



Wyandotte County Appraiser's Office

Informal Property Valuation Appeal Process

2022 INFORMAL APPEAL FORM INSTRUCTIONS **PDF**
 IF YOU DO NOT AGREE WITH THE VALUATION, USE EITHER THIS FORM OR YOUR CITY 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 or hand deliver the front and back of this form to the Appraiser's Office. You may also fill out and submit this form online at www.wycokck.org/AYPO.

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 mailed 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. No Contact Appeals will not have a hearing date and time set but will receive a confirmation letter.

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.wycokck.org/AYPO.

For summary requirements, all informal hearings must be conducted by May 13, 2022. Results of the informal hearing meeting the County's final determination will be mailed to you no later than May 20, 2022.

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 2022 tax bill is due.

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

KUPN QUICK REF CLERK ID NEND URCI Description Case APPRAISER

OWNER INFORMATION

Last Name First Name Suffix Contact Number

Mailing Address CHECK HERE TO UPDATE YOUR MAILING ADDRESS IF 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 can take place.

Name of Representative or Attorney Email Address

Mailing Address Business Contact Number

APPEAL SCHEDULING: You may choose to file an informal appeal using this form or by submitting online, but you cannot do both. Online Appeal Filing

Time of Hearing (Select only one each): Virtual and Phone Hearings will be held Monday thru Friday, 8:30 am to 4:30 pm.

VIRTUAL CONFERENCE PHONE (we will call you) NO CONTACT APPEAL

Video conference call. A meeting link will be sent to the email address provided. Indicate the phone number with area code to be used for your phone hearing. This appeal type is based upon a written statement or evidence that you submit with the statement 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, hand delivered, or online.

Documentation: Documentation should be submitted at the time of the appeal filing. Documentation can be submitted by mail, hand delivered, or uploaded to www.wycokck.org/AYPO.

Shareable Data: (We will email scheduling if possible) Owner's Estimate of Value Accommodation Request

Owner Representative/Attorney Signature Title

April 14, 2022 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.

For additional questions or assistance, please contact our office.

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 13th. 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 an 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 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.

No Contact: An appeal based upon a written statement or evidence, such as fee appraisals, repair estimates, photos of property damage, or income & expense data as to why the appraised value does not represent Fair Market Value. No meeting is scheduled, however, all evidence submitted is reviewed by an appraiser.

Appeals may be submitted online, mailed, or hand delivered to our office. Documentation for the appeal may be uploaded during the online submission process at www.wycokck.org/AYPO.

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.wycokck.org/appraiser.

What should you bring to your appeal meeting?

Evidence is not required to have a hearing, however, the following information is 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.wycokck.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
EISENHOWER STATE OFFICE BUILDING
700 SW HARRISON ST, 10TH FLOOR, SUITE 1022
TOPEKA, KS 66603
PHONE NUMBER (785) 296-2388
FAX NUMBER (785) 296-6690**





Wyandotte County Appraiser's Office

Payment Under Protest Appeal Process

Market values are established each 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.

PAYMENT UNDER PROTEST APPLICATION
(Excluding Illegal Levy)
(K.S.A. 79-2005)

<p>APPLICANT:</p> <p>Applicant Name (Owner of Record) _____</p> <p>Applicant Mailing Address (Street or Box No) _____</p> <p>City _____ State _____ Zip _____</p> <p>Applicant Phone # _____</p> <p>Applicant Email: _____</p> <p><input type="checkbox"/> ATTORNEY REPRESENTATIVE: (if applicable) *</p> <p><small>* Note: If you are represented by an attorney or other individual, you must provide an Entry of Appearance or a current Declaration of Representative Form.</small></p> <p>Atty/Rep Name _____ Title _____</p> <p>Address (Street or Box No) _____</p> <p>City _____ State _____ Zip _____</p> <p>Atty/Rep Phone # _____</p> <p>Atty/Rep E-mail: _____</p> <p>Taxing County: _____</p> <p>Year/Years at Issue: _____</p> <p>Property at Issue:</p> <p>Real Property: Property 51ms Address, City: _____</p> <p>Personal Property—Description: _____</p> <p>Parcel ID # or Personal Property ID#: _____</p> <p>Please list any special accommodation requests: _____</p>	<p style="text-align: center;">(For Official Use Only)</p> <p style="text-align: center;"><u>Payment Under Protest Hearing Options</u> <small>(check one)</small></p> <p><input type="checkbox"/> TELEPHONE CONFERENCE <small>The Appraiser's Office will call you on the hearing date. Please provide telephone number below.</small></p> <p>Phone # _____</p> <p><input type="checkbox"/> VIRTUAL CONFERENCE <small>Information to connect to the meeting will be provided in a notice of hearing letter along with the date and time. Please provide email below.</small></p> <p>Email: _____</p> <p><input type="checkbox"/> EVIDENTIARY APPEAL <small>This appeal type is based upon evidence only. No contact with the Appraiser's Office will be needed. Evidence must be submitted in one submission before the scheduled hearing. Substantial of documentation can be in person or online and instructions will be provided in the notice of hearing.</small></p> <p><input type="checkbox"/> IN PERSON <small>Due to on-going COVID-19 health advisement, in person hearings may be limited on availability.</small></p>
---	--

Payment Under Protest Level Appeals

If you missed the Informal appeal process in the spring and think the appraised value is more or less than you would reasonably get if you sold your property or if there are inconsistencies in the data, you should consider an appeal. Please note that the property value may be appealed only once per tax year.

The value may be appealed by *Paying Under Protest (PUP)* with the Treasurer's Office when the taxes are paid. Tax bills are mailed out in November, with first half taxes being due by December 20th, however, mortgage companies have until January 31st to pay the taxes. The PUP form does not have to be submitted with the first half payment but must be received by the first half deadline.

Second half taxes are due by May 10th and the PUP form must accompany the payment.

What should you have available 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.

- 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 information and documentation will vary depending upon how the County has identified the property. Documentation for the appeal may be uploaded at www.wycokck.org/UDFAA, mailed or hand delivered to the Appraiser's Office.

Payment Under Protest Appeal Hearing

This meeting is held with a qualified appraiser and will be scheduled to last approximately 20 minutes. You will received a Confirmation letter listing hearing date, time, and the type of hearing (virtual conference, evidentiary, phone or in person (limited availability)). You may designate someone to represent you by submitting the Declaration of Representation form prior to the scheduled appeal.

Questions

For tax bills, tax statements, or tax payments, contact the Treasurer's Office at (913) 573-2823.

For special assessments, mill levy, Homestead or Safe Senior, contact the Clerk's West Office at (913) 573-2870, then 0 or (913) 573-2874, then 1.

For mapping, contact GIS at (913) 573-2941.

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. *The public entrance is on the west side of the building on the first level.*

Owners and appellants may access and research property data information online for their property and surrounding properties by visiting the County's website at www.wycokck.org/appraiser. Click on the "Parcel 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 hearing, 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 Board of Tax Appeals. 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.

Small Claims Division

If you are not satisfied with the informal meeting results, you may appeal the payment under protest 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 does not have an agricultural land classification. 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 the 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 the 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.



STATE OF KANSAS EQUALIZATION/PROTEST FORM			
1. COUNTY PHONE ADDRESS & TELEPHONE		2. REPRESENTATIVE	
3. COUNTY		4. PARCEL ID NUMBER	
5. OWNER'S ESTIMATE OF VALUE		6. DATE OF NOTICE	
7. SIGN AND DATE		8. DATE OF HEARING	

Appeal Process to the Board of Tax Appeals
Please check either Small Claims or Regular Division

1. Small Claims Division (Single family residential must file with the Small Claims Division)

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

3. Supplemental Appeal (Applies to informal level appeals held between March and May. Payment Under Protest appeals do not apply)

WHEN FILING, SEND ORIGINAL FORM (FRONT AND BACK) TO: PLEASE SEND A COPY (FRONT AND BACK) TO THE APPRAISER'S OFFICE:

BOARD OF TAX APPEALS
EISENHOWER STATE OFFICE BUILDING
700 SW HARRISON ST., 10TH FLOOR, SUITE 1022
TOPEKA, KS 66603
PHONE NUMBER (785) 296-2388
FAX NUMBER (785) 296-6690

WYANDOTTE COUNTY APPRAISER'S OFFICE
1200 STATE AVENUE
KANSAS CITY, KS 66112
PHONE NUMBER (913) 573-8400
FAX NUMBER (913) 334-0418

KANSAS BOARD OF TAX APPEALS
EISENHOWER STATE OFFICE BUILDING
700 SW HARRISON ST, 10TH FLOOR, SUITE 1022
TOPEKA, KS 66603
PHONE NUMBER (785) 296-2388
FAX NUMBER (785) 296-6690