fixtures include sinks, tubs, showers, toilets, water heaters, laundry sinks, wet bars, etc.

Bedrooms are independent areas enclosed for sleeping purposes and having a walk-in or reach-in closet. This will include bedrooms converted into dens, offices, dressing rooms, children’s playrooms or nurseries and include basement and or attic bedrooms.

**HVAC:** This indicates the type of heating and cooling system utilized by the dwelling.

**Fireplaces:** This indicates the number of fireplace openings.

**MFLA/UFLA:** MFLA is the square footage of living area on the main floor including any additions. UFLA includes finished attics as well as finished upper floor area in 1 ½ or 2 story dwellings. All areas are based on exterior measurements.

**Total Living Area:** The square footage of living area which includes the first-floor area plus any additions which have living area plus upper floor living area. All areas are based on exterior measurements. This figure does not include any finished basement or unfinished areas.

**Basement Type:** This indicates what kind of foundation the dwelling resides on. Slab would indicate that there is no basement or crawl space. Crawl indicates that there is access under the home but not standing room. Full indicates that the basement is poured completely under the MFLA of the home (including additions). Partial indicates that there is a portion under the home with basement.
**Bsmt/FBLA/RecRm/BsmtGar:** Bsmt is the total square footage of the basement. FBLA (Partition) is the amount of finished living area in the basement that is similar to the main floor living area. RecRm is the amount of finished living area in the basement that is lower quality finish. An example of Rec Room finish versus Partition finish would be paneling on the walls instead of sheet rock. BsmtGar is designated garage area in the basement.

**Att/Det152/Det706/BGar#:** Att shows the total square footage of any garages that are attached to the dwelling. Det152 and Det706 show the total square footage of any garages that are not attached to the dwelling but are on the property. BGar# shows the number of garages in the basement of the dwelling.

**OpPorch/EncPorch/Deck:** This indicates the amount of square footage for any open porches, enclosed porches, or decks that are attached to the dwelling.

**Land Value:** This is the market value of the land for this property as determined by the annual land analysis. This does not include any Ag Use value.

**Building Cost Value:** This is the estimated value of the dwelling based on current construction costs less depreciation for all causes as determined from an annual analysis of the market.

**OBY Cost:** This is the depreciated value of any outbuilding and/or yard improvements (examples would be sheds or patios not attached to the house) under the dwelling.

**Total Cost Value:** The total market value of land, building, and improvements by way of the cost approach.

**Add Misc. Cost:** This is the depreciated value of any other improvement on the property that is not under the dwelling (examples would be barns, tool sheds, or mobile homes). This value needs to be added to the Total Cost Value to arrive at the final Cost value.

**Sale Date:** Date in which the sale occurred.

**Sale Price - $/Sqft:** The sale price for each of the comparable sales listed and sale price per square foot (sale price/total living area)

**Adjusted Sale Price:** The comparable sales that are utilized to value the subject property are rarely if ever identical to the subject property, therefore, the sales price must be adjusted to account for these differences before they can be used to estimate the value. Any inflationary or deflationary trends in the local real estate market will also be reflected in the adjusted sales prices.

**Weighted Estimate:** This is a weighted average of the adjusted sale prices, weighted by the degree of comparability.

**MRA Value:** Multiple Regression Analysis is the composite estimate of market value based on analysis of local sales of dwellings to determine the relative contributory value of various property characteristics like size, condition, age, etc.

**Market Value:** The estimate of fair market value of the subject property based on the sales of comparable properties. These are the sales listed on your Comparable Sales Report.

**Comparability:** An indicator of the relative similarity of the sale properties to the subject property.

**Indexed Value:** A value derived by applying a percentage increase or decrease to the prior year’s value based on the annual index analysis.

**Prior Value / Method:** The previous year’s value and the value method.
There are numerous free market data resource websites available to the public. The QR codes and URL names are resources commonly referenced by community members that we have engaged with. Local Real Estate agents are also a great resource.
Mass Appraisal Process

What is Mass Appraisal

Mass appraisal is defined as the use of standardized procedures for collecting data and appraising property to ensure that all properties within a municipality are valued uniformly and equitably. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods, and conducting statistical tests to ensure uniformity and equity in the valuations. Appraisers use mass appraisal procedures and techniques when determining the fair market value. This office appraises both real estate and personal property.

Fair market value

In Kansas, the law states that the Appraiser’s Office must determine a ‘fair market value’ for each real estate property as of January 1st each year. Therefore, the Appraiser’s Office utilizes sales and collects market data to assist in determining those values.

Appraisal accuracy

The County Appraiser’s Office must follow specific Kansas laws, guidelines, procedures and must meet the Compliance standards set by the State of Kansas, Property Valuation Division annually. This office, while part of the Unified Government, is independent. The property tax system contains numerous checks and balances, one of the most important of which is the right of property owners to file an appeal and receive a hearing, if they believe our appraisals are inaccurate or inequitable. All functions of the Appraiser’s office are reviewed by the Kansas Department of Revenue, Property Valuation Division throughout the year. Every county is expected to meet both statistical and procedural requirements set by this division.

Why is a revaluation necessary?

Annual revaluation of properties ensures that the Appraiser’s Office complies with the Department of Revenue Property Valuation Division requirements that appraisals reflect fair market value within a 10% margin. The annual revaluation allows assessments to keep pace with market trends.

Inspections

Per Kansas statute (K.S.A. 79-1476), the County Appraiser’s Office is required to review all parcels within the County on a six-year cycle by conducting physical inspections or by utilizing aerial imagery. The County does not conduct interior inspections for privacy and safety reasons. Due to amount of property (nearly 68,000 parcels), the County cannot possibly do field inspections on every property each year, this process would be very costly and time consuming. Additionally, when the County does an exterior inspection of the property, he/she must assume the interior is in the same condition as the exterior.

Property Value Differences

You've heard the saying and it is true that the location of a property is the most significant characteristic of real property which drives its market value. We consider many other characteristics such as:

- Lot size, shape, and use
- Structure size and use
- Age and style of structure
- Quality of construction
- Condition of structure
- Income and expense information
Valuation Changes

A property’s value can change from year to year for many reasons. The largest driver would be market conditions, what properties are selling each year. Other factors may include condition and physical changes of a structure, garage additions, remodels, fire damage, demolitions, etc.

January 1st is our effective appraisal valuation date. Progress/status of any construction is valued as of this date. If construction is only partial completed, a partial value will be issued.

Property Value Concerns

If there are issues with your home that would affect the value or your ability to sell at what the County has appraised your home for, then it is suggested that you file an appeal. Throughout the year, you may also update your property information by submitting information, pictures, and repair estimates to the Appraiser’s Office or by updating your property information online.

Property Valuation Appeal

The purpose of an appeal is to establish the fair market value of property where there is significant difference in opinion of value. During the appeal, an appraiser will review information submitted by you to determine if your property has been appraised in a manner that is consistent with other property owners and that you are being treated justly and fairly.

An informal (equalization) appeal can be filed after you receive a valuation notice from the County Appraiser in March. This is the simplest way of appealing since it occurs prior to tax bills being determined, requires not partial payment to be made in order to appeal, and can be submitted online.

A Payment Under Protest can be filed after you receive a tax statement from the County Treasurer in November. It is filed at the time taxes are paid. Payment Under Protest is an alternative to the equalization appeal. A property owner may only appeal once per tax year.

What is an Appreciating Market

Over the few past year, the real estate market in Wyandotte County has seen significant gains, greater than experienced in recent history. Sales occurring prior to the assessment date must be analyzed with consideration given to appreciation that may have occurred between the sale date and the assessment date.

Tax Bill

There are two parts to a tax bill and the Appraiser’s Office can only determine the Fair Market Value of the property, not the tax rate.

If you are concerned about the amount of your tax bill but feel the value of your property is accurate, please keep in mind that Appraiser’s Office only determines the value of a property, not the taxes. The various local taxing entities set the mill levies (tax rates) which directly affects the amount of property taxes due. These amounts vary depending on your taxing districts. Property tax dollars are used by city and county governments to provide funding for roads, parks, fire/police protection, public schools, and many other local services.

A simple way of describing the tax system is through the pie analogy. The whole pie represents the amount of money the local government needs to operate. Each taxpayer has one piece of the pie. The size of that piece is determined in large part by the values and classifications on the property.