

**REAL PROPERTY APPEAL FORM**

If you disagree with the "current year actual value" or the classification determined for your property, you may file an appeal by mail or in person with the Douglas County Assessor. Completing the Real Property Questionnaire will help you determine an estimate of value for your property, which can be compared to the value determined by the Assessor. Colorado law requires application of the market approach to value for residential properties (includes apartments) and consideration of the cost, market, and income approaches to value for vacant land, commercial, and industrial properties.

**REASON FOR REQUESTING A REVIEW:** \_\_\_\_\_  
\_\_\_\_\_**REAL PROPERTY QUESTIONNAIRE**

ATTACH ADDITIONAL DOCUMENTS AS NECESSARY

**(Do not send original documents, they will not be returned)**

**MARKET APPROACH (ALL PROPERTY TYPES):** This approach to value uses sales from the 24-month period ending June 30, 2018. If data is insufficient during this time period, the Assessor may also consider data from the 5-year period prior to June 30, 2018. Statute prohibits the Assessor from using appraisal data after June 30, 2018.

To help estimate the market value of your property, please list sales of similar properties that have sold in your neighborhood. A copy of an appraisal prepared prior to June 30, 2018 may be helpful in estimating the market value of your property.

DATE SOLD	SCHEDULE/ACCOUNT NUMBER or PROPERTY DESCRIPTION or ADDRESS	SELLING PRICE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on the information provided and accounting for differences between sold properties and your property, state the value of your property as of June 30, 2018.

\$ \_\_\_\_\_

**COST AND INCOME APPROACH:** For vacant land, commercial and industrial properties the Assessor must also consider the cost and income approaches to value. If your commercial or industrial property was not leased from July 1, 2016 through June 2018, please complete the market approach section above. To assist the Assessor in evaluating your appeal, and if your property was leased during July 1, 2016 through June 2018, please attach an operating statement indicating your income and expense amounts. Attach a rent schedule indicating the square footage and rental rate for each tenant occupied space. If known, attach a list for rent comparables for competing properties.

Estimate of value based on cost approach: \$ \_\_\_\_\_ Estimate of value based on income approach: \$ \_\_\_\_\_

**AGENT ASSIGNMENT**

**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):** \_\_\_\_\_ **Daytime Telephone #:** \_\_\_\_\_**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: \_\_\_\_\_

**OWNER/AGENT 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.

**SCHEDULE/ACCOUNT NUMBER:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Daytime Telephone#:** \_\_\_\_\_**Your right to appeal your property value expires on June 1, 2020**

## **REAL PROPERTY PROTEST PROCEDURES**

### **Land and Improvements**

Colorado statutes define "improvements" as: "Improvements" means all structures, buildings fixtures, fences, and water rights erected upon or affixed to land, whether or not title to such land has been acquired. 39-1-102(7), C.R.S.

**PROTESTS BY MAIL:** If you choose to mail a written protest, you may complete the protest form, and mail it to the Assessor at 301 Wilcox Street, Castle Rock, CO 80104. **To preserve your right to protest, your mailed real property protest must be postmarked no later than June 1.**

**-OR-**

**PROTESTS IN PERSON:** To protect public and employee health during the Covid-19 pandemic, in-person meetings will not be available during May, however the Assessor's Office will remain staffed and continue to serve residents via phone, email, online chat and online services. **To preserve your right to appeal, your appeal must be received in the County Assessor's Office on or before June 1** online, by mail, or deposited in the drop box behind the Wilcox Administration Building. Telephone meetings with an appraiser can be scheduled online or by calling 303-660-7450.

### **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 the August 15th.

**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; THEREFORE, WE RECOMMEND ALL CORRESPONDENCE BE MAILED WITH PROOF OF MAILING.**

FOR MORE INFORMATION, CONTACT THE ASSESSOR'S OFFICE AT (303) 660-7450 or visit the Assessor website at [www.douglas.co.us/assessor](http://www.douglas.co.us/assessor).

If the date for filing any report, schedule, 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.