

## PERSONAL PROPERTY PROTEST PROCEDURES

### Furnishings, Machinery, and Equipment

**PROTESTS BY MAIL OR EMAIL:** If you choose to protest in writing, you may elect to complete the following protest form and mail or email it to the Assessor. Completed protest forms may be mailed to: 301 Wilcox St., Castle Rock, CO 80104, or emailed to BPP@douglas.co.us. **To preserve your right to protest, mailed protests must be postmarked no later than June 30. 39-5-121(1.5), C.R.S.**

**PROTESTS IN PERSON:** If you choose to present oral or written objections to the Assessor in person, you may elect to complete the attached questionnaire form and deliver it to the Assessor at the address listed in the Notice of Valuation. For your convenience please call for an appointment at 303-660-7448. **To preserve your right to protest, you must appear in the Assessor's Office on or before June 30, 39-5-121(1.5), C.R.S.**

### **AFTER THESE DATES, YOUR RIGHT TO PROTEST IS LOST**

**ASSESSOR'S DETERMINATION:** The Assessor must make a decision on your protest and mail a Notice of Determination to you by **August 15**.

**APPEALING THE ASSESSOR'S DECISION:** If you are not satisfied with the Assessor's determination, or if you do not receive a Notice of Determination from the Assessor, you must file a written appeal with the County Board of Equalization **on or before September 15**.

**TO PRESERVE YOUR APPEAL RIGHTS, YOU MAY BE REQUIRED TO PROVE YOU HAVE FILED A TIMELY APPEAL. WE RECOMMEND ALL CORRESPONDENCE BE MAILED WITH PROOF OF MAILING.**

**FOR MORE INFORMATION CONTACT THE ASSESSOR'S OFFICE AT 303-660-7448.**

***If the date for filing any report, schedule, claim, tax return, statement, remittance, or other document falls upon a Saturday, Sunday, or legal holiday, it shall be deemed to have been timely filed if filed on the next business day 39-1-120(3), C.R.S.***

# PERSONAL PROPERTY APPEAL QUESTIONNAIRE

Attach additional documents as necessary

## Market Approach

This approach to value uses comparable sales from the previous year to determine the actual value of your property on January 1 of this year. The following items, if known, will help you estimate the market value of your property. If available, attach a copy of any appraisal or written estimate of value, if conducted during the previous year.

Have similar properties sold during the previous year?

DATE SOLD	ITEM	SELLING PRICE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on these sales and accounting for differences between sold properties and your property, what do you believe your property would have sold for on January 1 of this year? \$ \_\_\_\_\_

## Cost Approach

This approach to value uses replacement cost new, less depreciation, to determine the value of your property on January 1 of this year.

Item \_\_\_\_\_ Estimated Replacement Cost New \$ \_\_\_\_\_  
Source \_\_\_\_\_

Have changes been made to the property, i.e., refurbishing, reconditioning, addition of components, etc.?  NO  YES If yes, give date, description, and estimate cost:

DATE	DESCRIPTION OF CHANGE	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is your equipment in typical condition for its age? \_\_\_\_\_

If not, why? \_\_\_\_\_

Based on the original cost of acquisition and the cost of any changes, less depreciation, estimate the total value of the property as of January 1 of this year. \$ \_\_\_\_\_

## Income Approach

This approach to value converts economic net income from the previous year into present worth on January 1 of this year. If your property was rented or leased during the previous year, attach operating statements showing rental and expense amounts for this property. If known, list rents of comparable equipment negotiated during the previous year. If an appraisal using the income approach was conducted during the previous year, please attach.

**State your final estimate of the property's value. \$ \_\_\_\_\_**

**AGENT ASSIGNMENT:** I authorize the below-named agent to act on my behalf regarding the property tax valuation of the property described herein for the year \_\_\_\_\_.

Agent's Name (please print) \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail all correspondence regarding this protest to the above-named agent at the following address:

Indicate name and telephone number for a person the Assessor may contact if an on-site inspection is necessary:

**VERIFICATION:** I, the undersigned owner or agent of this property, state that the information and facts contained herein and on any attachment constitute true and complete statements concerning the described property.

Signature \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_