

**PERSONAL PROPERTY PROTEST PROCEDURES**

To assist you in the protest process, you may elect to complete and submit the Personal Property Protest Form and Personal Property Questionnaire shown below.

**BY MAIL:** If you wish to protest in writing, please include your estimate of property value and any additional documentation that you believe supports a change in the classification and/or valuation of your property. **Written protests must be postmarked no later than June 30, § 39-5-122(2), C.R.S.** You may be required to prove that you mailed your protest on or before the June 30 deadline; therefore, we recommend that you retain proof of mailing.

**IN PERSON:** If you wish to protest in person, present to the Assessor's office your estimate of property value and a copy of any documentation that you believe supports a change in the valuation of your property. **You must appear in the office of the County Assessor no later than June 30, § 39-5-122(2), C.R.S.**

**To preserve your appeal rights, your protest must be either postmarked or received by the Assessor no later than June 30 – after such date, your right to protest is lost.**

The Assessor must mail you a Notice of Determination **on or before July 10**. If you disagree with the Assessor's determination, or if you do not receive a Notice of Determination, you must submit a written appeal to the County Board of Equalization **on or before July 20** if you wish to continue your appeal, § 39-8-106(1)(a), C.R.S.

*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 PROTEST FORM**

You may use this section of the form to initiate the protest process. If you wish to protest the valuation of your property, please complete this section and return a copy of both sides of this form to the Assessor's office at the address shown on the Notice of Valuation.

**What is your estimate of the property's value? \$ \_\_\_\_\_**  
**What is the basis for your estimate of value or your reason for requesting a review?** (Please attach additional sheets as necessary and any supporting documentation, i.e., original installed cost, comparable sales, rental income, etc.)

**Attestation:** I, the undersigned owner or agent<sup>1</sup> of the property identified above, affirm that the statements contained herein and on any attachments hereto are true and complete.

Signature \_\_\_\_\_ Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL PROPERTY 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**

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.

**FINAL ESTIMATE OF VALUE \$ \_\_\_\_\_**

Esta **NOTICIA IMPORTANTE** es tocante a la valuación de impuestos (tasación) de su propiedad. Si no comprende esta noticia o si tiene algunas preguntas, haga sus preguntas a la oficina del asesor en su condado inmediatamente y le daran información acerca de sus derechos a protestar dichos valores. Si esta noticia se refiere a su casa o otro terreno, usted debe comunicarse con su asesor antes del 1 de junio a mas tardar. Si esta noticia es tocante su propiedad personal, usted debe comunicarse con su asesor antes del 30 de junio a mas tardar. Si usted no se comunica con su asesor, usted perderá todos los derechos a apelar.

<sup>1</sup> Attach letter of authorization signed by the property owner.