



# Homeowner's Checklist

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## Steps to Take in Appealing Your Assessment

- Make sure all deductions to which you are entitled were granted.
- Determine any deadlines or legal requirements for filing the appeal or for claiming any deductions. Comply with the legal requirements and don't miss these deadlines!
- Check the accuracy of the assessor's math, description of your property, work papers, and record card for your property.
- Consult with any experts who might be of assistance.
- Locate at least five comparable properties.
- Make adjustments for differences between your property and comparables.
- Check your property's assessment against the assessments of the comparables.
- If your assessment is unfair, make an informal appeal to the assessor first. If the assessor doesn't agree, file your appeal.
- Attend an appeals board hearing to get a feel for the process.
- Prepare a written summary of your case and rehearse your presentation.

**Good Luck!**

*National Taxpayers Union Foundation*