



BOARD OF EQUALIZATION Kitsap County Administration Building

614 Division Street, MS-4, Port Orchard, Washington 98366-4676
Phone (360) 337-4424 • Fax (360) 337-4632

Carolyn Gourley
Clerk of the Board

Greetings:

Enclosed is the information needed to file an appeal on your assessed value (assessment year **2019** for taxes payable in **2020**). The "Notice of Value Change", letter was dated for Monday, June 17, 2018, all petitions must be completed and signed within 60 days, and they **must be posted by Friday, August 16, 2019**.

Each parcel must have its own petition (filing on three pieces of property? Three petitions must be filled out). Fill in the form and sign. If you're able to scan the signed petition(s), I can accept electronic copy of your petition, along with any other documents you're able to send. Electronic copies are preferred as the County is in the process of going paperless.

(cgourley@co.kitsap.wa.us). The more information you submit with your petition the better.

Please note this process is by no means a speedy one. Once I've received the signed forms I will review them for completeness, once the petition is deemed complete you will receive a letter from me, which will have your petition number on it. The information will be input into our computer system, then it will be placed in an electronic folder that is shared with the assessor's office, they will then assign it to an appraiser. That appraiser will review the information, make a determination to either keep the value the same, reduce the value or on a rare occasion, increase the value. You will receive written documentation and an explanation of their determination once they have completed their review of your petition. If your petition is NOT complete, the petition and a letter of explanation will be sent to you, with a 2-week deadline to return the corrected petition.

If the value remains the same I will send a letter out with your hearing date and time, at **least 45** days prior to your hearing. It is advised that taxes be paid on the property and should a reduction be made the treasure will issue a refund or apply the monies owed to the next installment payment.

If you have any other questions please feel free to contact me, 360-337-4424.

If you have questions related to how the valuation was derived, please contact the assessor's office at 360-337-7160.

The following brochures are enclosed to help you understand how the process works:

- Taxpayer Petition to the Kitsap County Board of Equalization for Review of Real Property Valuation Determination
- Check List for Appealing Property Value
- Homeowner's Guide to Property Tax
- Appealing Your Property Assessment to the County Board of Equalization
- Homeowner's Guide to Mass Appraisal
- Clerk of the Board's business card