

RENO COUNTY APPRAISER'S OFFICE
OPTION TO APPEAL VALUE OR CLASSIFICATION
REAL ESTATE INFORMAL APPEAL FORM

To appeal, this form must be returned within 30 days
of the mailing date of the original valuation notice.

Return completed form to:
Reno County Appraiser's Office
125 W 1st Avenue
Hutchinson, KS 67501
Or call: 620-694-2915

For Office Use Only
Scheduled Date: _____
Scheduled Time: _____
Classification: _____

Owner's Name: _____

Mailing Address: _____
(if different)

Daytime Phone: _____

Property Address: _____

Parcel Number: _____

Quick Ref: _____

Contact Name and phone number if different from owner: _____ Phone: _____

NOTE: If you are representing the owner, Kansas law requires an executed Declaration of Representative (DOR) form. An attorney may represent you without filing a declaration. DOR forms are available in the Reno County Appraiser's office, or online at: <https://www.renocountyks.gov/Forms5> or <https://www.ksrevenue.gov/formslibrary.html>

Reason for Appeal:

- Value is over market value Classification General Questions and Review of Appraisal
 Property Data Incorrect Other (Specify) _____

What is your estimate of value? _____

Type of Hearing (Select One):

- Based on evidence supplied:** There will be no in-person contact, and the appraiser's office will only contact you by phone if: A) you supply such contact information, and B) the appraiser reviewing the appeal has any questions or needs clarification. You agree that this satisfies the statutory requirement to hold a meeting. Choosing this option does not increase or decrease the likelihood of an adjustment. The appeal will be given full consideration based on the evidence provided as well as other data available to the appraiser's office, which is the same consideration an in-person or telephone hearing would receive. Enclose your evidence when you submit this appeal application. Evidence could include but is not limited to: Fee/Bank appraisal, Photos, Bids/Estimates, Other Real Estate Data, Letter/Narrative, etc.
- Telephone:** YOU CALL US at 620-694-2915 at your scheduled date/time.
- In-Person:** You come to our office at your scheduled date/time unless other arrangements are made in advance.

Telephone and In-Person hearings are scheduled in 15-minute intervals. Circle your preferred day and timeframe for hearing:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm-4:00pm	8:30am-4:00pm	8:30am-4:00pm	8:30am-4:00pm	8:30am-11:30am

List unavailable dates: _____

Kansas law provides for informal hearings between property owners and the county appraiser's office to review the appraised value and ensure that the information on file is correct. An appeal should not be a complaint about taxes. It is a statutory process that provides an opportunity to reconcile your property to its fair market value per state law. The appraiser's office is required by the State of Kansas to value property in a uniform and equal manner and should not be considered an adversary. An increase in valuation does not necessarily result in an increase in taxes. The revenue needed for local services is set by local taxing jurisdictions during budget hearings typically held in August. Changes in valuation do not change the amount of dollars needed to provide local services. A guide to the appeal process is available in the appraiser's office and online.

Each year is a new valuation. A resolution of a previous tax year may not affect a subsequent tax year. By law, you cannot have an equalization appeal and a payment under protest appeal for the same property in the same tax year. By law, all informal equalization hearings must be completed prior to May 15.