



**2024 APPEAL APPLICATION**  
*Request for Review of Real Property Assessed Value*

UTAH COUNTY BOARD OF EQUALIZATION  
 111 S University Ave  
 Provo, Utah 84601

**Questions? Contact Us @**  
 Phone (801) 851-8110 opt 3  
 Email: boe@utahcounty.gov

File appeals online at [www.utahcounty.gov/appeals](http://www.utahcounty.gov/appeals), then click on **"HOW DO I FILE?"**

APPELLANT CONTACT INFORMATION	<i>For office use only:</i> Appeal No.
<b>APPELLANT NAME:</b>	
<b>BUSINESS NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>CITY, STATE, ZIPCODE:</b>	
<b>PHONE NUMBER:</b>	
<b>*EMAIL ADDRESS:</b>	
<i>*All official notifications regarding your appeal will be sent via US Mail. Email addresses are optional. Utah County will not use email as a primary method of notification regarding your appeal. After filing an appeal, appellants should check their mail regularly until the appeal process is complete. Deadlines for appellant response to county actions are governed by the laws of the State of Utah and are strictly enforced.</i>	

<b>I AM FILING THIS APPEAL AS ONE OF THE FOLLOWING: (check one option only)</b>		
<input type="checkbox"/> PRIVATE OWNER	If you are filing this appeal as a Owner’s Representative or as an Authorized/Contracted Representative of the Corporate Owner, you must include a signed Owner’s Authorization form with your appeal. A standard version has been included on page 4 of this application, however Utah County will accept other authorization forms signed by the property owner.	<input type="checkbox"/>
<input type="checkbox"/> OWNER’S REPRESENTATIVE		<input type="checkbox"/>
<input type="checkbox"/> CORPORATE OWNER/OFFICER		<input type="checkbox"/>
<input type="checkbox"/> AUTHORIZED/CONTRACTED REPRESENTATIVE OF THE CORPORATE OWNER		<input type="checkbox"/>

<b>LIST OF PARCELS TO BE APPEALED</b>			
<i>If you need to appeal more than eight parcels, please include a separate list with the information below for each parcel</i>			
PARCEL/SERIAL NUMBER	PROPERTY TYPE <small>(Residential, Commercial, Agricultural, Vacant)</small>	OWNER’S OPINION OF FAIR MARKET VALUE*	APPEAL REASON CODE (see pg 3)
1.       :       :			
2.       :       :			
3.       :       :			
4.       :       :			
5.       :       :			
6.       :       :			
7.       :       :			
<i>* “Fair Market Value” is defined as the amount at which property would change hands between a willing buyer and seller, neither being under any compulsion to sell and both having reasonable knowledge of the relevant facts. Section 59-2-102 [13] U.C.A. The appellant has the burden of proof to show the county’s “Full Market Value” listed on the Notice of Property Valuation and Tax Changes significantly exceeds or falls short of “Fair Market Value”. 59-2-109 U.C.A.</i>			

**FILING DEADLINE AND GENERAL INSTRUCTIONS**

- **APPEAL MUST BE FILED ON OR BEFORE SEPTEMBER 16, 2024.** Applications turned into the Board of Equalization office in person must arrive before 5:00pm. Mailed applications will be accepted with a postmark no later than September 16. Appeals submitted online must be submitted by no later than 11:59:59 pm. Any appeals submitted after that time will be flagged as late and subject to the restrictions for late appeals. No appeals can be accepted by fax. The office does not currently have a fax number. Online, email, mail, or in-person are the only options.
- Appeals must be filed with all evidence or documentation. Fill out this form only if you disagree with your 2024 assessed Full Market Value. Only the assessed Full Market Value can be appealed. ***The amount of property taxes calculated*** as detailed in the "NOTICE OF TAX CHANGES - PRIOR, CURRENT, AND PROPOSED TAXES COMPARISON" section of the valuation notice ***cannot be appealed***. The Board of Equalization may raise, lower or maintain the value based upon the facts presented. The Board of Equalization cannot accept appeals in the current year for adjustment of prior years' market values.
- Each application must be signed in the Oath and Signature section below by either the owner or the owner's authorized representative. If an authorized agent is representing the owner, the owner must sign the agent or representative authorization form or attach an alternative signed authorization form.
- **All issues regarding the value of this property must be raised in the appeal process. All evidence must be submitted with the filing of this appeal and must support the value as of January 1 of the tax year under appeal. Appeals filed without sufficient evidence may be dismissed. The individual who files the appeal, in general, carries the burden of proof. Appellant must submit sufficient and credible evidence to challenge the assessed Full Market Value and establish a new value.**

**IMPORTANT FINAL REMINDERS - PLEASE NOTE CAREFULLY!**

Completed form(s) and all supporting documentation must be submitted as directed above on or before **September 16, 2024**.

**PAYMENT OF TAXES**

*Taxes will be due and payable as noted on the Tax Notice mailed prior to November 1.* If you have not received a decision by the December 2 due date you should pay the taxes as billed. Failure to pay when due will result in penalties and interest being added to the amount due.

**SUBMIT COMPLETED FORM AND ALL DOCUMENTATION TO UTAH COUNTY BOE VIA:**

VIA THE WEB: [WWW.UTAHCOUNTY.GOV/APPEALS](http://WWW.UTAHCOUNTY.GOV/APPEALS) OR VIA EMAIL: [BOE@UTAHCOUNTY.GOV](mailto:BOE@UTAHCOUNTY.GOV)

US MAIL OR IN PERSON: UTAH COUNTY BOARD OF EQUALIZATION 111 S UNIVERSITY AVE, PROVO, UT 84606  
*Receipt of your appeal(s) by mail will be acknowledged if you enclose a stamped self-addressed envelope.*

BLANK FORMS ARE AVAILABLE ONLINE AT  
[WWW.UTAHCOUNTY.GOV/APPEALS](http://WWW.UTAHCOUNTY.GOV/APPEALS) ON THE "FORMS & POLICIES" PAGE

**OATH AND SIGNATURE**

***UNDER PENALTIES OF PERJURY, I DECLARE ALL STATEMENTS HEREIN AND/OR ATTACHMENTS ARE TRUE, CORRECT AND COMPLETE.***

\_\_\_\_\_  
SIGNATURE OF APPELLANT

\_\_\_\_\_  
DATE

<b>APPEAL REASON &amp; CODES FOR ALL PROPERTY TYPES</b>	
<i>These codes can be used for all property types</i>	
<b>APPEAL REASON</b>	<b>APPEAL CODE (SEE PG 1) AND DESCRIPTION</b>
COMPARISON TO RECENTLY SOLD PROPERTIES	<b>ALL-MARKET</b> - A property that has been valued at least 5% higher than recently sold properties of similar size, style, and construction within a reasonable geographical radius (such as the same city). Provide printouts of <u>recently sold properties</u> in a full listing format that shows all details such as age, land area, location, quality, size, style, etc. A Real Estate Agent generated comparative market analysis (CMA) report is preferable. Sales completed prior January 1 will be considered the strongest evidence.
PROPERTY DESTROYED	<b>ALL-DESTROYED</b> - For any property rendered uninhabitable/unusable prior to January 1 due to a natural disaster, fire, flood, or other means. Statements from insurance companies, local governments or other qualified sources are required to verify destroyed status.
QUALIFIED REAL PROPERTY	<b>ALL-QUALIFIED</b> - A "qualified real property" is defined by U.C.A. 59-2-1004(f) as a property subject to appeal in the current year and 1) was appealed in the prior year and had its value lowered; 2) was NOT improved (e.g. renovations, additions) in the prior year; and 3) the assessed value for the current taxable year is higher than the inflation adjusted value. If all three of these conditions are met, the burden of proof shifts to the County Assessor and the appeal may be filed without attaching additional evidence.
QUALIFYING RECENT PURCHASE	<b>ALL-PURCHASE</b> - A property that was purchased a maximum of one year prior to or up to 6 months after January 1. A copy of the closing statement, settlement statement or HUD-1 disbursement form from the closing documents is required. An appraisal, if completed for the sale, should be submitted with the appeal. A full copy of the appraisal must be submitted if included. Distressed sales (short sale or bank-owned) may not be reflective of fair market value.
RECENT APPRAISAL	<b>ALL-APPRAISAL</b> - Professional Fee Appraisal with an effective date within 6 months prior to January 1 is preferable, however all recent appraisals (within two years prior to Jan 1) can be accepted. A full copy of the appraisal including a copy of the signature page must be attached.
RECORD OR PHYSICAL DESCRIPTION ERROR	<b>ALL FACTUAL</b> - For properties that have an error on the county records related to a factual characteristic of the property such as physical size (sq footage, acreage), building details (# of rooms, floors, finished sq footage, etc), age, or land classification. Please provide full description of error with supporting evidence.
UNEQUAL OR UNFAIR ASSESSMENT BY COMPARISON	<b>ALL-INEQUITY</b> - A property that has been valued by more than 5% higher than properties of similar size, style, and construction in the immediate area. Provide valuations, tax notices, or other county records of similar properties within a 1-to-10-mile radius of the subject property that supports the requested value. All properties submitted as supporting evidence must closely match the subject property in size, configuration, and age. Minimum of three (3) is required but up to five (5) is preferred.

<b>APPEAL REASON &amp; CODES FOR COMMERCIAL PROPERTIES ONLY</b>	
<i>These codes can ONLY be used for commercial properties</i>	
<b>APPEAL REASON</b>	<b>APPEAL CODE (SEE PG 1) AND DESCRIPTION</b>
CONSTRUCTION COST	<b>CO-COST</b> - A construction cost appeal can be made only for recently constructed commercial or agricultural properties only. It cannot be used for any properties used as residential units (homes, townhomes, condos, etc). A summary of construction costs, an appropriate appraisal of land value, and any other cost-related evidence should be submitted.
INCOME PRODUCING	<b>CO-INCOME</b> - An income producing appeal is for commercial property, industrial property, or apartments, including 2-to-4-unit buildings only. It cannot be used for rented condos, rented single family residences or basement apartments. Evidence required includes; rent rolls for the prior year ending December 31; evidence of an appropriate vacancy rate; the prior year's income and expense statement for the property; and/or evidence of the appropriate rate of return (capitalization) to be applied to the net operating income for the property. If the property is owner occupied, you may submit equivalent data for comparable commercial or industrial properties with evidence to justify similarities or differences.



**OWNER AUTHORIZATION**  
**Request for Agent to Represent Owner Before the Board**

UTAH COUNTY BOARD OF EQUALIZATION  
 111 S University Ave  
 Provo, Utah 84601

**Questions? Contact Us @**  
 Phone: (801) 851-8110 opt 3  
 Email: boe@utahcounty.gov

**LIST OF PARCELS SUBJECT TO THIS AUTHORIZATION FORM**  
*If you need to list more than eight parcels, please include a separate sheet with the information below for each parcel*

PARCEL/SERIAL NUMBER	PROPERTY TYPE (Residential, Commercial, Agricultural, Vacant)	PROPERTY LOCATION (Physical address within Utah County)
1. : :		
2. : :		
3. : :		
4. : :		
5. : :		
6. : :		
7. : :		
8. : :		

**The undersigned, registered property owners of the above noted property, do hereby authorize:**

Individual or Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**OWNER AUTHORIZATION**

*To act on my behalf, take all actions necessary to represent my interest in the above named property, and be my*

\_\_\_\_\_

SIGNATURE OF OWNER

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE OF OWNER

\_\_\_\_\_

DATE